CCP GUIDANCE DOCUMENT

General Instructions

1. Obtain, record and track points throughout your three-year CCP cycle using AMTrax. Keep supporting documentation in a file for your records for audit purposes.
2. Before the end of your three-year CCP cycle:
   - If you have been tracking with AMTrax and you reach the required number of CCP points, you will automatically be considered "compliant" for this three-year CCP cycle. You will then automatically be rolled into your next CCP cycle.
   - 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 in order to remain in compliance.
3. **AMT does NOT accept documents for review and entry into AMTrax.**

There are no fees associated with CCP specifically, although an annual renewal fee is required to maintain your active certified member status.

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

What Qualifies for CCP?

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?

Defensible Criteria

Each year AMT will perform a random audit. Those chosen for an audit must produce documentation to support the certification continuation activities attested to. AMT recommends that members keep supporting documentation in a file so that they can be fully prepared to submit to AMT, if requested.

If audited or recertifying/reactivating, you will be required to submit documentation supporting your claimed CCP points. If clear criteria have not been met, you will need to defend your claimed points and why you believe they qualify.

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Category	Points Awarded	Maximum per 3-Year CCP Cycle	Examples of Supporting Documents for Your Files	Examples
PROFESSIONAL EDUCATION	1 point = 1 CEU, CME, PACE, etc. 1 point= 1 Contact Hour	N/A	Proof of attendance (e.g., certificate of attendance) that includes title and/or description of the course, participant name, date of program, length of program (contact hours or CEUs awarded) and validation/sign-off by the official presenting the program.	• AMT-sponsored STEP online articles, webinars and online modules (these are automatically recorded in AMTrax) • In-service and/or other employer-required training that specifically pertains to your main job responsibilities (e.g., HIPAA, OSHA, TB, Bloodborne Pathogens, safety and compliance) • CPR training must include both theoretical and in-person demonstration of CPR proficiency • Health care related local/regional/national seminars and conferences • Volunteer work with health fairs and blood drives (0.5 point = one volunteer event) Note: CPR = 3 points CPR/AED = 4 points CPR/AED & First Aid = 6 points BLS = 3 points TB(TST) Card = 4 points
FORMAL EDUCATION	5 points = one semester hour 3 points = one quarter hour	45 points	Proof of completing the course, such as a grade or transcript. Full program requirements if course is part of a specific program of study. A passing grade (as defined by the college) is required to receive credit.	University, college, or junior college courses pertaining to your certification or other health care related field (including health care management or MBA). Courses required for the program of study will be accepted if they are related to health care.
EMPLOYER VERIFICATION	6 points = 1 year full-time employment	18 points	Obtain and file the employer's validation through the use of the Employment Verification Form.	Employment in the field of certification with verification of satisfactory and competent work history spanning the most recent three-year period. Note: Full-time employment (30-40 hours/week) = 0.5 point per each month worked Part-time employment (20-30 hours/week) = 0.25 point per each month worked Limited employment (<20 hours per week) = 0.1 point per each month worked

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AUTHORSHIP OF SCHOLARLY WORK	10 points = 1 published written work	N/A	Copy of the published written work including references	Written work, such as articles, must be related to the individual's certification or other health care field.
INSTRUCTIONAL PRESENTATIONS	7 points = 1 unique instructional presentation	N/A	Copy of the presentation or a program listing your presentation.	Prepare and present an instructional presentation related to the individual's certification or other health care field. If claiming points as an allied health instructor, employment as said instructor cannot also be claimed. Note: You cannot claim additional credit for giving the same presentation multiple times
ORGANIZATIONAL PARTICIPATION	After January 1, 2018: 3 points per year of participation	9 points	Formal acknowledgement by the organization (e.g., a published list of committee members and the details of the frequency of meeting via published minutes showing on-going participation).	Participation in professional organizational activities, such as a working committee member at one's employment relating to the individual's certification or health care field (e.g., serving on a Standards or Safety Committee, a Quality Improvement Committee, a Patient Advocacy Committee, a Process Improvement Committee or a Policy Review Committee).