



Renewal Application for Technicians

RENEWAL OF CERTIFICATION

FORM A32

Please fill out the application in full. Print clearly, exactly as it appears on your ID. Renewal review takes **7-10 business days** after your application is received. Paper applications can take **10-15 business days**. Start about **1 month** before your expiration date to avoid a lapse.

1 PERSONAL INFORMATION

* required

FIRST NAME *

MIDDLE

LAST NAME *

MAILING ADDRESS (STREET, APT / UNIT)

CITY

STATE

ZIP CODE

CELL PHONE *

EMAIL *

TECHNICIAN MEMBER ID *

DRIVER'S LICENSE / STATE ID #

STATE / COUNTRY OF ISSUE

2 SCHOOL / ORGANIZATION

Optional

SCHOOL / ORGANIZATION NAME

INSTITUTION / AGENCY CODE

Write your school or organization name and Institution / Agency Code if you have them. Your Technician Member ID is printed on the back of your card.

HOW TO RENEW

1 Fill out pages 1 and 2

Tick each program you are renewing, add its expiration date, and sign page 2.

Applications missing a name, last name or email will be discarded.

2 Attach your proof

Proof of work on letterhead or 8 CEUs, plus a passport-style photo.

3 Send everything by email

certifications@aah-tech.com - one email with the form and all documents.

4 Review & invoice

Within 7-10 business days of receipt (10-15 for paper) you will get a secure PayPal invoice.



3 PROGRAMS TO RENEW

Tick each program + write its expiration date

Tick every certification you are renewing and write the expiration date printed on your card. All renewed certifications are valid for (2) years.

PROGRAM		EXPIRATION DATE (MM/DD/YYYY)
☐	Certified Allied Health Instructor CAHI	
☐	Certified Billing and Coding Specialist CBCS	
☐	Certified Clinical Medical Assistant CCMA	
☐	Certified Electrocardiograph Technician CET	
☐	Certified Electronic Health Records Specialist CEHR	
☐	Certified Home Health Aide CHHA	
☐	Certified Medical Administrative Assistant CMAA	
☐	Certified Medical Aesthetician CMAE	
☐	Certified Medical Assistant CMA	
☐	Certified Medical Laboratory Assistant CMLA	
☐	Certified Medical Transcriptionist CMT	
☐	Certified Patient Care Technician CPCT	
☐	Certified Phlebotomy Technician CPT	
☐	Certified Surgical Technologist CST	

4 PAYMENT & FEES

RENEWAL FEE (2 YEARS)

☐ \$95 - 1 program ☐ \$160 - 2 programs ☐ \$210 - 3 programs

LATE FEE (PER EXPIRED CERTIFICATION)

☐ Up to 3 months: no fee ☐ 3 months to 1 year: +\$30 ☐ 1 to 2 years: +\$50 ☐ More than 2 years: +\$70

REPLACEMENT (OPTIONAL)

☐ Membership card +\$15 ☐ Certificate / diploma +\$30

AAHT confirms your final total on your secure PayPal invoice.

5 DOCUMENTS TO ATTACH

- ☐ Proof of work on letterhead showing 1 year (part-time) or 6 months (full-time) of work in the area to certify, signed by your supervisor with phone and email, issued within the last 3 months - **OR** -
- ☐ Copy of 8 current CEUs (continuing education units) from an accredited institution.
- ☐ Passport-style photo - digital JPG, 160 x 180 pixels, white background.

6 CERTIFICATION & SIGNATURE

- ☐ I certify that the information provided in this application is accurate and complete.

Under penalty of perjury, I declare and certify that I have provided correct information. I understand that if any information provided here is not true or correct, my certification could be suspended. By signing this application, I accept the terms and conditions stated in it and commit to fulfilling them.

PRINTED LEGAL NAME *

DATE *

APPLICANT SIGNATURE (SIGN HERE)

Email the completed form and all documents to certifications@aah-tech.com