



ACMPE CERTIFICATES, CERTIFICATION, AND FELLOWSHIP POLICY MANUAL

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Table of Contents

Welcome	2
ACMPE Certificates	3
ACMPE Board Certification Overview	4
Continuing Education	6
Exams	7
Exam Results	10
Protocol for using the CMPE designation	11
Earning the FACMPE Designation	12
The Submission Process for a Business Plan	16
Protocol for Using the FACMPE Designation	18
Continuing Education Requirement	19
ACMPE Tracking	22



Welcome

INTRODUCTION TO ACMPE

Established in 1956, the American College of Medical Practice Executives (ACMPE) is the credentialing authority of Medical Group Management Association (MGMA). ACMPE oversees and administers the Association's Certificates, Board Certification, Fellowship requirements, and the Body of Knowledge for Medical Practice Management.

YOU'VE MADE A GREAT CAREER DECISION!

Earning Certificates, Board Certification, and Fellowship through ACMPE is one of the best decisions that a medical practice professional can make and is a positive and personally rewarding experience that pays off in premier professional designations.

Certificates

Upon completion of the resource and evaluation, certificate recipients showcase the completion of learning set knowledge areas and skills that add to your resume and be shared with employers. Certificate programs provide you with timely opportunity and proof of your commitment to excellence.

Board Certification

The Certified Medical Practice Executive (CMPE) credential is recognized as the professional standard in medical practice management — an opportunity for individuals to advance along a personal career path, gain unparalleled professional knowledge, and participate in high-level networking.

Fellowship

ACMPE Fellowship is the most prestigious professional designation in the medical practice management industry. As a Fellow, you will find a platform to demonstrate your leadership in identifying key improvement areas for the sustainability and success of an organization in today's complex healthcare environment.

SUPPORT IS GUARANTEED

The pursuit of certification is not done alone. You can count on guidance and resources from MGMA, the oldest and largest member organization representing medical group practices.

Resources include education programs, professional development assessments, courses, study materials-based on the Body of Knowledge for Medical Practice Management (BOK), access to mentors, peers, and more.

ACMPE Certificates

Combining MGMA's content with a post assessment to ensure the learner has met the learning objectives, ACMPE Certificates are the newest offering to the MGMA certifying body. ACMPE offers three types of Certificates, Topical certificates covering a range of topics specific to each BOK domain, Domain certificate programs covering an entire domain with credential, and a broad foundational certificate covering all the BOK domains that is great for those new to the industry or not yet prepared for their Board Certification through ACMPE.

- Certificates are stackable, and may be combined with Board Certification and Fellowship, to provide deeper understanding of industry-leading topics.
- Combinations of ACMPE certificates do not equal a Board Certification.
- Certificates may be completed by non-members and are a great introduction to ACMPE professional development.
- Certificate holders are not required to complete maintenance credits to continue to hold completion proof.
- Certificates must be completed within one year from purchase.

FOUNDATIONAL CERTIFICATE PROGRAMS - CREDENTIAL BEARING

Certificate Program: Principles of Practice Management (PPMC)

The Principles of Practice Management (PPMC) Certificate Program is an in-depth online learning experience that provides healthcare leaders with a foundational knowledge of the key principles of running a medical practice. The program covers key areas of financial management, operational management, human resources management and risk and compliance.

DOMAIN CERTIFICATE PROGRAMS - CREDENTIAL BEARING

Aligned with the domains of the Body of Knowledge, these certificate programs are an in-depth online learning experience that provides healthcare leaders with a mastery of concepts within the six domains. When these certificate programs are completed as required, a domain-specific certificate will be granted, and the learner may use the following credentials upon completion of each certificate program.

- Financial Management Certificate - Credentials: FMC
- Operations Management Certificate - Credentials: OMC
- Human Resources Management Certificate - Credentials: HRMC
- Transformative Healthcare Delivery Certificate - Credentials: THDC
- Risk and Compliance Management Certificate - Credentials: RCMC
- Organizational Governance Certificate - Credentials: OGC

TOPICAL CERTIFICATES

Topical certificates cover specific skills and topics of the Body of Knowledge, ideal to learn in-depth information in particular areas. Completion of outlined online coursework with completion of assessment proving objectives were learned results in a certificate. Examples of topical certificates are:

- Revenue Cycle Management
- Accounts Payable, Payroll & Cash Flow Management
- Financial Reporting and Budgeting
- Project Management and Strategic Planning
- Healthcare Data Analytics
- Payer Contracting.

Visit <https://mgma.com/certification/acmpe-certificates> for a list of all topical certificates.

ACMPE Board Certification Overview

INTRODUCTION TO THE PROCESS

As you progress along the certification path, you will boost your job performance and gain national recognition as a certified medical practice executive. Here's to a very successful journey!

Step 1: Get Started

Become an MGMA member.

Step 2: Earn Certified Medical Practice Executive (CMPE) status

By passing two examinations and earning continuing education hours, you demonstrate your knowledge of medical practice management and confirm your commitment to professional development by earning the nationally recognized professional designation of CMPE. Each month the ACMPE Certification Commission and MGMA Board review those who have completed the requirements for approval. Once approved, the individual will be notified and may use the CMPE credential.

Step 3: Retain Your Certification Status in ACMPE

Upon earning either your CMPE credential, you must remain an active MGMA member and complete 50 hours of continuing education (30 must be MGMA State, Local, or National and 12 must be Live from live learning events) every three years on a set schedule to retain your credential.

EARNING THE CMPE DESIGNATION

You have three years from application purchase date to complete your board certification before the application expires.

