

LETTERHEAD

PROFESSIONAL ACHIEVEMENT AWARD INFORMATION AND APPLICATION

The Professional Achievement Award (PAA) was developed to recognize the professional growth of Wisconsin Society of Medical Assistants (WSMA) members. The advancement of the medical assistant profession depends not only on our competency as practicing medical assistants, but also upon dedicated and resourceful leaders. This award is designed to recognize the achievements of medical assistants in both areas. The award is designed for you, the Wisconsin Society Medical Assistant.

POLICIES

APPLICATION

- Applications are available from the Awards Chairman.
- Applications are to be completed and mailed to the Awards Chairman.
- Applications must be received by February 1 for presentation of the award at the annual meeting.
- Incomplete applications will be returned and revised application must be received by the Awards Chairman within 30 days after return.

DOCUMENTATION

- Documentation is required to be enclosed with the application.
- Verification for support of documentation shall be the responsibility of the applicant.

Verification shall be:

Category I: AAMA confirmation transcript.

Category II: Documentation of credits including name and address of sponsor, name of person receiving the credit, type and amount of credit, title and date of program.

Category III: (1) Teaching - verification by sponsor or school.
(2) Publication of book (sole author 35 pts; co-author 20 pts) - submission of book or book jacket.
(3) Presentation of paper, publication of article - always submit copy of same.
(4) Item writing for certification exam - verification from AAMA.
(5) Supervision of student externships - verification by school or employer.
(6) Serving as surveyor for the Medical Assistant Education Review Board - verification from AAMA.

Category IV: Leadership activities

- (1) National - verification from AAMA.
- (2) State - verification from WSMA.
- (3) Local - a letter from chapter president for verification.

Category V: Nonsupervised continuing education - no verification is required at this time.

The applicant is responsible for completing the application correctly, keeping and maintaining all documentation of points earned. Submitting *photocopies* of documentation is recommended.

A letter of notification of award presentation will be sent to the applicant 8 weeks after final submission of materials.

Awards will be presented yearly at the WSMA annual conference. Names of recipients will be published in the state publication.

LETTERHEAD

PROFESSIONAL ACHIEVEMENT AWARD APPLICATION

**For participation in continuing education and leadership activities
that contribute to and enhance the profession of medical assisting.**

Name _____ AAMA ID Number _____

Address _____

City _____ State _____ Zip Code _____

Home Telephone (_____) _____ Work Telephone (_____) _____

Local Chapter _____ Member at Large _____ Email _____

Mailing Instructions

Mail completed application to:
Awards Chairman

Eligibility Requirements

Any *member* of the Wisconsin Society of Medical Assistants who wishes to do so may apply for the Professional Achievement Award. Application is voluntary.

An applicant must accumulate 150 points within the three year period immediately preceding the date of application. Of these 150 points, 50 must be in Category I and 30 in Category IV. The remaining 70 points may be in any combination of categories - including extra points in Categories I and IV - within the limit specified for each category. A medical assistant member may apply for the Professional Achievement Award at any time. (Allow 8 weeks for processing.) The award will be presented during the annual conference. Applications must be received by February 1 for presentation of the award at the annual conference.

Credit may not be claimed for pursuing professional responsibilities such as:

- Successful completion of the certification examinations or the recertification of credential. (Study completed in preparation for the examinations may qualify when it meets criteria outlined for a specific category in the award.)
- Teaching activities that comprise a part-time or full-time faculty member's employment responsibilities.
- In-service training conducted by a medical assistant as part of employment responsibilities.

Summary of Achievement Points

Please record total from Reports of Achievement by category.

Category	Activity	Minimum Points Required	Maximum Points Allowed	Total Points Claimed
I	Continuing Education Programs Approved for AAMA CEU Credit	50	120	_____
II	Continuing Education Programs Not Approved for AAMA CEU Credit	None	70	_____
III	Teaching, Papers, Publications, Books, Exhibits	None	70	_____
IV	Leadership Activities at the National, State or Local Levels of AAMA	30	100	_____
V	Nonsupervised continuing education	None	70	_____
			TOTAL	_____

For Chairman Use Only

I hereby apply for the WSMA Professional Achievement Award and certify that the information provided in the application is correct and true.

Date

Signature

Type or print carefully! **DO NOT RETURN THIS APPLICATION UNTIL YOU HAVE OBTAINED THE REQUIRED 150 POINTS.**

Category I: Continuing Education Programs Approved for AAMA CEU Credit

A minimum of 50 Category I Points are required for the Award. To qualify for Category I Points, a continuing education program must be approved by the AAMA for Continuing Education Unit (CEU) credit. To convert CEU credit to Points, simply remove the decimal point from the CEU: 0.1 CEU = 1 Achievement Point.

A total of 5.0 AAMA CEUs is required to meet the minimum Points needed in Category I. You may acquire additional Points in this category, if you wish. If the program is longer than one day, show the inclusive dates: for example "from month/day/year to month/day/year." Attach additional pages if needed.

