



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, 2018

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, 2018 through December 31, 2018

- 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 2019

- ☐ you do not have to recertify this year beginning with your renewal next year, you will need 20 credits due April 2020 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, 2019.

Any PMAC, whom has not recertified by July 15, 2019, 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:

Tina Phelps, PMAC Recertification Chair
602 Bradley Dr. Apt A
Fortville, IN 46040

If you have any questions, concerns or suggestion to make this process easier please do not hesitate to share them with us! Contact Tina Phelps, PMAC at tinaphelps@yahoo.com.

2019 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, 2018-December 31, 2018) obtained during 2018 must be submitted. Please submit qualifying material accumulated during 2018, this would include any 2018 Journal questionnaires answered, and any seminars or conferences attended during 2018. 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 2018 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 2018.....5 (Copy of article and where it appeared required. This includes the ASPMA Journal)

Recertification questionnaire (from 2018 JOURNALS) answered and returned at time of renewal of PMAC certification (point system used)1 to 10 Credits

CPR Certification (must include 2018 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 read2

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 2019

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 **2018 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 (2018 year listed) __

Health Fair(s)__ In-House Training__ PMAC Review Course__ Other__

JOURNAL 2018 Questionnaires:

1 ST Quarter	Background	Possible 5 Credits _____
2 ND Quarter	Arthritis	Possible 5 Credits _____
3 RD Quarter	Equinus	Possible 5 Credits _____
4 TH Quarter	Word Scramble	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 Tina Phelps, PMAC Recertification Chair
602 Bradley Dr. Apt A Fortville, IN 46040

_____ Recertification Renewal fee	\$55.00
_____ August 1- December 31, 2018, Recertification Renewal fee	\$27.50
_____ Hard copy fee for certificate (if applicable)	\$ 5.00
_____ Late fee if postmarked after May 31, 2019	\$50.00
_____ Full year renewal CME minimum required	20 credits
_____ August 1- December 31, 2018, CME minimum required	10 credits

SIGNATURE: _____