To Apply

Based on your current healthcare experience and education level, there are multiple pathways toward Board Certification. All require MGMA membership to be accepted. Your skillset required to complete Board Certification includes a deep understanding and knowledge of the principles of the Body of Knowledge for medical practice management, the application of those principles to real-life situations and scenarios in healthcare, and knowledge on how to successfully manage all aspects of a medical practice.

- Must be an MGMA National Member
- Purchase the Application (does not include examination fees)
- Qualify for one of the eligibility pathways but uploading documentation of degree programs and your work experience.

Pathway One: Two years of healthcare experience and a bachelor's degree or 120 college credit hours.

Pathway Two*: In process of completing the two years of healthcare experience and a bachelor's degree or 120 college credit hours but will meet both requirements met within the three years before their application expires.

Pathway Three: Six years of healthcare experience, four of which must be in healthcare management or a healthcare leadership role.

*May not complete scenario-based exam until requirements met.

Application Accepted

You will receive official notice of your acceptance as a Nominee after your application is received and eligibility verified. You will receive notice whether you are eligible or partially eligible (pending experience and education completion).

When accepted with the application status of Eligible, you may complete both exams and continuing education in any order, within three years.

When accepted for Pathway Two (application status is set to Partially Eligible), you may complete the multiple-choice exam and continuing education, but you must meet the education and experience requirement before taking the Scenario-based exam, all within three years.

Maintain your Nominee Status

A current MGMA membership (national) is necessary to maintain your status as a Nominee and candidate in the ACMPE board certification program.

Continuing Education

ACMPE Continuing Education Requirements

A cumulative total of 50 credit hours is among the requirements for advancement to Certified Medical Practice Executive (CMPE) status. You may claim continuing education completed up to three years prior to your application purchase date once accepted.

MGMA requires **50 hours** to complete your CMPE. **Of the 50 hours:**

30 hours must be from MGMA National, state, or local.

Examples:

- Article assessments (free, 10 a year offered)
- Webinars (free if they are not certificate bearing, 25-45 a year)
- Survey participation
- Lunch and learns/ Meetings with professional development (presentation on a topic)

Of the 30 hours, 12 must be from LIVE learning from MGMA National, state, or local.

Examples:

- Live webinars
- Live teleconferences
- Face-to-face events

20 hours must also come from qualified sources that pertain to the medical practice management field or MGMA.

Examples:

- Recognized professional associations and organizations
- College and university coursework
- Formal presentations
- Distance learning with interactivity

Exams

Accepted Nominees are eligible to take the multiple-choice exam, and once education and experience is verified, the Nominee is eligible to take the scenario-based exams. The percentage of emphasis by domain is:

- Financial Management 25%
- Human Resource Management 15%
- Organizational Governance 10%
- Transformative Healthcare Delivery 13%
- Operations Management 25%
- Risk and Compliance Management 12%

Multiple-choice examination

The purpose of the multiple-choice exam is to assess knowledge and understanding of the broad scope of medical practice management principles and practices. The questions on the multiple-choice exam represent the six management domains identified in the BOK.

With the assistance of a psychometric testing consultant, all exam questions are statistically analyzed to ensure the reliability of the examinations and the quality of each test item.

The multiple-choice exam consists of 175 multiple-choice questions. You have three hours and 15 minutes to complete the multiple-choice exam. You may complete the multiple-choice exam under either pathway once the application is received.

Multiple-choice exam score

Calculating the number of correct responses in the examination produces your examination score. Credit is given for correct responses. No points are awarded for incorrect responses, omitted responses, or multiple responses to a single question. Consequently, you should attempt to answer all the questions to the best of your ability.

A score of 500 or higher is required to pass the exam. The multiple-choice examination uses scaled scoring, similar to the college entrance SAT test. The multiple-choice exam uses a scale from 200 to 800.

Scaled scores provide a consistent scale of measurement, so that the same level of knowledge is represented from one test administration to the next. MGMA utilizes multiple exam forms, and some forms may be more difficult than others. A scaled score ensures comparability in reporting across test forms.

Scenario-based examination

The purpose of the scenario-based examination is to assess your ability to understand and apply the skills outlined in the BOK to improve organizational performance. The scenario-based exam assesses your in-depth knowledge of medical practice management principles and issues, problem-solving, and decision-making skills.

This exam reflects the knowledge and skills required to address day-to-day situations and occurrences. Although some questions are based on theory, they require practical application. The questions apply to a variety of group-practice environments, whether small or large, single- or multispecialty, academic-based, or freestanding facilities.

The scenario-based examination consists of 18 to 25 scenarios based on critical incidents that require you to assess a situation and prescribe a course of action. Each scenario is followed by three to five questions pertaining to the situation described as multiple-choice or multi-selection, allowing for multiple problem-solving approaches, and are drawn from the BOK's six knowledge domains.

You have two hours to complete the 90-item scenario-based exam. The scenario-based exam may be taken once your application is under "Eligible" for either Pathway One or Two candidates, but may not be taken by those under "Partially Eligible" until experience and education are verified.

Scenario-based score

Calculating the number of correct responses in the examination produces your examination score. Credit is given for correct responses. No points are awarded

for incorrect responses, omitted responses, or multiple responses to a single question. However, partial credit is awarded to multi-select question types. Consequently, you should attempt to answer all the questions to the best of your ability.

A score of 500 or higher is required to pass the exam. The examination uses scaled scoring, similar to the college entrance test. The exam uses a scale from 200 to 800.

Scaled scores provide a consistent scale of measurement so that the same level of knowledge is represented from one test administration to the next. MGMA utilizes multiple exam forms, and some forms may be more difficult than others. A scaled score ensures comparability in reporting across test forms.

