AMT Certification
A Guide to Allied Health Certification
Why Certify?

Certification is becoming a must-have in today’s healthcare industry. Besides federal requirements like electronic health records (EHRs) and the Meaningful Use rule, employers want assurance that their employees are qualified. They rely on certification as a third-party attestation that an employee possesses the skills and knowledge to successfully perform a specific job. In addition, studies have shown that certified allied healthcare professionals have higher salaries and better promotion opportunities.

Obtaining and maintaining certification and engaging in continuing education throughout your allied health career tells your employer that you:

• Are committed to your profession because you continue to learn and grow
• Have met third-party standards that verify your skills and competence
• Are dedicated to maintaining quality in your workplace

These qualities speak volumes about your professionalism.

Certification is an essential cornerstone of your career. Let AMT be your partner in this important journey.

Watch employers, schools and members tell us why they prefer AMT Certification.
Why Certify with AMT?

Globally renowned AMT is THE CHOICE for allied health professional certification. Our reputation and integrity have been respected and acknowledged within the healthcare community since 1939.

AMT goes above and beyond to assure our stakeholders and partners that an AMT credential is a quality credential and that AMT-certified health professionals are competent and highly capable.

- AMT adheres to rigorous standards
- AMT promotes high exam security
- AMT is cost-effective
- AMT supports its certificants
- AMT certificants support the practice

All of AMT’s competency-based exams are accredited by the National Commission for Certifying Agencies (NCCA).
Why Certify with AMT?

Special Note to Medical Assistants

AMT’s Registered Medical Assistant (RMA) certification fully meets the standards established under the Meaningful Use rule.

AMT Is the Easy, Cost-Effective and Meaningful Solution for Certification

Many regulatory bodies, state medical societies and employers – from small group practices to large, multi-state health systems – prefer AMT-certified medical assistants.

State Statute Flyer

AMT offers several eligibility routes for certification; study tools to increase testing knowledge and confidence; and support to our 45,000+ medical assisting members via continuing education, leadership, networking opportunities, and more.
Certification Process Overview

**STEP 1:** Determine Eligibility  
**STEP 2:** Apply for Certification  
**STEP 3:** Submit Documentation  
**STEP 4:** Study  
**STEP 5:** Take and Pass the Exam  
**STEP 6:** Maintain Your Certification

**Appendix**  
1. Individual Practice Exam Registration  
2. Online MA Review Course  
3. Purchase Order Process  
4. Support and Resources

**Certification Process - Current Students**  
**Certification Process – Employees**

**Congratulations**
STEP 1: Determine Eligibility
STEP 1: Determine Eligibility

AMT offers 9 certifications in the allied health field:

- Medical Assistant (RMA)
- Phlebotomy Technician (RPT)
- Medical Administrative Specialist (CMAS)
- Dental Assistant (RDA)
- Medical Technologist (MT)
- Medical Laboratory Technician (MLT)
- Medical Laboratory Assistant (CMLA)
- Certified Laboratory Consultant (CLC)
- Allied Health Instructor (AHI)

AMT requires that all applicants comply with certain eligibility requirements, or “routes”. Review the following pages for summaries of the available eligibility routes for each certification. More detailed descriptions can be found on the AMT website.
STEP 1: Determine Eligibility

Registered Medical Assistant (RMA)

Registered Medical Assistant (RMA) applicants must satisfy one of the following eligibility routes to qualify for certification:

- Graduate within the last four years from a medical assistant program whose program or institution is accredited by an organization approved by the DOE. Programs must be a minimum of 720 total program clock hours, including a clinical externship of no less than 160 hours.
- Graduate within the last four years from a formal medical assistant training program of the US Armed Forces.
- Work as a medical assistant for at least five out of the past seven years, no more than two years of which may have been as an instructor and show proof of current CPR certification.
- Currently instruct medical assisting for a minimum of five years and completed a course of instruction in a healthcare discipline related to medical assisting.

HELPFUL HINT
Use our RMA Certification Self-Assessment tool to guide you through AMT’s Eligibility Requirements, and as a final check before submitting your RMA application.

This document presents summary information. For complete criteria and self-assessment tools see: www.americanmedtech.org/Get-Certified#177227-eligibility
STEP 1: Determine Eligibility

Certified Medical Administrative Specialist (CMAS)

Registered Medical Administrative Specialist (CMAS) applicants must satisfy one of the following eligibility routes to qualify for certification:

- Graduate within the last four years from a medical office administrative program whose program or institution is accredited by an organization approved by the DOE and includes a minimum of 720 total program clock hours, including a clinical externship of no less than 160 hours.

