AMT Candidate Handbook

AMT certification gives you the advantage you need to advance your career.
American Medical Technologists is a nationally-recognized, not-for-profit certifying agency for health practitioners who meet entry-level education, experience, and examination requirements.

 Compliance with eligibility requirements results in the issuance of a certificate and membership in American Medical Technologists (AMT).

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Most recent revision: 2012

The information presented in this booklet reflects the policies of American Medical Technologists at the time of publication. The policies are subject to change and procedural modifications may occur without notice.
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GENERAL INFORMATION

American Medical Technologists
American Medical Technologists (AMT) is a national agency that certifies examination-based primary designations of healthcare personnel: medical technologists, medical laboratory technicians, office laboratory technicians, medical assistants, phlebotomy technicians, dental assistants, and medical office administrative specialists. The organization’s purpose is to help protect the welfare of the public by maintaining competency standards in these occupations.

As an accredited member of the National Commission for Certifying Agencies (NCCA), a division of the Institute for Credentialing Excellence (ICE), AMT adheres to a number of rigorous criteria regarding the conduct of its credentialing programs. All AMT certification examinations are constructed and administered in accordance with methodologies recognized by both psychometric and credentialing communities.

Purpose of the Certification Examinations
AMT certification examinations are intended to evaluate the competence of entry-level practitioners. The tests address content areas defined and validated by subject-matter experts, educators, and individuals working in their respective fields. As the tests provide only one source of information regarding examinee competence, they are used in conjunction with other indicators of training and experience in the granting of certification.

APPLYING FOR CERTIFICATION

1. The Application Process

Obtain the correct application and review the eligibility requirements for the designation in which you seek certification. Applications may be downloaded from the AMT website at: www.americanmedtech.org.

2. Review the Candidate Handbook prior to completing the application. The Handbook outlines important information and requirements to which all applicants must comply.

Complete and mail the application and application fee to AMT at: American Medical Technologists, 10700 West Higgins Road, Suite 150, Rosemont, Illinois 60018. When submitting an application, candidates must pay close attention to the documentation required. Also, it is the candidate’s responsibility to stay informed of the progress of the application via the AMT website and to assist in the timely response of references and employers. Candidates should allow sufficient time for application review and processing (normally 4 – 6 weeks). Candidates are encouraged to submit the application and required documentation as early as possible to allow for unanticipated delays. Applicants applying for special accommodations should allow additional processing time and must submit appropriate documentation as outlined in a subsequent section of this handbook. Appeals for denied applications may be filed according to the stipulations outlined in a subsequent section of this handbook. Application fees are not refundable.

3. Wait for written confirmation from AMT indicating that you have been approved to test. When a candidate’s application is complete and has been approved by AMT, an Authorization to Test letter will be issued. The correspondence will include all details necessary to schedule an examination administration.
4. **Schedule a test administration session.** AMT examinations are offered in either paper-and-pencil (approved schools), computerized format, or both depending upon a candidate’s specific situation, application route, and certification designation. Candidates should be sure to schedule test administrations as early as possible to ensure ample examination processing time.

5. **Attend the examination administration.** Detailed information regarding test administration provisions and requirements is provided in this handbook.

6. **Await examination results.** Paper-and-pencil examination results (6 – 8 weeks after the test administration) will be issued by AMT only in writing, by mail. Results will not be issued via telephone or facsimile transmission under any circumstances. Candidates examined by computer-based testing (CBT) receive results immediately upon completion of the test administration session.

**Non-Discrimination Policy**
Qualified applicants are considered for certification without regard to race, color, religion, gender, national origin, age, marital status, medical condition, or disability.

**Application Appeals Procedure**
Applicants deemed ineligible to sit for an AMT certifying examination have the opportunity to appeal that decision.

