NORTHWOOD TECH GRADUATION REQUIREMENTS

To graduate from the Northwood Tech MA program, students must have completed all required coursework with a grade of 2.0 or better in every course as defined in the required courses. Students are also required to pass all course competencies.

Upon graduation students are eligible to complete the AAMA CMA Certification Examination to become a Certified Medical Assistant.

Students must submit Intent to Graduate with Student Services.

AAMA CMA CERTIFICATION EXAMINATION APPLICATION PROCESS

How to Become a CMA (AAMA)

First, graduate from an accredited medical assisting program. This program must be accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES). See the Certification FAQs page for full details about requirements.

Second, pass the CMA (AAMA) Certification/Recertification Examination. This test is administered by the Certifying Board of the American Association of Medical Assistants.

1. **Graduate from a program**
   To earn the CMA (AAMA) credential you must first enroll in, and graduate from, a CAAHEP or ABHES accredited medical assisting program. You will attain academic and clinical training in a variety of areas, including the following:
   - Human anatomy, physiology, and pathology
   - Medical terminology
   - Keyboarding and computer applications
   - Recordkeeping and accounting
   - Coding and insurance processing
   - Laboratory techniques
   - Clinical and diagnostic procedures
   - Pharmacology
   - Medication administration
   - First aid
   - Office practices
   - Patient relations
   - Medical law and ethics

   You also must complete a clinical practicum, which is part of the program.

Find a CAAHEP or ABHES accredited medical assisting program near you.

Once you find a program, go to the institution's website, or contact the director of that program to answer specific questions. Here are sample questions you might want to ask:

- What are tuition costs and financial aid options for the program?
- What are the academic prerequisites for enrolling in the program?
- How long does it take to complete the program?
- What specific topics does the program cover?
- What does the clinical practicum involve?

2. **Take the exam**
   Once you graduate from the program you must take, and pass, the CMA (AAMA) Certification/Recertification Examination. Many useful tools are available to get you ready for it. Follow these steps to prepare for the exam.

   - Apply for the exam
   - Schedule an exam appointment
   - Study!

Apply for the exam

Beginning April 1, 2009, the CMA (AAMA) Certification/Recertification Examination will be available throughout the year.

If you meet the criteria for either of the following categories, then congratulations! You are eligible to take the CMA (AAMA) Certification Exam:

Category 1: Completing student or recent graduate of a CAAHEP or ABHES accredited medical assisting program.

Category 2: Nonrecent graduate of a CAAHEP or ABHES accredited medical assisting program.

For more information about these categories, go to Certification FAQs.

In addition to filling out an application form to take the exam, you must provide certain documentation and pay an enrollment fee. The required documentation depends on your enrollment category.

Members of the AAMA and CAAHEP and ABHES completing students and recent graduates pay $125. All others pay $250. All fees are nonrefundable and nontransferable.

Personal checks will not be accepted. Candidate fees must be paid by any of the following methods:

- Money order
- Credit card
- Debit card
- Cashier's check
- Certified check
- Institution check

Applications submitted without proper fee payment will delay scheduling of the candidate's exam appointment or may be returned to the candidate.

Membership in the AAMA gives you great benefits that will help you on your career path. Discover these benefits and join today.

Are you ready to apply? Download a CMA Certification Exam Application.

The AAMA will inform you of your application status within 45 days of the examination application deadline. At that time, you also can inquire about your enrollment status via email. Make sure to include the following information in your email:

- Your name
- Your program completion date including Practicum (not graduation date)
- Your accreditation code *or* your school's name, school city, and school state
- Your Program Director name and telephone number

Schedule an exam appointment

After your application has been approved and processed, you will receive a scheduling permit with instructions for making an appointment at a Prometric test center in your area. The sooner you schedule your appointment, the more likely you will receive your preferred time and location.

Study!

The most important thing you can do prior to taking the exam is study for it. Many useful tools are available:

- Obtain study resources. Obtain current publications in medical assisting that cover content that includes administrative and clinical procedures, anatomy and physiology, medical terminology, medicolegal guidelines and regulations, and laboratory procedures.

- Review the Content Outline for the exam. Use the Content Outline for the CMA (AAMA) Certification Exam as a roadmap of sorts to help you make sure that you cover all exam topics as you study.

- Take a CMA (AAMA) Exam review course if there is one offered in your area by an accredited medical assisting program or by a local chapter of the AAMA. [Membership in the AAMA](#) will help you get connected to other medical assistants and medical assisting students. And you'll receive mailings on local events.

- Take the practice exams to test your current knowledge in the categories of [Anatomy and Physiology](#) and [Medical Terminology](#).