



## Performance Training Institute **CERTIFICATE PROGRAM**

### **Certification Exams:**

To see when you are eligible to take the exams, [click here](#).

#### **For the Certified Medical Administrative Assistant (CMAA) exam:**

You will be eligible when you have completed Medical Office Procedures. You will then receive an email with a study guide, registration information, and step by step instructions for registering for membership in the National Healthcareer Association (NHA). Once registered, you will receive information on a testing facility that is close to you. There are over 550 testing centers throughout the country, so the chances are high to have one in your area. When you contact the local testing center you will be able to pick the time and day to take your exam.

#### **For the Certified Billing and Coding Specialist (CBCS) Exam:**

When you have completed Fundamentals' of Coding I, you will be eligible to take the Certified Billing and Coding Specialist (CBCS) exam. You will receive an email with a study guide, registration information, and step by step instructions for registering for your exam. Once registered, you will receive information on a testing facility that is close to you. There are over 550 testing centers throughout the country, so the chances are high to have one in your area. When you contact the local testing center you will be able to pick the time and day to take your exam.

#### **For the Certified Professional Coder (CPC) Exam:**

The third and final exam is the Certified Professional Coder (CPC) exam. This exam is through American Academy of Professional Coders (AAPC). You must have completed and passed both the CMAA and the CBCS to sit for this exam. When you graduate from your program at PTI, you will then receive the registration form for this exam. Once you complete and return the registration form you will be registered as a member with AAPC and we will provide your exam voucher through that membership. There are testing sites nation-wide and although less flexible than the prior two exams, you are still able to choose a scheduled test date at the location most convenient for you. After you register you will receive a printed study guide book and access to on-line practice exams through AAPC that can be used again and again to help prepare you for this certification.