



ASPMA American Society of Podiatric Medical Assistants

Janet B. Grace, PMAC – Recertification Chair
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April 2008

Your PMAC 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.

PODIATRIC ASSISTANTS NOT RENEWED BY JUNE 16, 2008 WILL BE DROPPED FROM THE ROLES AND WILL BE UNABLE TO USE THE PMAC CREDENTIALS. THERE WILL BE NO EXCEPTIONS. For assistants in Pennsylvania, South Carolina and West Virginia failure to renew their PMAC certification will terminate their radiology certification.

PMAC certificates obtained within the last three months (January 1, 2008 – March 31, 2008) will be considered already paid for this year. This includes PMAC certificate number 3704 and forward. These PMAC's will not be required to renew at this time, but will renew for the full year in 2009.

If your PMAC certificate was obtained between October 1, 2007 and December 31, 2007 (certificate number 3699 through 3703) you are required to submit 10 CME credits (1/2 of the normal amount), copy of your **MEMBERSHIP CARD WITH 2008 STICKER**, 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 other PMAC's (certificate number 1 through 3698) are required to submit the full year renewal of 20 CME credits, copy of your **MEMBERSHIP CARD WITH 2008 STICKER**, 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. This means any 2007 JOURNAL questionnaires that were answered, any seminars attended during 2007, or any other material you are intending to submit for credit from the listing enclosed. 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