

# Disciplinary Standards and Procedures

- I. Grounds for denial of eligibility for the Certified Medical Assistant (CMA) credential, or for discipline of Certified Medical Assistants (CMAs)
  - A. Obtaining or attempting to obtain Certification, or Recertification of the CMA credential, by fraud or deception.
  - B. Knowingly assisting another to obtain or attempt to obtain Certification or Recertification by fraud or deception.
  - C. Misstatement of material fact or failure to make a statement of material fact in application for Certification or Recertification.
  - D. Falsifying information required for admission to the Certification Examination, impersonating another examinee, or falsifying education or credentials.
  - E. Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about examination content during the Certification Examination.
  - F. Unauthorized possession or distribution of examination materials, including copying and reproducing examination questions and problems.
  - G. Found guilty of a felony, or pleaded guilty to a felony. However the Certifying Board may grant a waiver based upon mitigating circumstances, which may include, but need not be limited to (Effective March 2, 2000):
    1. The age at which the crime was committed;
    2. The circumstances surrounding the crime;
    3. The nature of the crime committed;
    4. The length of time since the conviction;
    5. The individual's criminal history since the conviction;
    6. The individual's current employment references;
    7. The individual's character references;
    8. Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients.
  - H. Violation of any laws relating to medical assisting practices.
    - I. The possession, use, or distribution of controlled substances or drugs in any way other than for legitimate or therapeutic purposes, or the addiction to or diversion of controlled substances or drugs (including alcohol), the violation of any drug law, or prescribing controlled substances for oneself.
    - J. Violation of any policies, procedures, and regulations of the American Association of Medical Assistants Certifying Board, including regulations governing the use of the CMA credential.
    - K. Violation of the American Association of Medical Assistants' (AAMA's) Code of Ethics.
    - L. Failure to cooperate reasonably with investigation of a disciplinary matter.
- II. Procedures for adjudicating alleged violations of Standards
  - A. The Certified Medical Assistant (CMA) or applicant for the CMA credential shall be informed in writing of the basis for denial of eligibility for the CMA credential, or for discipline of the Certified Medical Assistant.
  - B. The CMA or applicant shall be given the opportunity to submit written evidence regarding the alleged violations.
  - C. The CMA or applicant shall be given the opportunity to request a hearing before the Certifying Board.
  - D. The CMA or applicant shall be given the opportunity to appeal the decision of the Certifying Board to an Appeals Panel established by the Certifying Board.
- III. Possible sanctions
  - A. Denial of eligibility for the Certification Examination
  - B. Scores invalidated, scores withheld, or scores recalled
  - C. Probation
  - D. Reprimand
  - E. Temporary revocation of the Certified Medical Assistant (CMA) credential
  - F. Permanent revocation of the CMA credential