

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 healthcare 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.

Helpful Tip: Aim to complete and record a third of your points each year to ensure you are on track to maintain your certification.

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 reactivate to regain an active and certified status.

Reactivation

If you are applying to reactivate 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 primary job responsibilities, e.g., HIPAA, OSHA, TB, bloodborne pathogens, safety, and compliance
- CPR training (must include both theoretical and hands-on demonstration of CPR proficiency)
- Healthcare-related local/regional/national seminars and conferences
- Volunteer work with health fairs and blood drives
- EPIC Courses
- New hire training, orientation, or onboarding is **NOT** accepted for CE activities.

Supporting Documents for Your Files:

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

- Name of training provider issuing credit
- Title of the course
- Description of the course
- Participant name
- Date of program
- Length of program (completion time or CEUs awarded)
 - If both completion time and CEUs awarded are listed, the CEUs awarded by the provider are the amount eligible to be claimed for continuing education credit.
- Validation/sign-off by the official presenting the program.

Breakdown of Points:

Point Conversions

- 1 CEU, CME, PACE = 1 CCP pts
- 1 volunteer event = 0.50 CCP pts

Training Measured by Time

Must accumulate in 15-minute increments

- 1 hour = 1 CCP pts
- 45 minutes = 0.75 CCP pts
- 30 minutes = 0.50 CCP pts
- 15 minutes = 0.25 CCP pts

May claim ONE every 2 years
(must submit a copy of certification card)

- First Aid = 2 CCP pts
- BLS = 4 CCP pts **OR**
- CPR = 3 CCP pts **OR**
- CPR/AED = 4 CCP pts **OR**
- CPR/AED & First Aid = 6 CCP pts **OR**
- RQI -BLS (Quarterly) = 0.50 CCP pts

May claim ONCE per 3-year CCP Cycle

- TST Certification Card = 4 CCP pts
(4-hour training course)

Formal Education

Maximum of 45 points per 3 Year CCP cycle

Activities:

University, college, junior college, or adult education (academic or continuing education) courses pertaining to your certification or other healthcare-related field, including healthcare 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 the course is part of a specific program of study. A passing grade (*as defined by the college*) is required to receive CCP points.

Breakdown of Points:

Commonly Accepted Courses:

Credit Hour Courses

Semester Hour Courses
(typically 15-17 weeks)

1 credit hr = 5 CCP points

Example:

3 cr hrs × 5 pts = 15 CCP pts

Quarter Hour Courses
(typically 9-12 weeks)

1 credit hr = 3 CCP points

Example:

3 cr hrs × 3 pts = 9 CCP pts

Courses Less than 9 Weeks

1 credit hr = 1 CCP point

Example:

3 cr hrs × 1 pt = 3 CCP pts

Non-Credit Issuing Courses

(Courses measured in hours)

10 hours = 1 CCP point

Example:

40 hours / 10 = 4 CCP pts

Anatomy & Physiology

Billing & Coding

Biology (Except Intro)

Chemistry

Ergonomics

Growth & Development

Health Info. Technologies

Medical Office/Procedures

Medication Calculation

Microbiology

Nursing

Pathophysiology

Pharmacology

Philosophy

Physics

Phlebotomy

Psychology

Radiology

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:

Documentation must include:

- Name of the author (*must match the applicant*)
- Title of the published work
- Name of the publication or publisher (*journal, website, book, etc.*)
- Date of publication or acceptance
- Verification that the work was published or accepted (*e.g., live link, citation, acceptance letter, or official publication listing*)

Breakdown of Points:

1 published written work = 10 CCP points

Instructional Presentations

No maximum points per 3 Year CCP cycle

Activities:

Prepare and present an instructional presentation or workshop related to your certification or other healthcare field. To be eligible for earning points, presentations or workshops must be beyond the scope of your job.

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

Supporting Documents for Your Files:

Proof of presentation (*e.g., conference agenda, program listing, speaker confirmation, or letter from the sponsoring organization*) showing:

- Presenter's name.
- Title or topic of the presentation.
- Date of the presentation.
- Name of the organization, conference, employer, school, association, healthcare organization, or sponsoring entity.

Breakdown of Points:

1 unique instructional presentation = 7 CCP points

Organizational Participation

Maximum of 9 points per 3 Year CCP cycle

Activities:

Active and formal participation on a committee or Board related to your certification or healthcare field. For example, serving on a committee through a professional organization or at your place of employment for Standards or Safety, Quality Improvement, Patient Advocacy, Process Improvement, Policy Review, etc.

Supporting Documents for Your Files:

Formal acknowledgment by the organization (*e.g., a published list of committee members and the details of the frequency of meetings via published minutes showing ongoing participation*).

Breakdown of Points:

3 CCP points per year of participation