Exam administration

ACMPE has partnered with Meazure Learning to offer approximately 1500 exam sites. Once you register for an exam through the MGMA store and your eligibility has been confirmed, you will be provided with a username and password that will allow you to select your exam location, date and time. Please note that you won't be able to schedule your exam appointment at a Meazure Learning testing site until you have submitted your registration fees and eligibility requirement. You will only be eligible to schedule exams for one year from purchase date.

In accordance with the requirements of the Americans with Disabilities Act (ADA), arrangements for individuals with special needs will be made upon written request from candidates and will need to include medical documentation. For more information, please contact service@mgma.com. ADA requests must be submitted to MGMA no later than 45 days prior to the preferred test administration date and candidates must submit their scheduling request at least 45 days prior to their preferred test date.

Additionally, MGMA offers Live Online Proctoring through Meazure Learning. Live Online Proctoring allows the individual to take the exams from their office or home with a proctor observing.

Below are links to resources that will help you get acquainted with the Online Proctoring Platform.

- [What to Expect](#) provides a detailed walk through of the entire check-in process including videos that show what to expect during their exam.
- The [Test-taker Resource Center](#) details how to create an account, describes system requirements, displays a full video showing the test-taking experience, lists FAQs and includes a link to test-taker support.

Exam registration deadlines

Registration for the exams is available throughout the year unless noted for new examination form introduction. Once purchased through MGMA, you must schedule and take your exams within fourteen months of purchase. Exam registration will expire after, with no cancellations. If MGMA must pause testing during a period of time, candidates will be notified.

[Register online](#) or contact the Service Center toll-free at 877.275.6462, ext. 1888.

Notice to schedule

Within 24 hours of the purchasing, you will receive a "notice to schedule" email from Meazure Learning. **You will receive one notice to schedule per exam.** This will include your personal username and password, allowing you to make your exam appointment at a designated testing facility or through Live Online Proctoring.

With your username and password in hand, follow the link provided in the email to locate a specific exam site or online proctoring and schedule a date and time to take the exams. You may schedule an exam within 48 hours of purchasing. Please note that you must book **one appointment per exam. If you have registered for both exams, you must book two appointments.** Exam site hours vary by location. Please note that exam appointments are made on a first-come, first-served basis. Meazure Learning, our testing vendor, will provide you, via email, directions to your selected exam site, or information for online proctoring procedures, and other information.

Fees, Cancellation and Rescheduling Policy

Fees: Registration fees for each exam is \$167.

International exams are charged an additional \$50.00 and cannot be purchased online. Please call the MGMA service Center for assistance.

Rescheduling

- Examinations may be rescheduled 11 or more days of scheduled appointments at no charge. They must still test within the one year of eligibility.
- Examinations rescheduled 48 hours up to 10 days of schedules exam(s) will pay a \$15.00 rescheduling fee per exam to Meazure Learning.
- Those who wish to reschedule within 48 hours of scheduled exams, will be a No Show and will forfeit their fees and eligibility*. You will need to purchase exam(s) again to test.
- All reschedules are handled by Meazure Learning at 919.572.6880.

There are no cancellations for examinations, all registrations must be used within fourteen months of purchase. Unused examinations will expire after and must be repurchased, no refunds will be given.

No-shows for the testing appointment will have to purchase the exam(s) again.

*Meazure Learning has an emergency reschedule policy, that no shows and reschedules within 48 hours may be applicable for, based on Meazure Learning's discretion. A candidate may cancel or reschedule his/her/their testing session fewer than two (2) days in advance of the testing appointment if the candidate experiences one of the following circumstances (the \$25 rescheduling fee may apply). The candidate must provide Meazure Learning with appropriate documentation (e.g., copy of summons, doctor's note, copy of funeral announcement) within 15 business days of the rescheduling request.

1. Serious illness and/or hospitalization (either the candidate or immediate family member [e.g., mother/father, sister/brother, wife/husband/partner, child])
2. Death in immediate family (e.g., mother/father, sister/brother, wife/husband/partner, child)
3. Disabling accident
4. Court appearance
5. Jury duty
6. Unexpected military call-up

If you have other questions about please contact MGMA toll-free at 877.275-6462, ext. 1888.

Exam day procedures

Business casual attire is appropriate for all examination sessions. You must present photo identification, such as a driver's license or passport, to the proctor when checking in at the examination site and online. You should also bring your exam appointment confirmation email. Upon registering, please note your registration name must match the name on your identification.

Americans with Disabilities Act accommodations

Call the MGMA Service Center at 877.275.6462, ext. 1888, if you have a special need and require accommodation to participate in the examinations. All such requests must be made no later than 30 days prior to the registered exam date.

ACMPE confidentiality policy

Exam questions, exam responses, and identification of examinees constitute proprietary information and are the confidential and sole exclusive property of

MGMA. You are expressly prohibited from disclosing or discussing any exam questions, responses, or examinee identification. You are prohibited from making copies or attempting to make copies of exam materials.

You may use the access to the ACMPE exams solely for taking the exams. You may not reproduce, distribute, display, or otherwise attempt to access or obtain any information made available to you in connection with the ACMPE exams.

Except as necessary for you to take the exams, MGMA hereby expressly reserves all rights in and to the exam questions and all other information and materials provided or made available to you in connection with the exams. Violation of any of these terms and conditions will require that MGMA take all appropriate actions to remedy or prevent such disclosure or misuse.

Exam Results

Exam results indicate whether you passed the exam. Only a passing result is recorded on your ACMPE transcript.

