

CCP Guidance Document

Although there are no fees associated with CCP specifically, an [annual renewal fee](#) is required to maintain your active and certified member status

What Qualifies for CCP?

See the chart below for categories and examples for CCP. As a general rule, if your activity relates to a specific item on the exam content outline of your AMT certification, 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?

Tracking CCP Points

CCP points are due every 3 years at the end of your certification cycle.

- Record your CE from your [AMT Portal](#)
 - Collect, record, and track your activities online for each 3-year cycle.
 - Automatically roll into your next CCP cycle when points are recorded online and your annual fees are paid.
 - AMT CE points from online activities are automatically recorded.
 - AMT does not accept documents for review and entry unless selected for the Annual CCP Audit or Recertification purposes.

Be Prepared for a Compliance Audit

Each year AMT performs an audit of compliance with CCP. Those randomly selected for an audit must produce supporting documentation for the CCP activities they've attested to. AMT strongly recommends that members keep supporting documentation in a file to submit to AMT upon request. Those who cannot demonstrate their compliance will be decertified and must recertify to regain an active and certified status.

Recertification

If you are applying to recertify by demonstrating your compliance with CCP, you must submit supporting documentation verifying participation in all stated activities totaling the required number of points. The activities must have been attained within the past 3 years. If clear criteria have not been met, you will need to defend your claimed points and why you believe they qualify.

Professional Education

No maximum points per 3 Year CCP cycle

Activities:

- [AMT Online CE Courses](#) (*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 a hands-on demonstration of CPR proficiency
- Health care-related local/regional/national seminars and conferences
- Volunteer work with health fairs and blood drives
- EPIC Courses

Supporting Documents for Your Files:

Proof of attendance (e.g., certificate of attendance or training transcript) providing:

- Title of the course
- Description of the course
- Participant name Date of program
- Length of program (contact hours or CEUs awarded)
- Validation/sign-off by the official presenting the program.

Break Down of Points:

Point Conversions

- 1 CEU, CME, PACE = 1 point
- 1 Contact Hour = 1 point
- 1 volunteer event = 0.50 point

May claim ONE every 2 years

- BLS = 4 points **OR**
- CPR = 3 points **OR**
- CPR/AED = 4 points **OR**
- CPR/AED & First Aid = 6 points

May claim ONCE per 3-year CCP Cycle

- TST Certification Card = 4 points
(4-hour training course)

Training measured by time

Must accumulate in 15-minute increments

- 1 hour = 1 point
- 45 minutes = 0.75 point
- 30 minutes = 0.50 point
- 15 minutes = 0.25 point

Formal Education

Maximum of 45 points per 3 Year CCP cycle

Activities:

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.

Supporting Documents for Your Files:

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 CCP points.

Break Down of Points:

Semester Hour Courses

1 semester hour = 5 points

- Generally, 15 weeks in length
- A qualifying 3 credit hour course would award 15 points
(3 credit hours × 5 points)

Quarter Hour Courses

1 quarter hour = 3 points

- Generally, 10 weeks in length
- A qualifying 3 credit hour course would award 9 points
(3 credit hours × 3 points)

Commonly Accepted Courses:

Anatomy & Physiology	Growth & Development	Nursing
Billing & Coding	Health Info. Technologies	Pathophysiology
Biology (Except Intro)	Medical Office/Procedures	Pharmacology
Chemistry	Medication Calculation	Philosophy
Ergonomics	Microbiology	Physics

Employment Verification

Maximum of 0.50 points per month. Points can only be claimed up to 1/1/2021.

Important change effective 1/1/2021:

You will only be able to claim CCP points for employment that occurred between the start of your 3-year CCP cycle through 12/31/2020

Activities:

Employment in the field of certification with verification of satisfactory and competent work history spanning the most recent three-year CCP period.

Supporting Documents for Your Files:

Obtain and file the employer's validation through the use of the [Employment Verification Form](#).

Break Down of Points:

Point Conversions

Points awarded are dependent upon the average number of hours per week and number of months worked

Full Time = 6 points per year
30-40 hours/week = 0.50 points/month

Part Time = 3 points per year
20-30 hours/week = 0.25 points/month

Limited = 1.20 points per year
<20 hours/week = 0.10 points/month

Points Awarded Per Average Hours/Months Worked

Number of Months Worked

		Number of Months Worked											
		1 month	2 months	3 months	4 months	5 months	6 months	7 months	8 months	9 months	10 months	11 months	12 months
Avg Hours Per Week	30-40 hrs/wk	0.50	1	1.50	2	2.50	3	3.50	4	4.50	5	5.5	6
	20-30 hrs/wk	0.25	0.50	0.75	1	1.25	1.50	1.75	2	2.25	2.50	2.75	3
	< 20 hrs/wk	0.10	0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1	1.10	1.20

Authorship of Scholarly Works

No maximum points per 3 Year CCP cycle

Activities:

Written work, such as articles, must be related to your certification or other health care field.

Supporting Documents for Your Files:

Copy of the published written work including references

Break Down of Points:

1 published written work = 10 points

Instructional Presentations

No maximum points per 3 Year CCP cycle

Activities:

Prepare and present an instructional presentation related to your certification or other health care field. If claiming points as an allied health instructor, employment as said instructor cannot also be claimed.

Supporting Documents for Your Files:

Copy of the presentation or a program listing your presentation.

Note: You cannot claim additional credit for giving the same presentation multiple times

Break Down of Points:

1 unique instructional presentation = 7 points

Organizational Participation

Maximum of 9 points per 3 Year CCP cycle

Activities:

Participation in professional organizational activities, such as a working committee member at your place of employment relating to your certification or health care field e.g., serving on a committee for Standards or Safety, Quality Improvement, Patient Advocacy, Process Improvement, or Policy Review.

Supporting Documents for Your Files:

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 ongoing participation).

Break Down of Points:

After January 1, 2018:
3 points per year of participation