

American Academy of Medical Administrators

Developing Excellence in Healthcare and Leadership

701 Lee Street • Suite 600 • Des Plaines, IL 60016-4516

Phone: (847) 759-8601 • Fax: (847) 759-8602 • email: info@aameda.org • www.aameda.org

FACT SHEET: Recredentialing Process for the CAAMA Designation Credentialed member, American Academy of Medical Administrators May 2005

Recredentialing: Maintaining Your CAAMA Designation

Continuing professional development activities are essential to enable healthcare executives to stay current with the rapidly changing healthcare environment. Recredentialing illustrates initiative and ongoing commitment to the profession of healthcare administration. To continue using the CAAMA designation, evidence must be provided of continuing involvement in professional development activities.

To retain the Credentialed member, American Academy of Medical Administrators (CAAMA) designation, a healthcare administrator must accumulate thirty (30) AAMA *Professional Currency Points* every three years while maintaining membership in AAMA. After the initial credentialing, CAAMAs must recredential at three-year intervals. To become recredentialed, *Professional Currency Points* must be submitted using a completed CAAMA Recredentialing Application.

AAMA *Professional Currency Points* may be earned in the following categories:

- **15 points are required from AAMA Points** section. Included are AAMA Education Programs and Service.
- **15 additional points** may come from AAMA Points or Non-AAMA Points. The Non-AAMA Points include Non-AAMA Education Programs and Service as well as Employment.

Procedures

AAMA will mail notices to all CAAMAs reminding them of currency requirements. Three years after the CAAMA designation has been earned, CAAMAs will be notified they must recredential. The CAAMA Recredentialing Application will be mailed to those who must fulfill the commitment to earn points to continue using the CAAMA designation. ***If you have not recredentialed, you are no longer allowed to use the CAAMA designation.***

Points Required to Recredential

Thirty (30) points must be earned in a three-year period to recredential as a CAAMA. All *Professional Currency Points* listed must have been earned since the original date of credentialing or last recredentialing date, whichever is most recent. Credit for points earned in years prior to the three year period will not be accepted.

Fifteen (15) points must be earned from AAMA Education Programs or AAMA Service. Fifteen (15) additional points may be earned from Non-AAMA Education Programs, Service, or Employment or additional AAMA Education Programs or Service.

Temporary Waiver of Recredentialing Requirement

A temporary waiver of the recredentialing requirement may be granted due to inactive status based on the following:

1. The CAAMA does not currently hold a paid position in the field of healthcare administration, i.e., through employment loss or due to an employment transition.
2. The CAAMA is no longer in the practice of healthcare administration, but has declared his or her intention to return to the healthcare administration profession within three years.
3. A temporary waiver may be authorized based on special considerations.

The request for a temporary waiver must be submitted in writing to the CAAMA Committee prior to December 1 of the year immediately preceding the recredentialing date. Waivers of points are not granted for more than three years, subject to review of the CAAMA Committee.

Reinstatement of Credential

A request for reinstatement due to temporary waiver or due to cancellation should be submitted in writing to the CAAMA Committee for consideration. A CAAMA may be temporarily reinstated; however, an indication of continuing professional development must be shown.

Healthcare administrators who have not acquired sufficient AAMA *Professional Currency Points* to be recredentialled will be notified in writing that they are suspended from using the CAAMA designation until the individual either:

1. Accumulates a total of 10 points per year for each year since the original credentialing date or the recredentialing date.

Upon accumulation of the required number of *Professional Currency Points*, a request for reinstatement should be submitted in writing along with the completed CAAMA Recredentialing Application to the CAAMA Committee.

2. Retakes the CAAMA exam and passes it.

Suspense of Recredentialing Requirement for Deployed CAAMAs

Due to the involvement around the world of AAMA military members who hold the CAAMA, the CAAMA Committee has agreed to suspend the recredentialing requirement for CAAMAs who are deployed, on active duty or are in a direct support role. The CAAMA Committee recognizes that these CAAMAs do not have the opportunity to earn points needed to recredential.

- To request suspense of the CAAMA Recredentialing Requirement, please submit a request to the CAAMA Committee staff liaison, Holly Estal, Director of Education, at holly@aameda.org. Evidence of service should be included in your request, such as a copy of orders indicating service or a command issued letter affirming a direct support role. Indicate the expected length of deployment in your request.
- Upon release from deployment, active duty or direct support role, notify Holly Estal. A new recredential date will be determined based upon individual circumstances.