- Results for each exam are accessible through a secure online portal after your examination, and onsite after exam completion, unless otherwise stated before the exam. You will receive additional instructions via email from Measure Learning on accessing the portal when the results are available.
- If you do not pass an examination, you will receive related feedback with your results letter. Exam results are independent of another; you must only retake the exam(s) that you did not pass. You may retake either of the exams until you pass, but they must be repurchased each time.

NOTIFICATION OF ACHIEVEMENT OF CMPE STATUS

The ACMPE Certification Commission and the MGMA Board of Directors vote monthly to confer and award the CMPE designation to individuals who have completed the requirements. Once you have completed the board certification requirements of continuing education and examinations, your name will be presented for the vote. After the vote is final, staff will send notification first by email, followed by official notification of your advancement by mail, and will recognize your achievement by:

- Sending you a news release regarding your accomplishment for you to distribute to publications of your choice.
- Awarding you a certificate with your CMPE designation.
- Giving you an “ACMPE Board Certified” lapel pin.
- A verifiable digital badge that serves as a digital certificate to add to all web-based media including but not limited to websites, signatures, and digital resumes.

Protocol for using the CMPE designation

We strongly encourage Certified Members to use the CMPE credential after their names in every professional context, including all business correspondence, reports, articles, presentations, résumés, business cards, press releases, etc. Use “CMPE” and not “C.M.P.E.”

To further clarify the meaning of CMPE in a context such as a résumé, ACMPE encourages Certified Members to add:

“A person who has earned the Certified Medical Practice Executive (CMPE) designation has achieved board certification in medical practice management. The American College of Medical Practice Executives (ACMPE) certifies an individual’s competence and advancement to Certified Medical Practice Executive status when the individual has demonstrated they meet the standard knowledge needed to successfully manage all aspects of a medical practice.”

Support through the certification process

Personal guidance and formal support are available from ACMPE colleagues through the ACMPE Forum Representative program, as well as from MGMA staff. The ACMPE Forum Representative is a state MGMA volunteer position to assist you on a local, peer level in any questions or study support. Contact the Service Center for information on your ACMPE State Forum representative regarding this type of support or whenever you have a question or need clarification: toll-free, 877.275.6462, ext. 1888, or via email acmpe@mgma.com.

MAINTAINING THE CMPE DESIGNATION

To maintain your status as a CMPE, you must:

- Earn 50 continuing education (CE) credit hours every three years during the credit cycle.
- 30 hours from MGMA resources
- (12-hours required from MGMA national/state face-to-face events)
- 20 additional hours from qualified sources
- Remain an MGMA member.

Certified Members who do not comply with the maintenance of certification and membership requirements will lose their CMPE designation and will no longer be entitled to use the CMPE designation. To renew your designation after a lapse, you must reapply and begin the process anew.

Earning the FACMPE Designation

FELLOWSHIP: THE NEXT STEP

Certified Members who have affirmed a commitment to ongoing personal and professional development can then advance to the next level: Fellowship.

Fellowship is developed for healthcare professionals and medical practice executives aiming to demonstrate expert knowledge of the principles of medical group management and leadership within the industry.

The purpose of the Fellowship requirement

To demonstrate leadership, innovation, and professional engagement in the healthcare industry and the advancement of the medical group management profession.

Core Competencies proven by completing Fellowship

- Demonstrate expert knowledge and implementation of the principles of medical practice management included in the MGMA-ACMPE Body of Knowledge.
- Demonstrate leadership, innovation, and strategic planning skills to achieve desired business outcomes.
- Demonstrate professional engagement and service for the next generation of healthcare leaders.
- Demonstrate a commitment to continuing education and professional development

FELLOWSHIP PREREQUISITES TO APPLY

You will have TWO years from your application date to achieve Fellowship:

- Hold the Certified Medical Practice Executive (CMPE) designation and be in good standing
- Be a current MGMA member
- Pay and submit your Fellowship program application

- Hold a Bachelor's degree with at least seven years of healthcare experience
- OR
- Hold a Master's degree with at least five years of healthcare experience

Requirements may have been completed up to SIX years prior to application purchase date.

FELLOWSHIP REQUIREMENTS

To complete Fellowship, ACMPE offers flexibility to ensure the core competencies are achieved in a meaningful way for our members. Below outlines the two pathways to completion.

Pathway 1

To demonstrate leadership, innovation, and strategic planning skills: Complete one or more to an estimated total of at least 15 hours of the following pertaining to healthcare leadership or medical group management:

- Business plan*
- Develop or teach University or advanced coursework*
- Completion of industry related Post-Graduate level education programs including Capstones, Master's Thesis, and doctoral dissertation.*
- Formal presentations and speaking engagements at a recognized education event of at least 45 minutes in length as the sole speaker. If co-speaking or a panel, must have contributed at least 45 minutes of content alone.**
- Author or co-author of an industry related book of at least 1,000 words as a contributor.**
- Author articles for industry-respected organizations including, but not limited to MGMA publications of at least 1,000 words in length. If co-authored or

featured, must have provided at least 1,000 words of the published work.**

*One submission of this item type is automatically tracked for an estimated total of at least 15 hours, more than one is not needed or estimated time.

**Specifications of acceptable submissions for this type are required.

Please send your submission to fellowship@mgma.com:

[Click here for submission type details](#)

- Include each requirement to ensure it may be processed timely

You will receive an email confirmation within 3-7 business days of receipt. Your submission will be sent to a review team consisting of current Fellows from the ACMPE Fellowship Submission Committee. You will receive feedback and next steps within three weeks of delivery from your review team.