1. **Appeal to the Examinations, Qualifications, and Standards Committee**

   An applicant may appeal the decision of the AMT Office Staff to the Examination, Qualifications, and Standards (EQS) Committee by writing the Committee within 60 days of notification of the Staff decision. The applicant may submit any documentation deemed necessary to support the appeal. The EQS Committee may meet in person or by telephone to discuss the appeal. The Committee may allow the applicant to be present at a personal meeting, if one is held, or may talk to the individual by telephone. All of the applicant's expenses pertaining to the appeal will be borne by the applicant. The Committee will notify the applicant in writing of its decision within 120 days of receipt of the original written appeal.

II. **Appeal to the AMT Board of Directors**

   Applicants may appeal the decision of the EQS Committee to the AMT Board of Directors by writing to the President of the Board within 60 days of notification of the Committee decision. The applicant may submit any documentation deemed necessary to support the appeal. The Board may meet in person or by telephone. The Board may allow the individual to be present at a personal meeting, if one is held, or may talk to the applicant by phone. All of the applicant's expenses pertaining to the appeal will be borne by the applicant. The Board will notify the applicant of its decision in writing within 120 days of receipt of the written appeal. The decision of the Board of Directors is final.

III. **AMT Board of Directors Options**

   The fundamental decision of the Board will be to affirm or overturn the Office Staff decision. However, the Board may also opt to make other decisions deemed appropriate.

**EXAMINATION ADMINISTRATION**

**Administration Mode**
AMT certification examinations are available in paper-and-pencil and/or CBT format, depending upon which certification the candidate seeks. Candidates should contact AMT to determine which administration format is available for their specific certification. Information pertaining to both paper-and-pencil and computerized
formats is presented in separate sections below. Be sure to pay careful attention to the rules pertaining to the administration method appropriate in your case.

**Examination Security and Test Administration Regulations**

To ensure that all AMT candidates are examined under comparable conditions employing fair and accurate testing methods, it is essential that testing environments be standardized. In addition to other provisions outlined in this booklet, the regulations below seek to achieve test standardization and augment test security. No cellular phones, beepers, pagers, cameras, photographic or video equipment, transmitters, or electronic equipment of any type is allowed in the testing room. No papers, books, textbooks, notebooks, notes, unauthorized scratch paper, or food are permitted in the testing room. Eating, drinking, and tobacco use are prohibited. Any violation of the testing policies and procedures outlined in this booklet may result in dismissal from the testing center, invalidation of examination results, and forfeiture of eligibility to test and associated fees.

**COMPUTER-BASED TESTING (CBT)**

**General Information**

All AMT CBT is administered under contract with Pearson VUE. Pearson VUE testing centers are available at several hundred locations in the United States, its territories and overseas locations. Complete and current information regarding domestic Pearson VUE sites can be reviewed at the website: www.pearsonvue.com/amt. This site also provides maps and driving instructions to each testing center.

**Authorization to Test**

Once a candidate’s Application for Certification is complete and has been officially approved by AMT, an Authorization to Test letter is sent to the candidate. At the same time, AMT sends Pearson VUE an electronic authorization indicating which candidates are approved and eligible for examination. Upon receipt of the Authorization letter domestic candidates may logon to www.pearsonvue.com/amt, or call Pearson VUE directly at 888-846-6941 to schedule an examination time and place. The letter contains the telephone number and other important testing information.

**The Day of the Examination**

Examinations are administered as scheduled in advance with Pearson VUE. It is advisable to bring a watch. Examinees are not permitted to continue taking the test beyond the established time limit.

Visitors are not permitted in the examination room. Calculators are not allowed in the examination room and are not necessary. The examination questions are so constructed that all numerical calculations may be performed by hand. In addition, scratch paper should not be necessary.

**Promptness**

Examinees are advised to be at the administration site at least 30 minutes prior to the scheduled examination time to allow for check-in. Examinees arriving late may be refused admittance by the Pearson VUE proctor. Should this occur, the candidate will be required to pay a reexamination fee and reschedule another testing appointment.

