



## Recertification

It is time to renew your PMAC status. We congratulate all PMAC's for their efforts in promoting podiatry!

### **For all PMAC's who became certified prior to August 1, 2017**

You are required to submit the full year of renewal

- proof of your **20 CME credits**
- recertification fee of \$55.00 **must be in US Dollars** (with \$1.00 and any additional amount donated to the Educational Fund) If you would like a hard copy (instead of an e-mail version) of your certificate it would be an extra \$5.00.
- **completed RECERTIFICATION APPLICATION WITH A CURRENT E-MAIL.**

### **For all PMAC's who became certified in the months of August 1, 2017 through December 31, 2017**

- proof of your **10 CME credits** (this is ½ the normal required amount of credits)
- recertification fee is \$27.50 Renewal fee (this ½ the usual amount) **must be in US Dollars** (with \$.50 and any additional amount donated to the ASPMA Educational Fund) If you would like a hard copy (instead of an e-mail version) of your certificate it would be an extra \$5.00.
- **completed RECERTIFICATION APPLICATION WITH A CURRENT E-MAIL**

### **For all PMAC's who became certified in the months of January through March 2018**

- you do not have to recertify this year beginning with your renewal next year, you will need 20 credits due April 2019 recertification fee is \$55.00 **must be in U.S. Dollars** (with \$1.00 and any additional amount donated to the Educational Fund) **completed RECERTIFICATION APPLICATION WITH A CURRENT E-MAIL.**

**NOTICE TO ALL PMAC's:** a late fee of \$50.00 is applied if your material is not postmarked on or before May 31, 2018.

**Any PMAC, whom has not recertified by July 15, 2018, is no longer considered a PMAC and will have to retake the test in order to gain that status again.**

Submit all materials, applicable fees made out to **ASPMA CERTIFICATION FUND** and the form titled **RECERTIFICATION APPLICATION** to:

Kesha Davis, PMAC Recertification Chair  
2017 Nanesmond Parkway  
Suffolk, VA 23434

If you have any questions, concerns or suggestion to make this process easier please do not hesitate to share them with us! Contact Kesha Davis, PMAC at [kesha.recert.aspma@gmail.com](mailto:kesha.recert.aspma@gmail.com)

---

## 2018 RECERTIFICATION REQUIREMENTS

In order for a Certified Assistant to maintain his/her certification, an annual total of 20 recertification credits (10 credits if certified between August 1, 2017-December 31, 2017) obtained during 2017 must be submitted. Please submit qualifying material accumulated during 2017, this would include any 2017 Journal questionnaires answered, and any seminars or conferences attended during 2017. The hours for each meeting are based on contact hours offered in the meetings. Certificate(s) given to you at the meetings will reflect hours you can use. If certificates do not reflect credit hours, a copy of the program must be included.

Credit values for certification renewal are acquired as a result of the Assistants activities related to the following:

- Attendance at: National Meeting\*
- Midwest Conference\*
- Regional Meeting\*
- Goldfarb Meeting\*
- State Meeting\*
- Local Meeting\*

\*All meetings are subject to approval of contact hours based on the specific meeting program, certification of attendance is required.

PMAC review course.....	8
Attending a Post Graduate Course (under 25 hours) .....	5
Attending a Post Graduate Course (25-50 hours) .....	10
Attending a Post Graduate Course (50 hours or more) .....	15

(Proof of completion of listed hours completed in 2017 is required)

Lectures given by you at a Podiatric Conference.....10  
(Copy of program indicating your lecture is required)

Articles written by you and published in professional journal in 2017.....5 (Copy of article and where it appeared required. This includes the ASPMA Journal)

Recertification questionnaire (from 2017 JOURNALS) answered and returned at time of renewal of PMAC certification (point system used) .....1 to 10 Credits

CPR Certification (must include 2017 year) .....5  
(Copy of card required, credit given for each year CPR certification issued)

ASPMA Diabetic Education Course (include copy of certificate of completion) .....5

A written summary pertaining to Articles concerning Podiatric Medical Assisting which you read .....2

Career Day, Health Fair, Podiatry Blood Pressure Clinic, In-House training, etc.....2 (Proof of attendance or participation required)

**\*\*credits given ONLY FOR YEAR on certificate that course was completed\*\***

# RECERTIFICATION APPLICATION 2018

NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

(Please mail any correspondence to the address listed below.)      OFFICE      HOME

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

All items being used for continuing education credits must be from **2017 ONLY**

**MEETINGS-** enclose COPY of the meeting certificate with CME credits listed.

National\_\_ Midwest\_\_ Regional\_\_ Goldfarb\_\_ State\_\_ Local\_\_ Other\_\_

Post Graduate Course\_\_ Lecture Presentation\_\_ Articles Written By You\_\_

Articles Read and Summarized (other than JOURNAL questionnaires) \_\_

Diabetic Education Course\_\_ CPR Course (2015 year listed) \_\_

Health Fair(s)\_\_ In-House Training\_\_ PMAC Review Course\_\_ Other\_\_

## JOURNAL 2017 Questionnaires:

1 <sup>ST</sup> Quarter	Warts	Possible 5 Credits _____
2 <sup>ND</sup> Quarter	Osteoporosis	Possible 5 Credits _____
3 <sup>RD</sup> Quarter	Ganglions	Possible 5 Credits _____
4 <sup>TH</sup> Quarter	Peripheral Neuropathy	Possible 5 Credits _____
(Website)	X-Ray	Possible 10 Credits _____

\*Do NOT use the same topic twice for your recertification questionnaires.

JOURNAL questionnaires are available on the ASPMA website <https://www.aspma.org>. (Click on CERTIFICATION, then click on RECERTIFICATION QUESTIONNAIRES)

### Check list for items needed for Recertification

**MAKE CHECKS PAYABLE TO ASPMA RECERTIFICATION FUND** (PLEASE NOTE NON-SUFFICIENT CHARGES OF \$25.00 APPLY ON ALL RETURNED CHECKS) and mail to Kesha Davis, PMAC 2017 Nanesmond Parkway Suffolk, VA 23434

_____ <b>Recertification Renewal fee</b>	<b>\$55.00</b>
_____ August 1- December 31, 2017, <b>Recertification Renewal fee</b>	<b>\$27.50</b>
_____ <b>Hard copy fee for certificate</b> (if applicable)	<b>\$ 5.00</b>
_____ Late fee if postmarked after May 31, 2018	<b>\$50.00</b>
_____ Full year renewal <b>CME minimum required</b>	<b>20 credits</b>
_____ August 1- December 31, 2017, <b>CME minimum required</b>	<b>10 credits</b>

SIGNATURE: \_\_\_\_\_