- Be certified as an RMA, or equivalent, and have a minimum of two years experience working as a medical administrative specialist.

- Work as a medical administrative specialist for at least five out of the past seven years.

This document presents summary information. For complete criteria and self-assessment tools see: www.americanmedtech.org/Get-Certified#177227-eligibility
STEP 1: Determine Eligibility

Registered Phlebotomy Technician (RPT)

Registered Phlebotomy Technician (RPT) applicants must satisfy one of the following eligibility routes to qualify for certification:

- Graduate within the last 4 years from an academic course of study in phlebotomy, which must include at least 120 hours of didactic training (or as required by state law).

- Complete at least 1,040 hours of acceptable work experience as a phlebotomy technician within the last three years.

Note: All Applicants must have also completed a minimum of 50 successful venipunctures and 10 successful capillary punctures from human sources.
STEP 1: Determine Eligibility

Registered Dental Assistant (RDA)

Registered Dental Assistant (RDA) applicants must meet one of the following eligibility routes to qualify for certification:

- Graduate from a dental assisting program whose program or institution is accredited by an organization approved by the DOE.

- Graduate from a dental assisting training program of the US Armed Forces AND work for one year as a dental assistant.

- Work as a dental assistant for a minimum of three years out of the last 5 years.

All applicants must be CPR certified by the American Heart Association (AHA) or American Red Cross, or show proof of comparable training.

This document presents summary information. For complete criteria and self-assessment tools see: [www.americanmedtech.org/Get-Certified#177227-eligibility](http://www.americanmedtech.org/Get-Certified#177227-eligibility)
STEP 1: Determine Eligibility

Medical Technologist (MT)

Medical Technologist (MT) applicants must meet one of the following eligibility routes to qualify for certification:

- Graduate from an accredited medical technology program with a bachelor’s degree in medical technology.

- Graduate from an accredited college or university with a bachelor’s degree AND complete an accredited medical laboratory technician program (MLT) or a 50-week US MLT training program AND complete at least one year of approved lab experience within the last five years.

- Graduate from an accredited college or university with a bachelor’s degree AND complete at least 35 semester hours of coursework related to clinical laboratory sciences AND either complete an accredited academic program in medical technology OR complete at least one year of approved lab experience within the last five years.

- Pass a generalist examination given by another certification organization approved by AMT, or a state licensing board, meet one of ATM’s other eligibility criteria, possess an active certification or state license AND document recent employment or education (no AMT exam is required.)

HELPFUL HINT

Use our MT Certification Self-Assessment tool to guide you through AMT’s Eligibility Requirements, and as a final check before submitting your MT application.

This document presents summary information. For complete criteria and self-assessment tools see: www.americanmedtech.org/Get-Certified#177227-eligibility
STEP 1: Determine Eligibility

Medical Laboratory Technician (MLT)

Medical Laboratory Technician (MLT) applicants must satisfy one of the following eligibility routes to qualify for certification:

- Graduate from an accredited college or university with an associate’s degree in medical laboratory technology or equivalent.
- Complete at least two years (60 semester hours) of courses in any accredited college, including 25 semester hours in clinical laboratory science disciplines AND six months of approved lab experience.
- Complete a 50-week US military laboratory training program.
- Pass a generalists exam given by another certification organization approved by AMT, or a state licensing board, meet one of AMT’s other eligibility criteria, possess an active certification or state license AND be currently employed or have recent laboratory experience (3 out of the last 5 years) (no AMT exam is required.)

HELPFUL HINT

Use our MLT Certification Self-Assessment tool to guide you through AMT’s Eligibility Requirements, and as a final check before submitting your MLT application.

This document presents summary information. For complete criteria and self-assessment tools see: www.americanmedtech.org/Get-Certified#177227-eligibility
STEP 1: Determine Eligibility

Certified Medical Laboratory Assistant (CMLA)

Certified Medical Laboratory Assistant (CMLA) applicants must meet one of the following eligibility routes (Education, Work Experience), and pass the appropriate AMT certification exam:

- Complete an academic course of study that is a minimum of 200 didactic clock hours (at least 100 of which are devoted to the study of fundamental lab technology) AND a minimum of 120 clock hours of approved laboratory experience.

- Complete a minimum of 1,040 hours of work experience within the past three years in which lab technology was the primary focus (at least 520 hours devoted to performance of clinical lab duties).