Volunteer Hours

To showcase a commitment to their industry, completion of six volunteer hours is required to achieve Fellowship. At least, three hours must be healthcare related, including but not limited to volunteering for industry-related organizations such as MGMA-ACMPE. The remaining 3 hours may come from community service.

Examples of healthcare related volunteer hours:

- MGMA volunteering
- State or local MGMA volunteering
- Healthcare associations volunteering
- Healthcare organization volunteering

Please manually log all hours in your ACMPE Tracking.

Pathway 2

Individuals who have held the Certified Medical Practice Executive (CMPE) designation for at least six years may choose Pathway Two. To demonstrate leadership, innovation, and strategic planning skills you are required to complete 25 hours of continuing education pertaining to leadership.

Leadership Hours

You are required completion of 25 continuing education hours pertaining to leadership. These 25 leadership hours may be included in CE hours used to maintain your CMPE.

Leadership hours qualifications:

- Hours should pertain to leadership and are not general continuing education or healthcare

management but are directly related to your leadership development.

- Leadership professional development hours may be submitted if pertinent to leadership development which help you learn new leadership techniques and refine existing skills. These hours may include assertive communication, motivation methods, and coaching, versus day to day knowledge needed to perform a job.

Fellowship mentors

Mentors are Fellows who serve in a volunteer capacity and help authors conceptualize and organize a clear and comprehensive approach to the development of a submission. If you would like to be paired with a mentor to assist you, please contact fellowship@mgma.com with your request.

Fellowship submission deadline – Details for Submission

Submissions are accepted for review from January through October. However, to be recognized as a new Fellow at the ACMPE Recognition Reception and Fellows Convocation held in conjunction with the MGMA Medical Practice Excellence Leaders Conference (MPEL), you must submit your completed submission for review and final approval to the Committee no later than the deadline established each year, typically in July. If you miss the deadline for inclusion at the convocation at MPEL, you may take part in the ceremony at the next MPEL after your submission is approved.

Fellowship Submission - Pathway 1

To demonstrate leadership, innovation, and strategic planning skills **complete one** of the following pertaining to healthcare leadership and medical group management:

- Business plan
- Facilitate or teach University or advanced coursework
- Completion of industry related advanced education programs including Capstones, Master's Thesis, and doctoral dissertation.

OR

Complete one or more* to total of at least 15 hours of the following:

- Formal presentations and speaking engagements at a recognized education event of at least 45 minutes in length.
- Author or co-author of an industry related book

- Author articles for industry-respected organizations including, but not limited to MGMA publications of at least 1,000 words in length.

Submission Requirements:

- You may submit more than one to complete the requirement of at least 15 hours*
- You may submit more than one type for review
- You may submit activities completed up to SIX years prior to application purchase date

Business Plan

Your business plan should demonstrate that you are:

- A thought leader capable of identifying key improvement areas for the sustainability and success of an organization.
- An innovative thinker able to manage change in the complex healthcare environment.
- A proven problem-solver qualified to tackle the greatest challenges in a healthcare organization.

Your topic should identify a problem in healthcare, either widespread, specific to a demographic, etc. You should be able to research the topic enough to propose a solution, including the challenges of completing it as well.

Complete your business plan template:

- [Existing business](#)
- [New business](#)

FACILITATE OR TEACH UNIVERSITY OR ADVANCED COURSEWORK

Date last taught:

Institute delivered for:

Length of time taught (Semester, yearly, etc.):

Role in development and delivery to establish you are the primary creator or provide support information on your role:

Program descriptions:

Learning objectives:

Additional information to assist in establishing relevance to the industry and meeting Fellowship competency of demonstrate leadership, innovation, and strategic planning skills:

INDUSTRY RELATED ADVANCED EDUCATION PROGRAMS INCLUDING CAPSTONES, MASTER’S THESIS, AND DOCTORAL DISSERTATION

Date completed:

University prepared for:

Proof of completion (unofficial): send as attachment

Program descriptions:

Learning objectives:

Additional information to assist in establishing relevance to the industry and meeting Fellowship competency of demonstrate leadership, innovation, and strategic planning skills:

Completed file: send as attachment

FORMAL PRESENTATIONS AND SPEAKING ENGAGEMENTS AT A RECOGNIZED EDUCATION EVENT

Presentations must be at least 45 minutes in length. Review is based on relevancy to the industry, time given, and time needed for preparation and research.

- Total estimated time will be submitted to include research, preparation, and delivery.
- This type of engagement will need to add up to an estimated total time of 15 hours and more than one submission may be needed.
- For presentations given more than once, preparation time can only be accounted for during the first delivery.

Date delivered:

Program descriptions:

Learning objectives:

Learning objectives:

E-format of published work: send as attachment

Slides/support materials: send as attachment

Total estimated time:

Total estimated time:

Article ONLY - required to be published with an industry-respected organization such as, but not limited to MGMA. Publication location:

Additional information to assist in establishing relevance to the industry and meeting Fellowship competency of demonstrate leadership, innovation, and strategic planning skills:

Additional information to assist in establishing relevance to the industry and meeting Fellowship competency of demonstrate leadership, innovation, and strategic planning skills:

Industry event agenda or program to verify delivery:
send as attachment

Please state location of presentation, ensuring it is industry-respected organization, including but not limited to MGMA:

If the information delivered in the presentation is not supported by the slides, please send as an attachment to assist in review, including but not limited to notes or recording.

AUTHOR - PUBLISHED BOOKS AND ARTICLES

- Publication must be at least 1,000 words in length
- Total estimated time will be submitted to include research, preparation, and delivery.
- This type of engagement will need to add up to an estimated total time of 15 hours and more than one submission may be needed.

