



Certified Professional Billing (CPB) Course

How to earn your certificate of completion:

- ✓ Complete all assignments in blackboard including Chapter Quizzes, Practical Applications, Chapter Review Exams and the Final Exam.
- ✓ Achieve a passing score of at least 70% on each Chapter Review Exams, and the Final Exam, and you must earn a score of 70% or better overall at the end of the course.
- ✓ Maintain an 80% attendance rate or better in our program. Please make sure you are showing up for class, participating in class discussion, and keeping your camera on during the duration of the class. All these factors count towards your attendance score.
- ✓ No extensions are available for this course. All requirements **must** be met by your program end date to obtain your certificate of completion.

How to request your AAPC voucher (with retake option) and membership:

- ✓ One practice exam will be issued to your AAPC account within one week of the course ending.
- ✓ Complete the practice exam within 30 days of receiving it with a score of 70% or better to be eligible for your exam voucher and AAPC student membership.
- ✓ The practice exam can be taken multiple times. If you do not get the 70% on your first attempt, you can try again.
- ✓ Once you achieve the 70% score or better, send an email to the Student Success Manager Trudy Munroe, at tmunroe@towson.edu. She will confirm your eligibility.
- ✓ Once your eligibility is confirmed, the Student Success Manager will request your voucher and membership from AAPC. Please allow up to 3 business days for this request to be processed and issued to your account.
- ✓ Once the voucher has been issued to your AAPC account, you will be able to schedule your electronic exam.
- ✓ All voucher requests must be made within 6 months of your course end date.
- ✓ Your voucher and student membership are valid for 12 months.