

CCP GUIDANCE DOCUMENT

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.	<ul style="list-style-type: none"> • 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) <p>Note: BLS = 4 points CPR = 3 points CPR/AED = 4 points CPR/AED & First Aid = 6 points TB(TST) Card = 4 points</p>
FORMAL EDUCATION	5 points = one semester hour 3 points = one quarter hour	45 points	Proof of course completion, (i.e. Transcript), showing the date(s) and semester(s) attended and credit hours awarded. Full program requirements if the course is part of a specific program of study. A passing grade (defined by the college) is required to receive CCP points.	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 of full-time employment 3 points = 1 year of part-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

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EMPLOYER VERIFICATION	1.2 points = 1 year of limited employment			Limited employment (<20 hours per week) = 0.1 point per each month worked
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).

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. Visit the AMT website at www.americanmedtech.org to view the exam content for your certification (Get Certified / Prepare for Exam / Exam Content Detail).

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?