

# CCMA EXAM PREPARATION CHECKLIST

Tips, Resources, and Steps For  
Passing the NHA Certification  
Exam & Becoming a Certified  
Clinical Medical Assistant



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CCMA Certification  
from Advanced  
eClinical Training

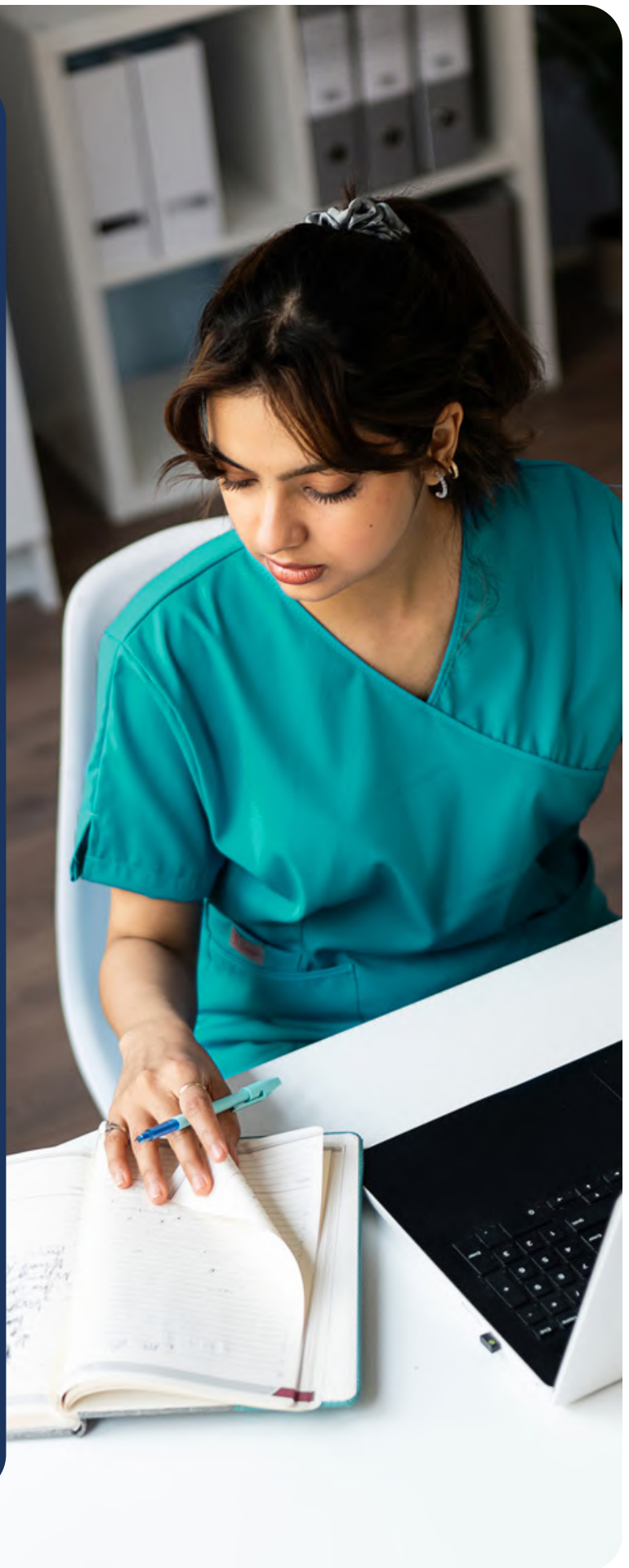
# INTRODUCTION

**Becoming a certified clinical medical assistant (CCMA) is a great way to begin a rewarding career in healthcare.**

This widely recognized certification, awarded by the National Healthcareer Association (NHA), is designed to show potential employers that you have the knowledge and skills needed to perform both clinical and administrative tasks in medical settings. But before you can claim this credential, you'll need to take — and pass — the CCMA exam.

Whether you're just beginning to explore the certification process or are at a point in your career journey where your next step is to take the exam, this resource is here to help.

