

CERTIFICATION CONTINUATION PROGRAM (CCP) Activity and Point Categories

Professional Education

This category is most closely associated with what one might consider traditional “continuing education”. Programs eligible for credit would be only those related to a certificant’s certification type. For example, a medical assistant attending a seminar on insurance billing would select this category. OSHA and CPR training are other examples of programs appropriate for this category. The category would include: in-service training, seminars, self-instructional (home study) units, national, state, or regional conferences, and other structured learning experiences.

Scoring: Each contact hour of credit is counted as one point. For example, 12 hours of continuing education would constitute 12 points of credit. Maximum of 45 points can be earned per 3-year compliance cycle.

Supporting Documentation for Your Files: Complete and file the [Continuing Education Credit Request Form](#) for each professional education activity along with proof of attendance, including a certificate of attendance, etc. Alternately, you can submit this form and the proof of attendance to the AMT Institute for Education (AMTIE) for tracking. More information on AMTIE, please click [here](#).

Formal Education

This category is most closely associated with university, college, or junior college academic credit. Programs eligible for credit would be only those related to an individual’s certification type. For example, a medical technologist taking a semester or quarter-length course in microbiology would select this category. A passing grade is required to be eligible for credit in a course.

Scoring: Each semester hour earns 5 points; each quarter hour earns 3 points. Maximum of 45 points can be earned per 3-year compliance cycle.

Supporting Documentation for your Files: Complete and file the [Continuing Education Credit Request Form](#) along with proof of completing the course, such as a grade, for each formal education activity.

Employer Verification

Satisfactory employment in the field of certification is another indicator of ongoing competency. Credit may be awarded to certificants who obtain verification of satisfactory and competent work histories spanning the most recent three-year period.

Scoring: Up to ten points can be awarded for each year of continued employment that is employer-verified. Maximum of 30 points can be earned per 3-year compliance cycle.

Supporting Documentation for your Files: Obtain and file the employer’s validation through the use of the [Employment Verification Form](#).

Authorship of Written Works

Certificants who author scholarly works are eligible to earn credit for those works. Criteria and requirements for earning credit in this category are included on the [Professional Activity Credit Request Form](#).

Scoring: Ten points are awarded for each written work meeting the criteria. There is no maximum number of points that can be earned per 3-year compliance cycle.

Supporting Documentation for your Files: Complete and file the [Professional Activity Credit Request Form](#) for each written work.

Instructional Presentations

Certificants who prepare and present instructional presentations are eligible to earn credit for those presentations **one time**. Criteria and requirements for earning credit in this category are included on the [Professional Activity Credit Request](#).

Scoring: Seven points are awarded for each instructional presentation that is prepared and presented. There is no maximum number of points that can be earned per 3-year compliance cycle.

Supporting Documentation for your Files: Complete and file the [Professional Activity Credit Form](#) for each presentation.

Organizational Participation

Certificants who participate in career-related organizational activities may be eligible to earn credit for that participation. While this category may encompass a range of activities it is primarily intended to address participation as a working board member or as a working committee member of a professional organization.

Scoring: Seven points can be awarded for each year of participation in organizational activities. Maximum of 21 points can be earned per 3-year compliance cycle.

Supporting Documentation for your Files: Activities may be verified through some form of formal acknowledgement by the organization. For example, a published list of a Board of Directors or a list of committee members would provide evidence of participation.

Other Professional Development

Certificants may earn credit for special activities not readily classifiable into one of the above categories. Requests for Professional Development credit must be submitted in writing to AMT for review. For example, a certificant who authors a scholarly, landmark textbook in the field could potentially meet CCP requirements in that manner.

Scoring: All credit awarded for this activity must be pre-approved by AMT

Supporting Documentation for your Files: Submit a written description of the activity to the AMT, obtain a signature of approval, and file for your records.