Name of Sponsor	State	Title of Approved Program (Subject)	Date(s)	Total CEU Earned	Number of Points
Example: XYZ Chapter	XX	Administrative Procedures Review	9/1/12	0.8	8

Maximum Allowed: 120 Points. Minimum Required: 50.

TOTAL CATEGORY I Points = _____

Category II: Continuing Education Programs Not Approved for AAMA CEU Credit

Credit for programs which did not receive prior approval for AAMA CEU, but which meet the following definition of a planned program should be claimed as Category II Achievement Points. "A planned program is an organized educational experience, under responsible sponsorship, capable direction, and qualified instruction, the subject of which relates to the practice of medical assisting." In your personal continuing education portfolio you should keep the following items to substantiate the credit claimed: brochure or flyer describing the educational program, and evidence of credit earned (certificate, record of attendance, etc.). Credits awarded by professional organizations qualify at a value of 1 Point for each contact hour. Credits which qualify include, but are not limited to:

- (1) CEU acquired outside AAMA (1.0 CEU = 10 Points; 0.1 CEU = 1 Point)
- (2) College credit (1 semester hour = 18 Points; 1 quarter hour = 12 Points)
- (3) Clock hours awarded for continuing education programs (1 hour = 1 Point)
- (4) CME Category I or II credit at 1 Point per unit

Name of Sponsor	Address of Sponsor (Include City, State)	Title of Program (& Subject)	Date(s)	Total Amount and Type of Credit Awarded	x Amount of Points per unit of credit	Number of Points
<i>Example:</i> XYZ Community College	333 Z Boulevard Hometown, XX xxxxx	Personnel Management and the Health Professions	9/1/12 - 12/14/12	3 Sem Hrs	X 18	36

No Minimum Required. Maximum Allowed: 70 Points.

TOTAL CATEGORY II Points = _____

Category III: Teaching, papers, publications, books and exhibits

Credit may be claimed for teaching a continuing education program approved for AAMA CEU credit, providing such teaching is not part of your employment responsibilities. Achievement Points may also be claimed for each scientific paper published in a medical or allied health professional journal, presentation of a paper to a medical or allied health professional audience such as the AAMA Annual Meeting, and for publication of a book with content pertinent to the practice of medical assisting. Credit should be claimed as of the date the materials were presented or published, and may be claimed only once. Examples of appropriate activities, and the Points which may be claimed are:

- (1) Teaching a program approved for AAMA CEU credit (1 Point for each contact hour of class time)
- (2) Publication of a book related to medical assisting (35 Points)
- (3) Presentation of a paper, or publication of a journal article (Varies: submit copy, please)
- (4) Item writing for the certification examination of the AAMA (15 Points/year)
- (5) Supervision of students during externships (15 Points/student/term)
- (6) Serving as surveyor for the Medical Assistant Education Review Board (5 Points/survey visit)

TYPE OF ACTIVITY Title of Presentation/Article	TITLE OF JOURNAL/MEETING or Sponsor if AAMA CEU	ADDRESS (Include City, State and Zip Code)	Date(s) of Activity	Amount of Points

No Minimum Required. Maximum Allowed: 70 Points

TOTAL CATEGORY III Points = _____

Category IV: Leadership Activities

The Professional Achievement Award recognizes a combination of continuing education and leadership activities. A minimum of 30 Points must be acquired in Leadership Activities (Category IV). Attach additional pages if needed.

National	Points	National	Points	State	Points	Chapter	Points
President	30	Member of Board,		President	20	President	15
Officer	2.5	Committee, Strategy		Officer	15	Officer	10
Trustee	2.5	Team, Council, or		Chairman of Committee		Chairman of a Committee	5
Chairman of Board,		Subcommittee	15	or Task Force	10	Member of a Committee	1
Committee, Strategy		Delegate	10	Member of Committee			
Team, Council, or		Alternate	3	or Task Force	5		
Subcommittee	20			Delegate (State)	5		
				Alternate (State)	1		

Leadership Level (National, State, Local)	Leadership Activity	If Committee, Board, etc. State Title	Inclusive Dates (mo/day/yr-mo/day/yr)	Amount of Points

Minimum Required: 30 Points. Maximum Allowed: 100 Points.

TOTAL CATEGORY IV Points = _____

Category V: Non-supervised continuing education

For every ten hours spent in the following activities, 1 Achievement Point may be claimed. Activities include, but are not limited to the following examples. Attach additional pages if needed.

- (1) Self-instruction (journal reading, audio-visual materials, home study courses)
- (2) Patient care review (participation in programs concerned with review and evaluation of patient care)
- (3) Self-assessment exercises (published in various medical and allied health professional journals)

In the "Description" space, include the type of material studied - title, subject matter and name of journal (including volume, issue, and page numbers and date of issue), and publisher. Describe as specifically as possible the activity for which points are being claimed.

Description of Study Material or Professional Activity	Date Completed	Hours Spent	x 0.1	Amount of Points

No Minimum Required. Maximum Allowed: 70 Points

TOTAL CATEGORY V Points = _____