**Inside, you'll find a comprehensive checklist that covers everything you need to know and do to prepare for the test, from study materials to exam day tips.**





## WHAT IS

# THE CCMA EXAM?

The CCMA exam is the final step on the path to earning your certification. To be eligible to sit for the test, you must meet one of the following criteria:

**Have a high school diploma or GED (or plan to receive one in the next 12 months) and have completed a medical assistant training program within the past 5 years**

**Or have a high school diploma or GED and:**

- 1 year of supervised work experience in the medical assisting field within the last 3 years, or
- 2 years of supervised work experience in the medical assisting field within the last 5 years

Once eligible, independent test takers will need to apply to take the exam through the NHA website. If you're enrolled in Advanced eClinical's [online medical assistant training program](#), you'll be automatically registered for the exam upon successful completion of the course.

## Exam Costs & Format

The cost to take the CCMA exam is \$165. That said, Advanced eClinical students are able to take the exam for **no additional cost**.

The test itself consists of 180 multiple-choice questions, including 30 "pretest" questions that don't count toward your final score.

These questions are randomly spread throughout the 3-hour exam, meaning that you won't know which ones they are.

In terms of subject matter, the CCMA exam quizzes test takers on 7 key areas of knowledge, also referred to as "domains." These are:

- Foundational Knowledge and Basic Science (makes up 10% of the exam)
- Anatomy and Physiology (5% of the exam)
- Clinical Patient Care (56%)
- Patient Care Coordination and Education (8%)
- Administrative Assisting (8%)
- Communication and Customer Service (8%)
- Medical Law and Ethics (5%)

## Scoring & Recertification

When you take the exam online, your results will be available in your NHA account within 2 days of scoring. To pass, you'll need a scaled score of 390, which equates to correctly answering roughly 78% of the questions. Once you're certified, you'll need to recertify every 2 years to maintain your credentials.

## HOW TO PREPARE:

# STUDY MATERIALS & RESOURCES

There's a lot riding on this test, so it's understandable that preparing for the CCMA exam can feel overwhelming. But with the right resources and study plan, you'll be well-equipped to pass with flying colors. Here are some tools and strategies you can use to get ready:

## 01 Official NHA Study Guides & Practice Tests

The NHA offers several [official study guides and practice exams](#) for a fee. These materials provide a thorough review of the exam topics and enable you to familiarize yourself with the types of questions you'll encounter on test day. Alternatively, you can review the [CCMA Test Plan](#), which "provides both a summary and detailed outline of the topics that may be covered on the CCMA Certification Examination."

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## 02 NHA Study Portal

If you're enrolled in ACT's CCMA Certification program, you'll have 12 months of access to the NHA study portal, a comprehensive resource that includes interactive CCMA assignments, lectures, virtual labs, study guides, practice exams, and other exam preparation tools.

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## 03 ACT's Study Guides & Practice Quizzes

In addition to the NHA resources, our CCMA Certification program provides its own study guides and practice quizzes, created to help you firmly grasp the material covered in the course. These resources are invaluable for strengthening your knowledge and preparing you for exam day.

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## 04 Study Groups

Studying with others is another great way to prepare for the CCMA exam. You can join or create study groups with other ACT students via our online Pre-Health Community or connect with peers in your area who are also planning on taking the exam. Talking through challenging topics with group mates, quizzing each other, and sharing study tips can go a long way toward boosting your confidence and improving your understanding of the subject matter.

## 05 Relevant Medical YouTube Channels

Many healthcare professionals and educators offer free content on YouTube that covers important topics in medical assisting. Channels focused on clinical procedures, anatomy, and patient care can serve as supplemental study material. Look for videos that align with the CCMA exam domains for the most relevant information.

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## 06 Online Forums

Participating in online forums such as [r/MedicalAssistant](#) on Reddit can help you connect with a community of current and future medical assistants. These forums offer a space to ask questions, share experiences, and gather advice from others who are getting ready to take or have already passed the CCMA exam.



## MAKING

# A PLAN

When it comes to preparing for the CCMA exam, the keys to success are pacing yourself and staying organized. Use the following checklist to help you along the way in the months, weeks, and days leading up to test day:

## 2 Months Before the Exam

- Create an NHA account:** Set up your account on the NHA website if you haven't done so already.
- Review the test plan:** Go over the CCMA test plan to understand the topics covered on the exam.
- Take your first practice test:** Use this as a baseline to identify your strengths and areas for improvement.
- Create a study guide:** Either build your own based on your review or use an existing one from NHA or the guides included in your training program.
- Develop a test prep schedule:** Plan out a study schedule to keep yourself on track and avoid last-minute cramming.
- Familiarize yourself with the online test process:** If you're taking the test remotely, understand how the process works.
- Check your ID:** Ensure that the form of identification you'll use on exam day isn't set to expire beforehand.