This document presents summary information. For complete criteria and self-assessment tools see: [www.americanmedtech.org/Get-Certified#177227-eligibility](http://www.americanmedtech.org/Get-Certified#177227-eligibility)
STEP 1: Determine Eligibility

Clinical Laboratory Consultant (CLC)

Individuals working as laboratory consultants can earn recognition for their commitment to quality patient care by becoming a Certified Laboratory Consultant (CLC).

The CLC is a medical laboratory expert who functions independently in providing laboratory-related guidance to healthcare facilities. A CLC possesses expertise as a generalist or may provide services as a specialist in one or more disciplines.

CLC certification is granted to applicants who earn points across areas such as education, certification and professional activities. (No AMT exam is required.) Complete the online application and submit it with your fee.

This document presents summary information. For complete criteria and self-assessment tools see: www.americanmedtech.org/Get-Certified#177227-eligibility
STEP 1: Determine Eligibility

Allied Health Instructor (AHI)

Program directors and instructors can demonstrate their knowledge and training, as well as impress upon their students that certification is important by becoming a certified Allied Health Instructor.

To qualify for certification, applicants must satisfy one of the following eligibility routes:

- Graduate from an accredited school with a healthcare-related course of study AND have related teaching experience in at least two of the past five years.

- Hold professional certification in their field of allied health instruction from a nationally recognized certification organization AND have related teaching experience in at least two of the past five years.

No AMT exam is required. Complete the application and submit it with your fee.

For complete criteria and self-assessment tools see: www.americanmedtech.org/Get-Certified#177227-eligibility
STEP 2: Apply for Certification

1. Determine Eligibility
2. Apply Online
3. Submit Documentation
4. Study
5. Take and Pass Exam
6. Maintain Certification
STEP 2: Apply for Certification

Once you have checked your eligibility and know your route, it's time to apply. Please note the fees below:

- The application fee is **non-refundable**.
- Online applications can only be paid by credit/debit card.
- Please allow 1 - 2 weeks time for initial processing of your application.
- Submit a separate application for each certification.
- Apply for AHI or CLC certification via paper application only.
- Application is good for one year

### Application Fees

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<td>$175</td>
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</table>

**Fee includes application, exam, and first year’s annual fee.**
STEP 2: Apply for Certification

Visit www.americanmedtech.org
Click on the Get Certified tab on the left-hand column.
STEP 2: Apply for Certification

After clicking on the Get Certified tab, click the Apply Online tab.

You will be required to create a new account or login.
STEP 2: Apply for Certification

HELPFUL HINT!
If you have previously created an account, skip this step and continue to page 24.

Then click on the Create Account button.

Note: If applying for certification, creating a new user account does NOT automatically create an application.
STEP 2: Apply for Certification

Complete all information in the create an account section. Select the appropriate option from the dropdown.

After completing all required fields, click the Create New Account button.
STEP 2: Apply for Certification

Verify that your information is correct, and click the **Apply Online** button.

**HELPFUL HINT!**
Be sure to print or write down your login information. Once you hit **Apply Online**, you will be prompted to login to start your application.
STEP 2: Apply for Certification

Enter your username and password and click login.
STEP 2: Apply for Certification

Certification Application

Let’s get started...

Select your Certification Type and Eligibility Route: (for more information on eligibility routes, click the Eligibility Route Descriptions links below).

If you have already submitted an application, and need to make changes, do not create another application. Instead, to make changes please review the Application Summary report, located on the member’s home page. Please email your changes or corrections to appupdates@americanmedtech.org.

If you were previously certified and wish to re-establish your certification, do not create an application. Instead, please review the "recertify" tab on the recertification page on this website for further instruction.

If your application is being paid for by your school or employer, please make sure you have obtained a coupon code from that organization prior to beginning this application. The coupon code is used to complete the payment process. You will not be able to complete your application without this coupon code.

Incomplete information, or information that is not provided when you apply, will delay the processing of your application until the information is received and your record updated.

Click on the circle next to the certification you are applying for. A list of Routes will appear under it. Select the route you are applying under.

Once you have selected your route, click the Next button.
STEP 2: Apply for Certification

Enter your **Primary Contact Information**. If already populated, verify that all your information is accurate.
STEP 2: Apply for Certification

Complete the **Personal Information** and **Optional Information** sections of the application.

You **must** answer the felony conviction question. Answering yes does not necessarily disqualify you from applying.