Date created:

Role (sole creator, multiple authors, editorial, etc.):

Title:

Program descriptions:

The Submission Process for a Business Plan

THE SUBMISSION REVIEW PROCESSES

Pathway One: Business Plan

The ACMPE Fellowship Submission Committee reviews all submissions. The committee consists of a chair, mentors, and grading teams of three Fellows each. Anonymous submissions are distributed for review to a grading team, without identifying the author or practice names to guarantee impartial judgment.

The grading team provides thoughtful review and constructive comments to help you improve your work at every step of the process. The team will review your business plan alongside your proposal and most recent feedback letter to judge whether you have followed the business plan requirements and purpose of Fellowship.

The committee chair ensures a uniform and constructive approach to the development and acceptance of each submission. The number of resubmissions allowed for any given paper is at the committee chair's discretion.

If possible, the same team reviews all your submissions. However, if a business plan is reviewed for a resubmission based on feedback, it will be delivered to a new grading team to review changes. If you choose to take more than one year to pursue your Fellowship, we cannot guarantee that this will be the case.

Requests for resubmission

If the Committee does not approve a submission, you will be notified of the scope of improvements needed. This response takes approximately three to six weeks from submission. Unavoidable delays in evaluation by the committee may add more time to the process and a back-up grader will assist. The author will be notified of any delays if anticipated.

Use the constructive comments from committee members to improve the quality of your work. Although it is possible to achieve final approval on a first draft,

candidates must often submit more than one draft before approval. The grading team may also suggest referral to a mentor to assist the author.

Key points to remember for Fellowship submissions

Anonymity: The process is anonymous. Your name and other identifying factors must not appear on your submissions and will be removed if you have not yet done so. Your authorship of the materials is only visible by staff via the online portal.

Originality: The work must be your original creation. Any submission created in relation to some other activity must be disclosed to the Professional Papers Committee chair in advance to determine its suitability. Excerpts from references published or unpublished must be appropriately noted.

Editorial assistance: It is highly recommended that you seek editorial assistance in reviewing your submission for grammar, punctuation, spelling, sentence structure, organization, and format. However, the experiences and conclusions stated in your paper must be your own. Writing or research done by anyone other than you is unacceptable.

Selecting a business plan topic

Identify a relevant opportunity, topic, or challenge in medical practice leadership which requires a dynamic solution. Topics must be timely, require critical thinking skills, and be tied to the Body of Knowledge.

Focus on new topics, fresh approaches to old issues, or solutions to new problems.

Business plan submission

After receiving notification that your application has been reviewed, you may complete and submit your business plan using the business plan templates. Once you have submitted your business plan to

fellowship@mgma.com, it will be distributed to a grading team for review. Responses to a business plan submission take four to six weeks. Submissions must have at least 80 out of 100 in average from the grading team to become a Fellow. If your plan is scored between 70 and 79, it will be referred to you for clarification via a feedback letter from the team leader. The edits will then be submitted to only the team lead for review. If your submission scores less than 70, you will be referred to a mentor and, once resubmitted, your plan will be re-evaluated by a different grading team.

Business plan format guidelines

- Follow the business plan template for either a new business entity, or existing entity, and ensure components are fulfilled. If omitting a component, please specify why.
- Format the document to 8 ½ by 11 inches.
- Number each page.
- Include a title page and the plan in one document. On the title page, state the title and the submission date, and note that the paper is being submitted in partial fulfillment of the requirements for ACMPE Fellowship.
- Do not include your name or the name of your organization in the text of the paper or on the title page.
- Present supplementary materials (such as tables, graphs, and maps) in the document.
- Give supporting opinions and data with references as appropriate. Use endnotes to cite original sources and offer comments or supplementary information.

Research methodology

Any proven research method is acceptable. Here are two examples:

Qualitative research: The variables measured are qualitative in nature, i.e., thoughts, feelings, attitudes, beliefs, and opinions. For example, the measurement of customer satisfaction is considered qualitative research. Data collection can include focus groups, in-depth interviews, etc.

Quantitative research: The variables measured are quantitative in nature, i.e., numerical data that are objectively, rather than subjectively, measured. For example, analyzing the amount of time patients spend with a physician is considered quantitative research. Data collection can include observations, surveys, etc.

Copyright and publication of approved business plan submissions

After a submission is approved, MGMA retains the copyright. The decision to publish a paper in an MGMA publication such as MGMA Connection magazine resides with MGMA. If you wish to have your paper published elsewhere, you must first seek permission in writing from MGMA. Please email fellowship@mgma.com with your request.

All accepted submissions are added to the MGMA collection. When your submission is approved, you will receive notification from staff and be asked to send a final electronic copy of your submission with any minor changes requested by the committee for archiving on the MGMA website. Submission will be posted for up to three years. If access to the paper is needed after the three years, it can be requested via email to fellowship@mgma.com.

NOTIFICATION AND RECOGNITION FOR ACHIEVING THE FACMPE DESIGNATION

The ACMPE Certification Commission and the MGMA Board of Directors vote monthly to confer and award the FACMPE designation. Once you have completed the Fellowship requirements, your name will be submitted for the vote. After the vote is final, ACMPE will send official notification of your advancement by mail and email, and will recognize your achievement by:

- Sending you a news release regarding your accomplishment to distribute to publications of your choice.
- Announcing your advancement in MGMA publications and posting your name on mgma.com.
- Awarding you a certificate and plaque with your FACMPE designation.
- Providing badge ribbons to indicate your Fellow status when you attend national MGMA events.
- Listing your achievement on your official ACMPE transcript, which you can attach to your résumé to show evidence of ACMPE affiliation and achievement.
- Giving you a Fellow lapel pin.
- A verifiable digital badge that serves as a digital certificate to add to all web-based media including but not limited to websites, signatures, and digital resumes.

