



CERTIFICATION PROCESS OVERVIEW

Details of the certification process are included in the **Candidate Handbook**, which can be downloaded from the AMT website: www.amt1.com. A summary of the process is outlined below.

1. Submitting Your Application: Submit your application after you have completed your program (including your internship/externship). In some instances, AMT will allow a candidate to sit for the exam prior to his/her internship/externship—please call the AMT for details.

The following must be submitted to the AMT Registrar Department:

- Completed Application, with all necessary signatures
- Any separate evaluations, if required
- Official school transcript that demonstrates successful completion of training for your specialty certification (copies not accepted, transcript must have school seal affixed)
- Application fee

2. Processing Your Application: Once the AMT receives and approves your completed application, you will receive a letter with instructions on how to schedule your exam. If your application is not complete, you will receive a letter from the AMT specifying the missing information. *An exam cannot be scheduled until the application is complete and has been approved by AMT.*

3. Preparing for the Exam: A number of resources are available to you including an outline of the exam content, reference study materials, and practice tests (note that practice tests are not available for all certification specialties). This information is available on the AMT website: www.amt1.com as well as in the Candidate Handbook.

4. Taking the Exam: Schedule the exam during a time that is convenient to you. A list of testing centers is available on the Pearson VUE website: www.pearsonvue.com. If you are currently in the service, you can arrange to take the exam on the base – contact AMT for details. **All candidates must bring a photo ID with them to the testing center.**

If you are taking the exam at a Pearson VUE site or at your school using Pearson VUE technology, your exam score will flash on the screen. While this information is available to you, please note that you are not considered certified until you receive official documentation from AMT (see below).

Note: ***If the applicant fails to show for a scheduled examination, a retesting fee will be required before he/she may sit for the rescheduled examination.*** An applicant may take the examination two times with the same application. A retake is permitted no sooner than three (3) months from the first attempt and no later than 2 (two) years after the date of the application. A retesting fee will be required for this second administration. If the applicant fails the second administration, he/she must file a new application with a new application fee, and proof of further education/training to be tested a third time. The application may also take the examination two times on the second application but must adhere to the time frames and fees as stated above. If the applicant fails to honor any application within two (2) years of submitting, a new application with appropriate fees must be filed.

5. Certification: Once AMT receives your score from Pearson VUE, your entire application and documentation is reviewed once again. If everything is in order, AMT sends an official letter and certificate to you. Don't forget that upon certification, you automatically become a member of AMT and have access to a number of valuable resources, including career assistance. Visit www.amt1.com for more information.

On an annual basis, you will be asked to pay a nominal fee in order to keep your certification and membership current. Every three years you will be required, through the Certification Continuation Program (CCP), to submit an attestation that you have acquired a specific number of continuing education credits relevant to your certification specialty. More information on the CCP can be found on the AMT website.

Instructions for completing the application are on the reverse side.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

To avoid delays in the processing of your application, complete all sections and provide details and documentation as requested. Use dark ink and print or type clearly (except for signatures). Please note that the application fee is nonrefundable.

Please be aware that AMT certification application forms are amended from time to time. An applicant must comply with eligibility requirements (and pay current application fees) that are in place at the time of submission of the application. If there is any reason to believe that your application is outdated, please compare the version number listed in the lower right-hand corner of the last page of the application with that of the current application located on the AMT website: www.amt1.com. If the application you are holding is not the latest version, simply download the current form and proceed with the instructions below.

Section 1: Eligibility Route

Review the eligibility requirements and check the box that best describes the examination route under which you are applying.

Section 2: Personal Information

Complete the personal information section. The felony question is required. Complete optional information if desired.

Section 3: Employment History

List full names and addresses of all previous employers.

Section 4: Education and Training

List education and training. Under 4C, list the training that is relevant and specific to your examination specialty.

Section 5: Recommendation for Certification

If you applying under the experiential route, or have graduated from your healthcare training program more than three years ago, this section must be completed in order for the application to be processed.

Section 6: Examinee Agreement

The agreement asks your permission for AMT to request further information, if necessary, from sources listed in your application. The agreement also asks you to read and promise to abide by AMT testing policies. This section is required in order for the application to be processed.

Because performance is evaluated with respect to all content areas, failing candidates who choose to retake the test are required to retake the entire examination. Candidates are allowed to retake the examination three additional times after the first failure. After the first failure, candidates may retake the examination ONE additional time without filing a new application. However, candidates must file a new application and provide documentation of additional training or retraining prior to attempting the examination a third time. **The applicant may not be considered for certification if he/she fails the examination the fourth time.**

Section 7: Optional Score Release

Some educational institutions request their graduates' examination results. Signing this release is voluntary and will not affect the outcome of your examination in any way. If you do NOT want your results released to the school, do not sign the authorization.

Section 8: Payment Information

A nonrefundable application fee is required with the application. Payment is either by check or credit card.

Return completed application, required documents and application fee to:

American Medical Technologists
10700 W. Higgins Road, Suite 150
Rosemont, IL 60018
847-823-5169
www.amt1.com