



ASPMA American Society of Podiatric Medical Assistants

Janet B. Grace, PMAC – Recertification Chair
3844 Emerson Drive – Schiller Park, IL 60176
TEL: (847) 678-0485 FAX: (847) 678-4640
e-mail: PMACINFO@aol.com

April 2008

Dear Doctor:

Your X-ray credentialing is now renewable. All material must be received by me **no later than May 1, 2008**. As of **May 2, 2008** your application will be considered late and a late fee of \$25.00 will be required. **DPM's NOT RENEWED BY JUNE 16, 2008 WILL BE DROPPED FROM THE ROLES AND WILL BE UNABLE TO USE THEIR X-RAY CREDENTIALS. THERE WILL BE NO EXCEPTIONS. FAILURE TO RENEW YOUR X-RAY CERTIFICATION WILL TERMINATE YOUR RADIOLOGY CERTIFICATION.**

If your X-ray certification was obtained between October 1, 2007 and December 31, 2007 you are required to submit 10 CME credits (1/2 of the normal amount) and \$12.50 renewal fee (1/2 of the normal fee). In 2009 you will renew for the full year. If your renewal is late, a late fee of \$25.00 must be included with your renewal (\$37.50 total).

All others are required to submit the full year renewal of 20 CME credits and renewal fee of \$25.00. Again, if you are late, a late fee of \$25.00 must be included with your renewal (\$50.00 total).

All qualifying material accumulated **during 2007** is to be submitted to me in one batch. You may use the credits accumulated to renew your DPM license or any of the sources listed on the enclosed sheet. In the event you are credit short you will be notified by e-mail or fax, and given the courtesy to complete your credential file within a very limited time frame.

The hours for each meeting are based on contact hours offered in the meeting. Certificates given to you at the meetings will reflect hours you can use. If certificates do not reflect credit hours, a copy of the program must be included. Checks should be made out to **ASPMA CERTIFICATION FUND**.

I look forward to working with everyone on making this process go as smoothly as possible. If you have any questions please contact me at any of the numbers listed at the top of this letter.

Sincerely,

Janet B. Grace, PMAC
Recertification Chair