



# State Certification Program Details

## Certification information:

MGMA national is teaming up with your state to encourage you to apply for your Certified Medical Practice Executive (CMPE) credential today! MGMA will waive your first year of national membership fees when you are accepted into the program.

## In order to qualify for this incentive, you:

1. Must be a current state member.
2. Cannot be a current national member.
3. Must be a qualified applicant for certification, and your application must be accepted.

## Get started:

To apply for board certification through ACMPE you must:

1. Pay a one-time \$250 application fee.
2. Complete and submit an application form.
  - Requires two years of healthcare management experience.
  - Requires six months experience in a supervisory role.

## Maintaining credential:

Once you are accepted to the certification program, you are required to maintain your national MGMA membership to keep your status. Regular annual membership fees apply after the first free year expires. Offer not valid combined with other incentives or offers. Free national membership offer expires December 31, 2015.

## How to apply:

1. Complete this application in full.
2. Applications can be submitted by:
  - Email to [acmpe@mgma.org](mailto:acmpe@mgma.org) attn: Mary Gallegos
  - Mailed to MGMA Service Center  
PO Box 17603  
Denver, CO 80217
3. Once accepted into the certification program, you will receive notification via email that your free one year national membership has been activated.

# Board Certification through ACMPE

## Application Form



Congratulations on taking the first step toward earning board certification and the Certified Medical Practice Executive (CMPE) designation through the American College of Medical Practice Executives (ACMPE).

### Board Certification Agreement

I understand that to be eligible to participate in board certification through ACMPE, I must have a minimum of two years' experience in an ambulatory or other healthcare management position that contributes to the mission of MGMA, including at least six months in a supervisory role.

### To qualify for the complimentary one-year national membership, you:

1. Must be a current state member
2. Cannot be a current national member
3. Must be a qualified applicant for certification, and your application accepted.

\*\* Once you are a part of the certification program, either as a nominee or a credentialed member, you must continue your national MGMA membership in order to keep your status and/or credential. Regular annual national membership fees apply after the first free year expires.

### 1. Applicant information

\_\_\_\_\_  
First/Middle/Last

\_\_\_\_\_  
State

\_\_\_\_\_  
MGMA state member ID

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

### 2. Healthcare management experience

Feel free to cut and paste sections from your resume to complete the section below.

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company

\_\_\_\_\_  
Length of time employed in this position:

\_\_\_\_\_  
Do you have at least two years of healthcare management experience?

\_\_\_\_\_  
Briefly describe your healthcare management responsibilities:

Please provide information below on additional healthcare experience if the position above does not include six months' supervisory experience.

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Position

Company

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Length of time employed in this position:

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Do you have at least six months of supervisory experience?

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Briefly describe your supervisory responsibilities within healthcare management:

### 3. ACMPE program agreement

**By submitting this application, I agree** to support the mission, principles and core values that protect the integrity of the medical practice management profession and promote quality patient care.

I understand that to achieve the Certified Medical Practice Executive (CMPE) designation, I must pass a 175-item multiple choice exam, and a three-question written essay exam\*. I must also earn a cumulative total of 50 continuing education hours in subjects relevant to medical practice management (from up to one month prior to acceptance into the board certification program). To maintain the credential, I will earn and submit 50 continuing education hours every three years thereafter.

\*Exam fees paid separately.

### 4. Payment

\$250.00\* (check one):

Visa     MasterCard     American Express     Check enclosed (payable to MGMA)

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Card Number

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Name on Card

Expiration Date

---

Cardholder's Signature

Date

### 5. Submission instructions

- Email to [acmpe@mgma.org](mailto:acmpe@mgma.org)
- Mail to MGMA Service Center  
PO Box 17603  
Denver, CO 80217

Please allow up to two weeks for your application to be reviewed.

**Questions?** Feel free to contact our certification department anytime with questions regarding this application or the process itself.

- Email us at [acmpe@mgma.org](mailto:acmpe@mgma.org)
- Or, call us toll-free at 877.275.6462, ext. 1888

State code: STCERT

Board Certification Application Form  
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