

# ACMPE Board Certification At-A-Glance

Show an entire profession your skill and commitment—follow these steps to your Certified Medical Practice Executive (CMPE) credential:



## STEP ONE: QUALIFY AND APPLY

To apply for acceptance into the ACMPE Board certification program you must:

- Have two years of healthcare management experience with six months in a supervisory role
- Be a current MGMA member
- Pay a one-time application fee

Note: Starting January 1, 2019, a bachelor's degree or 120 college credit hours will be required.



## STEP TWO: ASSESS AND BUILD KNOWLEDGE

After program acceptance, fulfill three requirements to earn your CMPE credential:

- Pass a multiple-choice exam
- Pass a scenario-based exam
- Earn 50 continuing education (CE) credit hours\*

Note: CE can be earned before program acceptance, during exam preparation and after passing the exams.



## STEP THREE: MAINTAIN YOUR CREDENTIAL

Once certified, you will need to:

- Submit 50 CE hours every three years
- Remain an MGMA member
- Consider ACMPE Fellowship

### ADD CMPE TO YOUR BUSINESS CARD.

Partner with MGMA to take the first step towards certification.

Apply at [mgma.org/statecert](http://mgma.org/statecert)

## UPCOMING 2017 EXAM DATES

**Sept. 9-23, 2017**

Exam Registration  
July 24- Aug. 4, 2017

**Dec. 2-16, 2017**

Exam Registration  
Oct. 23- Nov. 3, 2017

