# CMSp Certification Exam Preparation Checklist

This checklist is designed to help you prepare for the Certified Medical Staff Professional (CMSp) exam. Follow each step to stay on track and ensure you're ready to succeed on exam day.

* ✅ Confirm Eligibility: Minimum 3 years of experience in medical staff services or credentialing.
* ✅ Create an Account at NAMSS.org.
* ✅ Submit CMSp Exam Application via the NAMSS portal.
* ✅ Pay Exam Fee and Receive Confirmation.
* ✅ Download NAMSS CMSp Candidate Handbook.
* ✅ Join a Study Group or Online Forum (e.g., JustCoding, AAPC Forums).
* ✅ Order CMSp Study Guide from NAMSS or HCPro.
* ✅ Create a Study Schedule (recommend 8–12 weeks preparation time).
* ✅ Use Flashcards, Practice Tests, and Case Study Scenarios.
* ✅ Attend Live or On-Demand CMSp Prep Webinars (optional).
* ✅ Review Credentialing Standards (TJC, NCQA, CMS) and Legal Compliance Basics.
* ✅ Take and Review at Least 2 Full-Length Practice Exams.
* ✅ Schedule the Exam Date and Confirm Testing Location or Online Proctoring.
* ✅ Prepare Necessary Documents and Valid ID for Exam Day.
* ✅ Relax the Day Before and Arrive Early on Test Day.