



Certification Continuation Program (CCP) FAQs

Q: Who needs to comply with CCP?

A: All individuals initially certified on or after January 1, 2006.

- Individuals originally certified prior to January 1, 2006, who have let their active membership lapse longer than three years, will have to reactivate and will then be subject to the three-year CCP cycle.

Q: How often do I need to show compliance?

A: Every three years as reflected by your 3-year CCP cycle dates stated on your digital AMT Membership Card or under My Certifications and Membership Status on [My Homepage](#).

- Certified members who do not meet the CCP requirements, or those who are audited and do not provide supporting documentation, are considered Non-Compliant and will be decertified.

Q: Can I comply with the CCP program by retaking the certification examination?

A: No, retaking the examination to comply with CCP is NOT an option.

Q: What documentation is required?

A: You will NOT need to submit any documentation to AMT unless you are included in the random audit or in the process of recertifying/reactivating.

- AMT encourages you to use [AMTrax](#) to track your CE and other related activities online. If CCP compliance is met through AMTrax, you will not need to do anything further, unless you are audited.
- If you have NOT been tracking with AMTrax and/or you have not yet reached your required number of CCP points, a CCP compliance notice will be mailed and emailed to you about 6 months prior to the end of your three-year cycle noting how many CCP points are still outstanding and asking you to attest to reaching the required number of points by the end of your CCP cycle. You will need to obtain the required number of

points and either record your points in AMTrax or send the CCP Attestation Form to AMT to remain in compliance. [How does the CCP Program work?](#)

Q: How long do I need to keep my supporting documentation?

A: AMT recommends you keep it for two full years beyond the 3-year CCP compliance period.

Q: How will I know whether a continuing education course or other professional activities that I am involved in will be accepted for CCP?

A: As a general rule of thumb, if your activity relates to a specific item on the exam content outline of the certification you achieved, the activity will qualify. [View your specific exam content outline.](#)

Generally, AMT will accept any activity that meets at least one of the following criteria:

1. Does it help you do your (health care) job better?
 2. Does it advance your knowledge in the health care field?
 3. Does it prepare you for an advanced management or health care degree or a different program of study in health care?
- Examples of acceptable documentation are listed under each [Qualifying Activities](#). You can print the [CCP Guidance Document](#) for your reference.

Q: Are there additional fees for certified members in regard to CCP?

A: There are no additional fees outside the annual renewal fee for all members.

- Failing to pay your annual fee will result in a loss of your member benefits and could result in decertification.

If you have any questions, please email AMT: ccp@americanmedtech.org