**Identification**

Candidates must present two forms of identification bearing name and signature; one of these must bear a recent photo. Candidates must present one of the following as the primary form of identification: **Passport, photo-bearing driver’s license with signature, photo-bearing employee identification card, or military identification.** The secondary form of identification may include any of the above or a credit card. Examinees must ensure that all identification matches the information on the authorization letter. Examinees not providing acceptable identification will be refused admittance to test and will be required to pay a
reexamination fee and reschedule another testing appointment.

Rescheduling Policy
Examination appointments may be rescheduled without fee by contacting Pearson VUE no later than one business day prior to the scheduled appointment. For example, a candidate wishing to cancel an appointment for 10AM on a Monday morning would need to call Pearson by 10AM Friday morning. Candidates must speak directly to Pearson VUE Call Center staff to authorize appointment cancellations. There is no charge for rescheduling if the change is made at least one business day prior to the appointment.

Cancellation Policy
Examination appointments may be canceled without fee by contacting Pearson VUE no later than one business day prior to the scheduled appointment (see example above). There is no charge for canceling if the change is made at least one day prior to the appointment. Candidates canceling appointments after one business day prior to a scheduled appointment will forfeit their full testing fee and will be assessed a retesting fee.

PAPER-AND-PENCIL TESTING

The Day of the Examination
Examinations are administered only on specific days and at times scheduled by American Medical Technologists. It is advisable to bring a watch. Examinees are not permitted to continue taking the test beyond the established time limit (see below).

Visitors are not permitted in the examination room.

Calculators are not allowed in the testing room. The examination questions are so constructed that all numerical calculations may be performed by hand. Scratch paper is not permitted. Scratch work should be performed on the back of the packet that contains the examination booklet.

Promptness
Examinees are advised to be at the administration site at least 15 minutes prior to the scheduled examination time.

Identification
Examinees should be prepared to present two forms of identification to receive an examination packet (at least one of these forms should bear a photo and signature of the examinee). A current driver’s license, employee identification card, or passports are acceptable forms of identification.

Time Limit
Examinees have established timeframes in which to complete the examination (see below):

- Dental Assistant –3.0 hours
- Medical Administrative Specialist –3.0 hours
- Medical Assistant –3.0 hours
- Phlebotomy Technician –3.0 hours

Proctors have been instructed to begin timing after preliminary information has been entered on the answer sheets. All answer sheets and examination materials will be collected when time has elapsed.

Test Booklet Instructions
The test packets that examinees receive at the proctoring site contain an answer sheet (see sample below) and a test booklet. Before beginning the test, examinees are required to accurately complete the preliminary section of their answer sheets by following the instructions printed on the inside front cover of their test booklets.

Examinees are required to read the instruction page carefully, and provide their name, address, and signature as indicated. This information is important, as test results are forwarded to the address provided on the inside test booklet cover. If this information is not
provided, examinees may experience delays in receiving their examination results.

Pencils
Answer sheets must be completed using a #2 lead pencil. Pencils will NOT be provided at the examination site. It is advisable for all examinees to bring at least two sharpened #2 pencils with them the day of the administration.

Completing Answer Sheets
As the answer sheets are scored using a computerized optical scanner, all marks must be heavy, dark, and completely filled in. The scanning equipment will NOT read light markings. Similarly, all erasures must be complete. Also, AMT examinations are constructed so that questions have only one best answer. Therefore, provide only one response to each question. Multiple responses to a single question are automatically scored as incorrect.

Sample Answer Sheet
A sample answer sheet similar to that used by examinees is presented. Detailed instructions for completing the answer sheet are provided by the examination proctor prior to the start of the administration. Examinees should follow the proctor’s instructions carefully to ensure the accuracy of the results that they receive.

IMPORTANT INFORMATION FOR ALL EXAMINEES

Questionable Test-Taking Behavior
Proctors have been given specific instructions regarding questionable test taking behavior, or "cheating." Such behavior includes, but is not limited to: examinees copying from one another, speaking to one another during the administration or copying from notes. Proctors have been instructed to immediately collect the examination materials from those individuals in question. Examinations collected under such circumstances will be invalidated and the examinee will be subject to the policies outlined in this booklet.