## 2 Months Before the Exam

- Complete the NHA exam application:** Submit your application through the NHA website (if you're enrolled in ACT's online medical assistant certification and training course, we'll take care of this step for you).
- Confirm receipt of payment with ACT:** Verify that your exam fee has been covered.
- Continue studying:** Stick to your study schedule and make use of all available resources.
- Take another practice test:** Compare your results with your first attempt, noting any progress and focusing on the areas that still need work.

## 2 Weeks Before the Exam

- Verify that your exam application has been accepted:** Double check to make sure that your exam application has been submitted to the NHA and that you're all set to take the test.
  - Stick to your study plan:** Continue reviewing according to your schedule, focusing on key concepts.
  - Review remote proctoring protocols:** Familiarize yourself with the rules and requirements if you're taking the test online.
  - Decide where to take the exam:** Choose a quiet, comfortable location that's free from distractions.
  - Check computer compatibility:** Make sure your setup meets the system requirements for the remote proctoring software.
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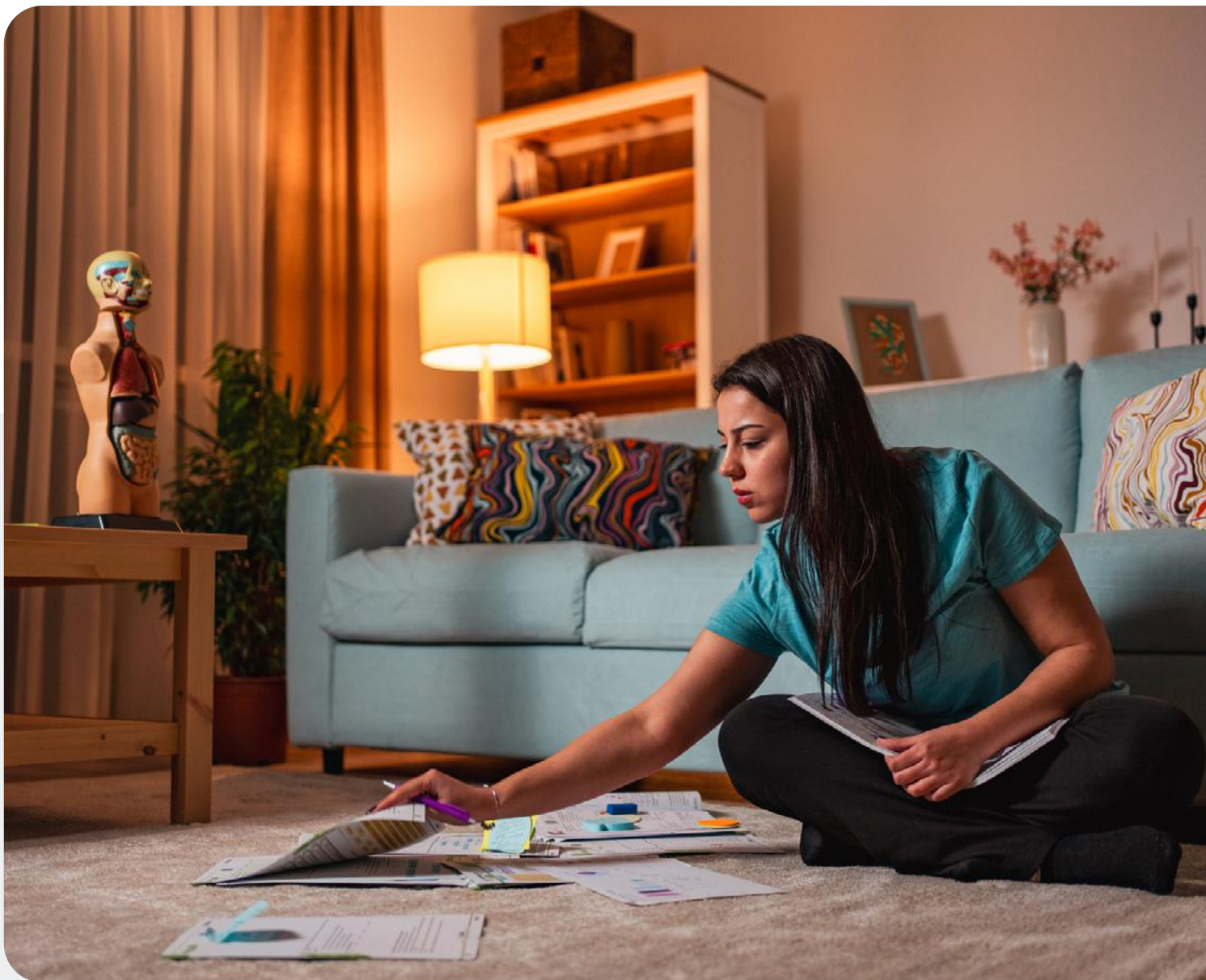
## 1 Week Before the Exam

