



AAMA Disciplinary Standards and Procedures for CMAs (AAMA) and Examination Candidates

The CMA (AAMA) represents a medical assistant who has been certified by the Certifying Board of the American Association of Medical Assistants.

I. Grounds for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA)

- A. Obtaining or attempting to obtain certification, or recertification of the CMA (AAMA) credential, by fraud or deception.
- B. Knowingly assisting another to obtain or attempt to obtain certification or recertification by fraud or deception.
- C. Misstatement of material fact or failure to make a statement of material fact in application for certification or recertification.
- D. Falsifying information required for admission to the CMA (AAMA) Certification/Recertification Examination, impersonating another examinee, or falsifying education or credentials.
- E. Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about examination content during the CMA (AAMA) Exam.
- F. Unauthorized possession or distribution of examination materials, including copying and reproducing examination questions and problems.
- G. Found guilty of a felony, or pleaded guilty to a felony. However, the Certifying Board may grant a waiver based upon mitigating circumstances, which may include, but need not be limited to the following:
 1. The age at which the crime was committed
 2. The circumstances surrounding the crime
 3. The nature of the crime committed
 4. The length of time since the conviction
 5. The individual's criminal history since the conviction
 6. The individual's current employment references
 7. The individual's character references
 8. Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients
- H. Violation of any laws relating to medical assisting practice, including the common law duty of providing a standard of care that meets or exceeds that of the reasonably competent and knowledgeable CMA (AAMA).
- I. The possession, use, or distribution of controlled substances or drugs in any way other than for legitimate or therapeutic purposes, or the addiction to or diversion of controlled substances or drugs (including alcohol), the violation of any drug law, or prescribing controlled substances for oneself.

- J. Violation of any policies, procedures, and regulations of the American Association of Medical Assistants Certifying Board, including regulations governing the use of the CMA (AAMA) credential.
- K. Violation of the American Association of Medical Assistants (AAMA) Code of Ethics or the AAMA Certifying Board Code of Conduct.
- L. Failure to cooperate reasonably with the investigation of a disciplinary matter.

II. Expired Credentials

- A. It is unethical and a misrepresentation to publicly display the CMA (AAMA) certification title or to use the CMA (AAMA) initials after your name if your credential has expired.

III. Procedures for adjudicating alleged violations of Disciplinary Standards

- A. The CMA (AAMA) or applicant for the CMA (AAMA) credential shall be informed in writing of the basis for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA).
- B. The CMA (AAMA) or applicant shall be given the opportunity to submit written evidence regarding the alleged violations.
- C. The decision of the alleged violation shall be made by the Certification Director.
- D. The CMA (AAMA) or applicant shall be given the opportunity to appeal the decision of the Certification Director to an appeals panel established by the Certifying Board.

IV. Possible sanctions

- A. Denial of eligibility for the CMA (AAMA) Exam
- B. Scores invalidated, scores withheld, or scores recalled
- C. Probation
- D. Reprimand
- E. Temporary revocation of the CMA (AAMA) credential
- F. Permanent revocation of the CMA (AAMA) credential



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