Examinee Agreement Regarding Score Cancellations and Confidentiality

By applying and sitting for an AMT certification examination, all candidates agree to the following policies:

1. Validity Assurance and ScoreCancellation - AMT reserves the right to cancel any examination score if, in AMT’s professional judgment, there is any reason to question the score’s validity. Circumstances warranting score cancellation may include, but are not limited to: copying from notes or from another examinee’s answers; speaking or otherwise communicating with others during the test administration; aiding or receiving aid from other examinees; consulting study aids of any type during the exam; copying, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; or having improper access to AMT exam content prior to the exam administration. Significant score increases upon retesting may also be investigated to ensure the authenticity of results. Misconduct may disqualify you from all future examination attempts and from AMT certification.
2. Exam Confidentiality and Non-Disclosure Agreement - The content of all AMT certification exams is copyrighted and is the property of AMT. Exam materials will be provided to you on a temporary basis for the sole purpose of testing your knowledge and competency in the discipline for which you seek certification. You are required to return any exam materials to the test administrator immediately after completing the exam, and you are prohibited from using or possessing AMT examination content for any other purpose or at any other time. You agree not to disclose, publish, copy, reproduce, transmit or distribute exam content, in whole or in part, in any form or by any means, for any purpose, without the express prior written authorization of AMT’s Director of Testing and Competency Assurance. The unauthorized disclosure, publication, copying, reproduction, transmission, distribution or possession of exam content or materials in any form is a crime and may subject you to civil liability and/or criminal prosecution.

Special Accommodations
American Medical Technologists is committed to ensuring that no individual is deprived of the opportunity to take an examination solely by reason of a disability. Special accommodations may be provided for candidates with documented disabilities. Candidates requesting special provisions must state their needs in writing when applying to take the examination. Requests should include (but are not limited to): 1) medically supported documentation of the disability, 2) accommodations requested for the examination, and 3) descriptions of past accommodations provided in other cases.

Whenever possible, the AMT Office will determine applicant eligibility for special provisions. Candidates should allow the AMT Office reasonable time to review the request, and if warranted, make provisions to provide an accommodation. The proctor will be notified if special considerations are granted.

EXAMINATION RESULTS

Scoring Procedures
All computerized examinations are scored immediately by the computer. All paper-and-pencil answer sheets (if applicable) are scored by machine (using an optical document scanner and computer) and require 6 – 8 weeks for processing. These scoring methods allow for both a high degree of quality control with respect to the accuracy of results, in addition to absolute objectivity with respect to scoring.

Scores and Score Reports
Following examination scoring, examinees receive a letter notifying them of their examination performance. Passing examinees receive a letter indicating the passing score on the examination (70) and their obtained scale score only. Failing examinees receive a letter containing the same information, in addition to information regarding the sub-sections of the test in which they obtained low scores. Failing examinees may consider these areas of weakness in preparation for retesting.

Although there are 200-210 questions on the examination, the minimum passing score on the examination is translated into the number 70, on a scale ranging from 0 to 100. This system of "scaled scores" is used to provide a common scale for reviewing and reporting test results across examinees, and across different forms of the same test.

It is important to note that 70, and the scores that examinees receive, are neither percentages of questions, nor numbers of questions answered correctly. Rather, these are points on a 0 to 100 scale. Therefore, a score of 99 would NOT indicate that 99% of the questions were answered correctly, or that 99 questions were answered correctly.

Processing Time
Examination results are available immediately upon completion of computer-administered examinations. Test results

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appear on the screen and a paper copy of the results are provided by the proctor.

Paper-and-pencil examination results (if applicable) are forwarded within 6 to 8 weeks following the test administration. Results are not released until the candidate's application file is complete (all information, documentation, signatures, and fees provided). In addition, results are forwarded to examinees in writing only, and are not available by telephone.

Retesting
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 test ONE additional time without submitting additional paperwork. A retesting fee is required. Candidates must file a Third Test Eligibility Form and provide documentation of additional training or retraining prior to attempting the examination a third time.