Fees

For each three-year period, there is a recredentialing fee of \$125.00. It must be paid when the CAAMA Recredentialing Application is submitted.

If the recredentialing application is not accepted due to non-compliance with point requirements, only \$100.00 of the \$125.00 fee will be returned. The recredentialing applicant who does not qualify to recredential is encouraged to request a waiver to allow time to earn the points needed to recredential. See Temporary Waiver section above.

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CAAMA Professional Currency Points for Recredentialing May 2005

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Fifteen (15) points must be earned from AAMA Education Programs or AAMA Service. Fifteen (15) additional points must be earned from Non-AAMA Education Programs, Service or Employment, or additional AAMA Education Programs or Service.

AAMA Points

- All points may be earned in this category if desired; **15 AAMA points are required.**

AAMA Education Programs

- Only programs offered directly by AAMA qualify as AAMA education programs, i.e., a TRICARE program approved for AAMA credits does not qualify as an AAMA Education program, it qualifies as a Non-AAMA program.
 - *Points awarded are 1 per contact hour up to a maximum of 6 per day. One contact hour equals 60 minutes of instruction.
1. Participation in AAMA educational programs:
 - a. Annual Conference 8 points each year
 - a-1. Extra points for Federal Day 6 points each year
 - b. Cardiovascular Administrators' Management Conference 9 points each year
 - c. Pre/post conference program or other AAMA program Variable/session
1 point per contact hour, 3 points per 1/2 day, 6 points maximum per day based on 60 minutes equals 1 contact hour.
 - d. AAMA AudioConference 1 point each
 - e. AAMA Region and Chapter Conferences Variable/session
1 point per contact hour, 3 points per 1/2 day, 6 points maximum per day based on 60 minutes equals 1 contact hour.

AAMA Service

1. Publications
 - a. Original manuscript published in *AAMA Executive*, JCM or JOM (not a book review) 2 points each
 - b. Submission of five (5) book reviews or website reviews to *AAMA Executive* over the three year period 1 point for 5 reviews
2. Instruction & Presentations
 - a. Presenting a speech or session on healthcare administration to an AAMA conference 2 points/session
3. Leadership
 - a. Leadership in AAMA or a college (chair, board or committee position) 2 points/position

Non-AAMA Points

Only 15 points may be earned from the following sections:

Non-AAMA Education Programs

*Points awarded are 1 per contact hour up to a maximum of 6 per day, based on 60 minutes equals 1 contact hour.

1. Participation in conference or seminar conducted by a recognized healthcare association or healthcare organization. Variable
 - Includes conferences or seminars presented by other associations, organizations/companies, such as MGMA, HIMSS, ACHE, TRICARE, etc.
 - Includes courses taken for CEUs or CMEs in conjunction with your professional healthcare employment.
2. Participation in a conference or seminar presented collaboratively by AAMA and an allied healthcare association. Variable
3. College/university level course or individualized learning program that applies to healthcare administration – on campus or online. Variable
5 points maximum per course
4. Completing a new degree in field related to healthcare administration, a masters or doctoral degree (in addition to course work). MS 3 points
PhD 6 points

Non-AAMA Service

1. Publications

Manuscripts and contributions should be professionally related and not a requirement of your employment.

- a. Authoring or editing a book on healthcare administration 5 points each
- b. Contribution to book on healthcare administration issues 1 point each
- c. Original manuscript published in other healthcare administration journal (not book reviews) 1 point each

2. Instruction and Presentations

- a. Serving as instructor for a multi-session healthcare related program that requires preparation of a course syllabus and other course related materials (other than college or university) 2 points/course
- b. Serving as faculty for credit courses related to healthcare administration in a fully accredited college or university 4 points/course
- c. Presenting a speech or session on healthcare administration to a non-AAMA healthcare organization (not employment related) 1 point/session

3. Leadership

- a. External Relations - represents AAMA or colleges on Board or Committee of another organization 1 point/activity
- b. Leadership in a non-AAMA healthcare association (chair, board or committee position). 1 point/year, no more than 2 points for 3 years 2 points maximum

Employment

1. Employment in healthcare administration

1 point/year, no more than 2 points for 3 years 2 points maximum

*One contact hour is equal to 60 minutes of educational instruction. One contact hour is equal to point one (.1) CEU as set by the International Association of Continuing Education and Training (IACET). CEU stands for Continuing Education Unit. One CEU is equal to 10 hours of education instruction.