Certified Compliance Technician (CCT)
Frequently Asked Questions

Q: **What are the benefits of obtaining a CCT certification?**
A: Your CCT Certification can be used towards satisfying The Centers for Medicare & Medicaid (CMS), The Joint Commission (TJC) and Det Norske Veritas (DNV) Requirements. CCT Certification helps keep you in pace with the quickly changing regulatory requirements faced in our industry today. Certification also provides you with industry recognition, personal challenge and satisfaction, national recognition, professional development, individual enrichment, employer awareness, and advancement opportunity. Certification demonstrates your proficiency and a commitment to your profession. It provides

Q: **What is CCT Technical Certification?**
A: Compliance certification tests the proficiency of staff involved in healthcare compliance and helps to prepare them for the governmental regulations we face today and to prepare for upcoming changes.

Q: **Who is eligible?**
A: The AAHAM CCT exam is available to anyone involved in healthcare compliance. Membership in AAHAM is not a requirement, although it is encouraged. One-year employment in healthcare compliance is recommended to successfully complete the exam.

Q: **What does the CCT exam cover and how much time do I have?**
A: The CCT examination covers four (4) focus areas: 1. Knowledge of the Office of Inspector General compliance recommendations, 2.The seven elements of a healthcare compliance plan, 3. Agencies that oversee healthcare compliance and 4. Non-compliance penalties. Each exam focus area is comprised of eighty (80) questions. An examinee has ninety (90) minutes to complete a full exam.

Q: **Can I cancel my test date?**
A: There are no postponements or refunds. Exam fees are non-transferable.

Q: **When will examinees be notified if they have passed the exam?**
A: Examinees will be notified immediately upon completion of the exam if they have passed or failed the exam.   To pass the exam you must score a minimum of 70% correct on all four (4) areas of the examination. Certificates will be mailed to Chapter Certification Chairs by the end of the month following the exam for presentation to passing examinees.

Q: **When are the CCT exams given?**
A: The Technical exams are offered four times a year typically during the 2nd and 4th weeks of February, May, August, and November (exact dates, times and locations will determined and communicated to you by your local chapter).

Q: How much does it cost for the CCT Exam?

A: The cost for the CCT exam is $100.

Q: What study materials are available for the CCT exam?

A: AAHAM offers a CCT Exam Study Manual for $99.00. The CCT Study Manual is the only study manual written by AAHAM for AAHAM exams, specifically to assist you in studying for AAHAM's certification programs. The manual has a wealth of helpful information for those studying for the technical exams. The manual's chapters correspond to each focus area of the exams, with material targeted and geared towards exam questions. It features knowledge checks (practice questions) along the way to help you gauge your progress. AAHAM includes a CCT study outline in the exam fee. Download instructions for the outline will be emailed approximately 6-7 weeks prior to the beginning of the exam period.

Q: How do I determine which chapter I am a part of?

A: You can download the Chapter Certification Chair directory from our website. Your local chapter would be the one in your state or in closest geographical area.

Q: Is there an application deadline?

A: All applications must be received by the AAHAM National Office by December 2, 2013 the February 2014 exam, March 3, 2014 for the May 2014 exam, June 2, 2014 for the August 2014 exam, and September 2, 2014 for the November 2014 exam.

Q: Once I have sent my application, how will I be notified of when and where to take my test?

A: You will be notified by your local Chapter Certification Chair, with the name of your proctor, date, time, and exam location. You will receive your exam confirmation email, with the Study Outline download instructions, 6-7 weeks prior to the scheduled exam period.

Q: By what method do you take the exam?

A: The examination is given exclusively online in a proctored environment.

Q: Can I cancel my test date?

A: There are no refunds or postponements. Exam fees are non-transferable.

Q: When will examinees be notified if they have passed the exam?

A: Examinees will know immediately if they have passed or failed the exam after they finish taking their exam. A passing examinee must have at least 70% correct on the CCT examination. Certificates will be mailed to your Chapter Certification Chair for presentation or mail distribution to passing examinees by the end of the month following the exam.

Q: Once you are CCT certified, what is the process for re-certification?

A: The CCT exam must be retaken and passed every three years to maintain certification.