Score Verification (for Paper–and–Pencil Examinations ONLY)
Examinees receiving failing scores may request rescoring of the answer sheet that they completed. Rescoring requests must be submitted in writing to AMT, along with a $25.00 rescoring fee. Upon receipt of a written request and the re-grading fee, the examinee's answer sheet will be scored by hand. AMT will notify the candidate of the hand scoring results. Rescoring requests must be received no later than 60 days following the original release of results for a particular examination. Requests received after 60 days will not be honored. Similarly, requests for hand scoring of prior examinations will not be honored (unless they were also administered less than 60 days prior to request).

The AMT Office does not encourage examinees with scores close to passing to request hand scoring. Quality control procedures are performed during the time of initial scoring. These control procedures include the hand scoring of a sample of answer sheets to verify the correctness of the machine-scored answer key. Therefore, it is highly unlikely that examination results will change from fail to pass if rescored by hand.

EXAMINATION DEVELOPMENT
AMT's Examination, Qualifications, and Standards Committees (EQS) develops all certification examinations. Each certification designation has a respective committee of subject-matter experts that is responsible for constructing examinations within its discipline. In addition to generating and updating specifications on which the examinations are based, the Committees write test questions and review questions submitted from other sources (questions are submitted by instructors, experts, practitioners, and other individuals associated with a specific occupation). The Committees also determine certification requirements and address standard-setting issues related to their respective credentials. After construction by the expert committees, examinations are subsequently reviewed and approved by the primary EQS Committee under the auspices of the American Medical Technologists Board of Directors.

The Competency Outline
American Medical Technologists administers "competency-based" certification examinations. A competency-based testing strategy involves assessing whether or not examinees possess the skills and knowledge required for successful performance in a particular job role.

The first step in the development of this type of test is to define the work role by listing the areas in which a certificant must be
competent. Such a list may include a variety of aspects addressing knowledge of procedures, knowledge of theories, and application of theories, in addition to a number of other knowledge and skill-related statements.

In the development of examinations, the EQS Committee begins by constructing a draft of the competency (or task) inventory. The preliminary list is then circulated to a random sample of practitioners to obtain their input. The competency outline presented for each discipline represents the consensus of experts and practitioners regarding the composition of the respective work role. (The outline is actually a summary of a more detailed task inventory.)

Once the list of competencies required for successful practice is developed, test questions are written to address each competency. The items are then classified in terms of several dimensions and entered into a computerized item bank. As the number of written test questions far exceeds the number of questions allowable on a particular test, examinations contain only a sample of items (therefore referencing only a sample of competencies). However, during test construction, the items are drawn from the bank in such a way as to ensure that representative samples of competencies are assessed.

The summary content outline presented for each certification describes the knowledge and task areas considered by American Medical Technologists to comprise the practitioner work role. Given the development of thorough and appropriate competency lists, and the selection of item samples adequately representing requisite competencies, valid tests for practitioner certification may be constructed. Through the employ of subject-matter experts, practitioner input, and extensive test validation research, American Medical Technologists continually strives to maintain sound, updated examinations.  

**EXAMINATION FORMAT AND CONTENT**

**Examination Format**
AMT certification examinations consist of 200-210 four-option, multiple-choice items. Examinees are required to select the single best answer from among the four alternatives. Multiple answers for a single item are scored as incorrect. Test items may require examinees to recall facts, interpret graphic illustrations, interpret information presented in case studies, analyze situations, or solve problems.

**Examination Content**
The general content outline for the certification examination can be found on the AMT website. The percentages of questions indicated for each content area should be considered reliable, but approximate.

**EXAMINATION PERFORMANCE STANDARDS**

**Criterion-referenced Examinations**
AMT certification examinations are competency-based, criterion-referenced examinations. As such, they may be different from typical tests that most examinees may have taken.