- Memorize your NHA login information:** Ensure you know your login details or write them down for easy access.
- Double-check the exam date and time:** Confirm when the exam is scheduled to take place to avoid last-minute surprises.
- Solve technical issues:** Address any compatibility or VPN concerns well ahead of exam day.
- Review key concepts:** By now you should have a firm grasp of the key concepts — go over important material, but avoid cramming new information.
- Simulate exam day:** Take a final practice test in the location you've chosen for test day.



## The Night Before

- Gather your exam items:** Have your ID, NHA login information, and any other necessary materials ready to go.
- Briefly review your notes:** Do a light review of key concepts to refresh your memory.
- Get a good night's sleep:** Rest is crucial — avoid late-night cramming and prioritize getting quality sleep.



## EXAM DAY

# PREPARATION

The big day is finally here! Now it's time to put all your hard preparation work into action. Here's how:

- Eat a good breakfast:** Start your day with a nutritious meal that will keep you energized and focused. Avoid heavy or sugary foods that could make you feel sluggish during the exam.
- Ensure you have what you need:** Double-check that you have everything you'll need for the exam, including:
  - A valid ID
  - NHA login information
  - Snacks and water in case you need to refuel
- Log in early:** Log in between 15 and 30 minutes ahead of the scheduled start time to be sure that you have enough time to troubleshoot any technical issues.
- Stay calm and focused:** It's normal to have some pre-test jitters, but staying calm and focused will help you succeed. Take deep breaths and remind yourself that you're well prepared for this moment.
- Manage your time:** Pace yourself, keeping an eye on the clock to ensure you have plenty of time to answer the questions. If you find yourself stuck on a question, move on and return to it later.



## AFTER

# THE EXAM

You did it – congratulations on completing the CCMA exam!  
Now that it's behind you, here's what you'll need to do next:

- Review your score report:** Once your exam is graded, log in to your NHA account to review your score report. Take note of areas where you did well and ones with room for improvement, especially if you need to retake the exam.
- Plan for a retake (if needed):** Don't worry if you didn't pass. You can retake the exam after a 30-day waiting period. Use the feedback from your score report to focus on improving your weaker areas, and revise your study plan for your next attempt.
- Receive your certification:** If you passed, congratulations! You'll receive your official CCMA certification from the NHA. Be sure to keep this document safe, and download any digital copies as backup.
- Update your resume and LinkedIn:** With your new certification in hand, it's time to make some updates. Be sure to highlight your credentials on your resume and LinkedIn profile so potential employers can take notice.
- Explore job opportunities:** Now that you're a certified clinical medical assistant, explore opportunities in various healthcare settings. Leverage your certification and skills to find a role that matches your career goals.
- Maintain your certification:** Don't forget that you'll need to recertify every 2 years to maintain your CCMA status. Stay informed about continuing education requirements, and ensure you complete the necessary steps to [keep your certification active.](#)



# CCMA CERTIFICATION FROM ADVANCED ECLINICAL TRAINING

Ready to take the next step toward becoming a certified medical assistant?

Enroll in Advanced eClinical's Online Medical Assistant Program, which offers comprehensive training designed to prepare you for the CCMA exam — which 97% of our students pass on the first attempt — and a rewarding career in healthcare. With expert-led courses, flexible online learning, and included exam fees, you'll gain the skills needed to land your first job as a medical assistant. Plus, we offer job placement support to help you get to work as quickly as possible after certification.

[ENROLL TODAY](#)

