

# AMERICAN CERTIFICATION AGENCY for HEALTHCARE PROFESSIONALS RECERTIFICATION APPLICATION

Recertification through ACA is available to all current certificate holders. Please complete the application and submit the required continuing education supporting documentation, attach copies of certificates received, and applicable fees.

## I WISH TO APPLY FOR RECERTIFICATION AS:

- Phlebotomy Technician - CPT (ACA)
- Phlebotomy Instructor - CPI (ACA)
- Medical Practice Coder - CMPC-POL (ACA)
- Medical Coding Instructor - CMPCI (ACA)
- ECG Technician - CET (ACA)
- ECG Technician Instructor - CEI (ACA)
- Patient Care Technician - CPCT (ACA)
- Patient Care Instructor - CPCI (ACA)

Last Name	First Name	Middle Initial	Former Name	
Current mailing address	Street	City	State	Zip
( )	( )			
Daytime phone number with extension	Home phone number	Email Address		
XXX XX				
Social Security Number	Date of Birth	ACA Certificate Number		

## CONTINUING EDUCATION SUMMARY:

Recertification is achieved by acquiring the required amount of continuing education credits. **You are required to complete 0.5 CE hours per month since you became certified or last recertified.** One hour of CE equals one contact hour of credit. **Any CE submitted without support of documentation must be accompanied by signature of director, manager or supervisor. Maximum amount required is 12 hrs. of CE every 2 yrs.**  
(EXP: If you have been certified for 16 mo.,  $0.5 \times 16 \text{ mo.} = 8.0 \text{ hrs of CE needed.}$ )

CONTINUING EDUCATION ACTIVITIES	HOURS

Email any questions to: [info@acacert.com](mailto:info@acacert.com)

☐ Check /Money Order ☐ VISA ☐ Mastercard

### FEES

<input type="checkbox"/> One Category	\$ 80.	
<input type="checkbox"/> Two Categories	\$100.	
<input type="checkbox"/> Three Categories	\$120.	
<input type="checkbox"/> Instructor – per category	\$ 80.	
Total Enclosed		

Credit Card Number Sec Code Exp Date

Authorized Signature

Mail To: ACA Email: [info@acacert.com](mailto:info@acacert.com)  
P. O. Box 58 Osceola, IN 46561  
TEL: (574) 254-1307 FAX: (574) 254-1307

**NOTE: ADD ADDITIONAL \$40.00 IF  
POSTMARKED AFTER JUNE 30<sup>TH</sup>.**