Traditionally, many tests are scored or graded "on the curve." To obtain an "A" an examinee is only required to perform better than the rest of the people in the group who take the test. Criterion-referenced examinations (including those employed by AMT) do not use the group for determining performance, but rather an external standard called the "criterion." Examinee performance is evaluated against this standard to determine if an individual’s score is sufficiently high to indicate competence to begin working in the field as a professional.
Setting the Criterion (passing score)
To determine the criterion or "passing score," each examination item is reviewed independently by qualified, experienced individuals in the field. The experts on the EQS Committee then evaluate the difficulty of each individual examination items to determine the passing score. The interested examinee may consult the following reference for a more detailed discussion of the method: Livingston, S.A., & Zieky, M.J. (1982). Passing Scores: A Manual for Setting Standards of Performance on Educational and Occupational Tests. New Jersey: Educational Testing Service.

The advantage of a criterion-referenced examination is that the focus changes from the question: "Is this individual better (or worse) than the rest of the group being tested?" to: "Is this individual sufficiently competent, based on this examination, to be allowed to practice in the profession?"

Passing the Examination and Reexamination
The minimum passing score for an examination is translated into the number 70 (on a scale ranging from 0 to 100). To pass the examination, a candidate must obtain a scaled score of 70 or greater. Although the examination consists of several distinct content areas, evaluation of test performance is based on the total score that a candidate obtains, combined across all content sections. Because performance is evaluated with respect to all content areas, failing candidates who choose to retake the test are required to complete 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.

MAINTENANCE OF EXAMINATION QUALITY AND TEST SECURITY
Collection and Review of Statistical Indices
After each answer sheet is scored, statistical reports are generated that show how each question in the test performed. The results of these analyses are reviewed by members of the EQS Committee. The Committee or its designate makes a final determination regarding the suitability of a particular question, and the answer to the question.

Examination Development
Test items retained in the AMT item bank are regularly reviewed and evaluated. Necessary changes or deletions are made to update content and relevance. New items added to the bank proceed through numerous reviews and evaluations before approval and acceptance. Certification examination development is the direct responsibility of the EQS Committees.

In constructing different forms of a test, a change in an individual item does not alter the balance of the complete examination. The subject matter, examination passing score, and other data for each item are considered when constructing an examination. This provides all examinees with consistent and comprehensive examinations. Candidates may be assured that the content of the examination and the required level of performance will be similar in all administrations. Test validation research is periodically conducted to ensure that the content of examinations is current and relevant to each certification designation. Furthermore, comprehensive statistical summaries are prepared annually to assess the performance outcomes of all examinations administered.

Examination Security
All examinations administered by AMT are processed with the highest degree of security allowable. All examination administrations are conducted under strict direction of proctors. Test documents are
handled at the AMT Office under secure conditions.

CERTIFICATION

AMT Certification
Candidates who meet all application requirements, pass the certification examination, and comply with policies and provisions for their respective disciplines may become certified by AMT. New certificants receive materials and information describing the benefits and responsibilities of being certified by AMT, in addition to a membership certificate and wallet card. Candidates should be aware of several key policies that are relevant following the granting of certification to include: the Certification Continuation Program (CCP), The Standards of Practice, and the Disciplinary Policy.

Certification Continuation Program (CCP)
The Program requires all new certificants to participate in, and document activities supporting the continuation of AMT certification every three years. In meeting this requirement, certificants are required to accrue a combination of employment experience, continuing education, professional leadership experience, experience in presenting educational instruction, and/or experience in the authorship of written works, in addition to complying with the AMT Standards of Practice. Certificants will receive a “Compliance Evaluation Worksheet and Attestation” used for assessing compliance with the Program, every three years. Certificants must comply with required program elements to remain certified. Individuals not in compliance with the CCP policy are not considered by AMT to be certified.

Standards of Practice
AMT seeks to encourage, establish, and maintain the highest standards, traditions and principles of the practices which constitute the profession of the Registry. Members of the AMT Registry must recognize their responsibilities, not only to their patients, but also to society, to other health care professionals, and to themselves. The following standards of practice are principles adopted by the AMT Board of Directors, which define the essence of honorable and ethical behavior for a health care professional:

1. While engaged in the Arts and Sciences, which constitute the practice of their profession, AMT professionals shall be dedicated to the provision of competent service.