Protocol for Using the FACMPE Designation

We strongly encourage Fellows to use the FACMPE designation after their names in every professional context, including business correspondence, reports, articles, presentations, résumés, business cards, press releases, etc. Use “FACMPE” and not “F.A.C.M.P.E.”

To further clarify the meaning of FACMPE in a context such as a résumé, ACMPE encourages Fellows to add:

“A Fellow in the American College of Medical Practice Executives (FACMPE) has achieved board certification in medical practice management and the highest standards of performance in the field. The American College of Medical Practice Executives (ACMPE) recognizes an individual’s competence and advancement to Fellow when the individual has proven it is a leader through volunteer work and is an innovative thinker in the industry through a professional submission reviewed by peers.

MAINTAINING THE FACMPE DESIGNATION

To maintain your FACMPE designation, you must:

- Earn 50 continuing education (CE) credit hours every three years during the credit cycle
 - › 30 hours from MGMA resources (12 hours required from MGMA national/state face-to-face events)
 - › 20 additional hours from qualified sources
- Remain an MGMA member
- Complete six volunteer hours every three years on the same cycle.

Note: *Fellows who do not comply with the maintenance of certification and membership requirements will lose Fellow status and will no longer be entitled to use the FACMPE designation. Those who wish to renew may have to reapply and begin the process anew.*

Continuing Education Requirement

Continuing education encourages you to keep learning, improving, and seeking best practices, as well as demonstrating personal and professional development and staying up to date with changes in the medical practice management field.

MGMA recognizes that numerous activities contribute to your professional growth and management effectiveness. Continuing education hours are granted for programs that include relevant content aimed at improving your management competence and medical practice management knowledge. Qualifying activities must also be interactive in nature and take place in a formal learning environment. You may receive credit for continuing education taken within one month prior to your nominee acceptance date.

Be sure to review your transcript regularly to see how many credit hours you need to fulfill or maintain your certification.

ACMPE reserves the right to audit continuing education submissions at any time. Please retain documentation of your attendance for one additional year following the end the previous three-year cycle.

Types of continuing education requirements

There are two elements to the continuing education requirement: advancement and maintenance.

You are required to complete 50 hours for each.

- Earn 50 continuing education (CE) credit hours
 - › 30 hours from MGMA state, local, or national resources (12 hours required from MGMA national, local, or state live events)

Advancement: You must reach a cumulative total of 50 credit hours for advancement to Certified Member (assuming that you have completed all other requirements). Hours accepted for advancement are accumulated starting 30 days prior to your application acceptance.

Maintenance: To maintain your status as a certified Member or Fellow, you must earn and submit 50 credit hours every three years. The three-year cycles are scheduled as follows:

- Jan. 1, 2022 through Dec. 31, 2024
- Jan. 1, 2025 through Dec. 31, 2027
- Jan. 1, 2028 through Dec. 31, 2030

Note: For members who advance during the three-year cycle, the number of hours needed to maintain CMPE designation is prorated as indicated below.

Advancement to CMPE date	Number of hours required by Dec. 31, 2024
Jan. 1, 2022 to June 30, 2022	50
July 1, 2022 to Dec. 31, 2022	40
Jan. 1, 2023 to June 30, 2023	30
July 1, 2023 to Dec. 31, 2023	20
Jan. 1, 2024 to Dec. 31, 2024	0

Note: If you do not meet the continuing education maintenance requirement and you do not request a one-time extension, your ACMPE status will be revoked and you will no longer be entitled to use the CMPE or FACMPE designations. You will be allowed three years to retake the exams; upon successful completion, your CMPE and/or FACMPE designation may be restored.

Activities that are eligible for credit hours

ACMPE accepts credit hours for programs that have relevant content directed toward improving your competence and knowledge development in medical practice management. Refer to the BOK domains for relevant topics.

ACMPE recognizes that numerous professional activities require significant time and commitment, and that those activities contribute to your growth and management effectiveness. However, to have an assignment system that is open but subject to identifiable boundaries, ACMPE accepts credit hours only for the following types of continuing education programs and activities:

- Education programs sponsored by MGMA and any of its constituent bodies, including MGMA state and local affiliates. One ACMPE credit is earned for every 60 minutes of educational content, rounded down to the nearest 0.25 (hour-for-hour credit)
- Education programs sponsored by other recognized professional associations and organizations (hour-for-hour credit)
- College and university coursework (variable credit hours)
 - › Number of credit hours = (60-minute hour X weeks per semester)
 - Ex: If class meets once a week for one hour for a total of 8 weeks: $1 \times 8 = 8$ hours
 - › Use the last day of the semester for the entry date
- Books, articles, and online course content published under your name, with partial credit granted for chapter authorship and co-authorship
 - › Books
 - Up to 50 hours may be claimed for published works
 - Up to 25 hours for co-authorship of a book
 - And up to 10-20 hours for single chapter(s)
 - › 25 hours may be claimed for a published manual
 - › Articles and reviews of literature = 10 hours, five hours for multiple authors
 - › Second edition of book, previously received credit for original edition of book (credit granted in case-by-case basis; please contact the certification team at acmpe@mgma.com)
- Editorship of published books may be claimed for up to 50 hours credit.
- Formal oral presentations that are at least 30 minutes long (the first time you give a presentation, you will receive two credit hours for each presentation hour. For each additional time you give the same presentation, you will receive hour-for-hour credit. Whenever you give a presentation in collaboration with another speaker or as a panel

participant, you will receive credit for the exact time of your portion of the presentation, hour-for-hour credit, with a minimum of 30 minutes in length.