2. The AMT professional shall place the welfare of the patient above all else.

3. The AMT professional understands the importance of thoroughness in the performance of duty, compassion with patients, and the importance of the tasks, which may be performed.

4. The AMT professional shall always seek to respect the rights of patients and of health care providers, and shall safeguard patient confidences.

5. The AMT professional will strive to increase his/her technical knowledge shall continue to study, and apply scientific advances in his/her specialty.

6. The AMT professional shall respect the law and will pledge to avoid dishonest, unethical or illegal practices.

7. The AMT professional understands that he/she is not to make or offer a diagnosis or interpretation unless he/she is a duly licensed physician/dentist or unless asked by the attending physician/dentist.

8. The AMT professional shall protect and value the judgment of the attending physician or dentist,
providing this does not conflict with the behavior necessary to carry out Standard Number 2 above.

9. The AMT professional recognizes that any personal wrongdoing is his/her responsibility. It is also the professional health care provider’s obligation to report to the proper authorities any knowledge of professional abuse.

10. The AMT professional pledges personal honor and integrity to cooperate in the advancement and expansion, by every lawful means, of American Medical Technologists.

Disciplinary Process and Revocation of Certification
AMT certificants will be disciplined, if necessary, under Articles IX and XI of the AMT National Bylaws and the standing Disciplinary Policy approved by the AMT Board of Directors.
RESOURCES

Content Outlines - Examinations:

Content outlines for examinations in a specific certification may be found on the AMT website at www.americanmedtech.org in the Certification section under the individual certification of interest.

Content Outlines – Practice Examinations:

Practice examinations for the certification being sought may be found on the AMT website at www.americanmedtech.org in the Certification section under the individual certification of interest.

Reference Material and Publications:

Reference material for certification being sought may be found on the AMT website at www.americanmedtech.org in the Certification section under the individual certification of interest.

Practice Examinations:

Practice examinations are available for order and purchase on the AMT website at www.americanmedtech.org.
FREQUENTLY ASKED QUESTIONS ABOUT COMPUTERIZED TESTING AT AMT

• Where are computerized tests administered? Pearson VUE testing centers are available at several hundreds of locations in the United States, its territories and at sites worldwide. Complete and current information regarding testing sites may be found at www.pearsonvue.com/amt.

• How frequently are tests administered? Tests are available nearly every day of the year, except Sundays and Holidays. Contact your local testing center for availability.

• When am I authorized to contact Pearson VUE and schedule an administration time? When your completed AMT certification application and supplemental information has been reviewed and approved as complete, you will receive an authorization letter. You may then contact Pearson VUE to schedule a date and time to take your examination. The BEST way to schedule your examination is on-line at www.pearsonvue.com/amt.

• Is the computerized test more expensive to take than the paper-and-pencil test? The fee is the same regardless of the testing format.

• What identification will I need for admittance into the Pearson VUE testing center? You will need two forms of valid identification, both bearing your signature and at least one bearing your photo. (Photo identification is limited to: driver's license; state-issued Identification card; military identification or passport). Ensure that the information on your identification matches the information on your authorization letter to avoid being turned away and assessed a retesting fee.

• Does the computerized test have the same number of questions as the paper-and-pencil test? Both test formats are identical in length.

• Does it take more time to complete the computerized test compared to the paper version? It usually takes LESS time to complete the test on computer as there are no test booklets and answer sheets to manage, and no “bubbles” to fill in by pencil.

• Are calculators permitted in the test administration area? Calculators are neither permitted nor required when taking your test.

• When are my computerized test results available? Your score is available moments after completing your test. A paper copy of your results letter is provided to you before leaving the testing center.

• How soon may I retake an examination after an unsuccessful attempt? Examinations may be rescheduled and retaken 90 days after the initial attempt.

• What if I have other questions that are not addressed here? For other questions contact AMT at (847) 823-5169 or visit: www.americanmedtech.org

Good Luck on Your Certification Examination!