- Assessments taken in conjunction with published materials, including professional journals, books, or stand-alone assessment products (credit will be granted only for the time required to complete the assessment. Time spent reading associated material is not eligible for credit. Types of assessments eligible for credit include multiple-choice questions, short answer, essay, and other standard assessment formats with at least five questions.)
- Poster presentations at conferences and meetings, allotted for only the number of clock hours that the authors are scheduled to staff their poster, according to the conference brochure (credit hours will not be accrued for times during which the author is not present with the poster. The first time you give a poster session, you will receive two hours of credit for each presentation hour.)
- Distance-learning activities (e.g., webinars, self-study, online courses) in which a separation of place and/or time between the instructor and learner exists. To qualify for ACMPE credit, distance-learning activities must meet the following criteria:
 - The program must offer an opportunity for interaction and feedback for the learner (for instance, learning exercises, self-assessment, discussion guides, access to an instructor for questions).
 - It is not necessary to submit documentation. MGMA staff monitors entries through random audits, so it is important that you retain copies of your continuing education documentation during the three-year period.
 - Documentation must be provided regarding the amount of continuing education credit to be awarded for the program based on the estimated time to complete the program. One credit hour for every 60 minutes of educational time, rounded down to 0.25 as the smallest increment.
 - The activity must be conducted within the context of a structured learning experience (variable credit hours).

Credit hours are not assigned to program activities such as opening and closing remarks, business meetings, board/committee meetings, or attendance at in-house meetings such as orientation sessions at an institution for its employees.

Interactivity qualifications

- Live (Face-to-Face)
 - › Based on length of time of activity (excluding non-educational portions)
 - 15-minute increments or 0.5 credit increments (round down)
 - Minimum number of credits is 0.5
 - Group reflection, opportunities to practice behavior
 - Polling questions, question-and-answer opportunities with facilitator and/or peers, and/or end of live educational activity or post assessment (test) to see if they feel their knowledge or understanding has changed or improved
 - Can be in person or remotely.
 - Examples include:
 - » Teleconference
 - » Live online webinars
 - » Journal clubs
 - » Simulation workshops
 - » Certificates or online seminars
- Enduring (on-demand)
 - › Based on length of time of activity/time it takes to satisfy its objective and/or purpose
 - 15-minute increments or 0.25 credit increments (round down)
 - Minimum number of credits is 0.5
 - Provide an assessment or post assessment of the learner that measures achievement of the educational purpose and/or objective(s) of the activity with at least five questions per credit hour and/or opportunity allows for engagement with peers to ask and answer questions and/or polling question opportunities

Extension

You may seek an extension if the continuing education maintenance requirement deadline is approaching, and you know that you will be short of the 50 credit-hour minimum required to maintain your CMPE and/or FACMPE status in ACMPE. This is a one-time, one-year extension to make up the credit hours that you lack and meet the continuing education maintenance requirement. It is recommended that you apply for the extension only after all applicable continuing education credits have been entered on your transcript. For more information, contact ACMPE at acmpe@mgma.com.

- After you have filed for a one-year extension, you will receive confirmation if the request has been granted. However, you should not wait for this confirmation to begin accruing more credit hours.
- To maintain your status in ACMPE, you must submit a sufficient number of credits in the year of your extension to make up for the shortage. After completing the shortage, the current cycle will resume.

Submitting external credit hours

After you attend an educational program, enter the credit hours that you have earned. There is no paperwork to submit. ACMPE will monitor entries through random audits, so it is important that you retain copies of your continuing education documentation during the three-year period.

Qualification for continuing education credit

If the program content relates to the BOK, it may qualify for continuing education credit. ACMPE gives hour-per-hour credit, subtracting time spent for lunches and breaks. Qualifying activities must also be interactive in nature. You may receive credit for continuing education taken within one month prior to your nominee acceptance date.

ACMPE Tracking

Your ACMPE in the Certification and Continuing Education Portal will capture all your activities that fulfill the continuing education requirement. It will list information submitted and approved for credit hours. Your transcript will note when you achieve the CMPE and/or FACMPE designation. It also will help you keep track of your progress in meeting the continuing education requirement.

It is highly recommended that you regularly enter credits for educational activities into your transcript and track your progress toward completing this requirement.

Keeping track of your continuing education status

Periodically you will receive emailed reports regarding your current progress toward meeting the continuing education requirement. You can also access your ACMPE transcript online at any time. It is your responsibility to keep track of your progress in meeting the ACMPE continuing education advancement and maintenance requirements. Certified Members and Fellows will receive notice if they are in jeopardy of not meeting the maintenance requirement.

Appeals

MGMA recognizes that an applicant or member may wish to appeal a decision that has affected his or her admission, advancement, or continuing membership. To request information about the appeals process, contact the Service Center toll-free at 877.275.6462, ext. 1888 or service@mgma.com.

ACMPE reinstatement policy

The ACMPE reinstatement policy applies to individuals whose MGMA membership was canceled for nonpayment of dues. Individuals have up to three years to reinstate their membership without losing their certification history (exam and continuing education credit) and/or designation (CMPE or FACMPE).

To be considered for reinstatement of your credentials, the following criteria apply:

- The reinstatement policy applies to individuals whose MGMA membership was canceled for nonpayment of dues
- The membership lapse cannot exceed three years
- Individuals must pay current membership dues
- A \$200 reinstatement fee will be assessed only if membership has lapsed for more than 12 months
- Reinstated Certified Members and Fellows are required to become current with the continuing education maintenance requirement by the next continuing education requirement deadline