After completing this section of the application, click here to proceed to the next section.
STEP 2: Apply for Certification

Enter all relevant information in the Education and Training section in your application.

Enter your allied health-specific training in this section.

HELPFUL HINT!
If you’re applying under the Education Route and your school is paying, remember to connect yourself to your school on the application.
STEP 2: Apply for Certification

You must answer all four questions before continuing to Employment History.
STEP 2: Apply for Certification

HELPFUL HINT!
If you’re applying under the Work Experience Route and your employer is paying, remember to connect yourself to your institution on your application.

Include any remaining relevant work history.
STEP 2: Apply for Certification

EXAMINEE AGREEMENT

Please read carefully – you must agree to the following policies in order to qualify for this examination:

1. Validity Assurance and Score Cancellation
   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, transmitting, 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.

3. Consent and Validation of Information
   I consent to give AMT the authority to request the necessary information from individuals, institutions, and/or organizations named herein in order to validate credentials for certification.

4. 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 examination OR additional time without submission of additional paperwork. However, candidates must fill an examination retake form and provide documentation of additional training or retaking 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.

IMPORTANT NOTES:

APPLICATION FEE IS NON-REFUNDABLE. THE APPLICATION FEE COVERS THE COST OF THE REVIEW AND PROCESSING OF THE APPLICATION AND THE FIRST EXAMINATION ADMINISTRATION. A retaking fee will be required for a second administration or if the applicant fails to show for a scheduled examination. This fee must be paid before he/she may sit for the examination. A retake is permitted no sooner than three (3) months from the first attempt and no later than two (2) years after the original date of the receipt of the application.

Please be aware that AMT’s certification application and retaking forms are amended from time to time with changes impacting those eligibility requirements stated in the application. All applicants will be held to compliance with current eligibility requirements (including current fees) that are in place at the time of submission of their application, notwithstanding differences from the older version being submitted. All current AMT certification applications and retaking forms are available for viewing and printing at AMT’s website, www.americanmedtech.org.

I certify that the statements made herein are true and correct, to my knowledge and belief, and realize that certification is subject to revocation for misrepresentation. If accepted as a certificant, I agree to uphold and abide by the standards of practice and bylaws of the American Medical Technologists. Please indicate your agreement with these policies.

[Agree] [Disagree]

Read the Examinee Agreement, and then click Agree and Submit your application.
STEP 2: Apply for Certification

HELPFUL HINT!
Enter Coupon Code if provided by your organization (school or employer).

Click on Process Order – only once.
STEP 2: Apply for Certification

An **Order Confirmation** message will appear onscreen when your application process is complete.

Be sure to check your email for a copy of your Order Confirmation.
STEP 3: Submit Documentation
STEP 3: Submit Documentation

Once you apply for AMT certification, you need to submit required documentation to complete your application.

Review the next few pages to see how to access My Homepage.

AMT communicates mostly via email. However, My Homepage on AMT’s website is your very own secure portal and should have all the information you need. The portal includes:

- **Application Summary**: This document lists what you submitted on your application. The report provides instructions on how to make corrections, if necessary.
- **Acknowledgment Letter**: This letter lists the items that need to be completed or submitted.
- **Authorization to Test Letter**: Once you are authorized to test, this letter will provide details on how to schedule your exam.
- **Review/Practice Exam access**: If you’ve ordered a practice exam, access it via My Homepage.
STEP 3: Submit Documentation

My Homepage

To access My Homepage:

- Visit www.americanmedtech.org
- Login: User name (your email address) and Password (your AMT ID number) sent in your confirmation email.

Check My Homepage often for updates and changes to the status of your application!
STEP 3: Submit Documentation

Dashboard view of an applicant’s My Homepage.
STEP 3: Submit Documentation

Review what you have submitted via the Application Summary on My Homepage. Make any changes if necessary.
STEP 3: Submit Documentation

Within one week AMT will send an email directing you to the Application Acknowledgement Letter on My Homepage which lists required supporting documentation.
STEP 3: Submit Documentation

Once you have completed all necessary steps, you will be authorized to set up your exam date. The instructions are listed on the Authorization to Test Letter on My Homepage.
STEP 4: Study

1. Determine Eligibility
2. Apply Online
3. Submit Documentation
4. Study
5. Take and Pass Exam
6. Maintain Certification
STEP 4: STUDY

AMT offers a number of online resources to help you prepare for your certification exam...

Practice Exam (Online)

1. Full-length; randomized; provides feedback on incorrect answers; correlates highly with actual exam.

Review Course (Online)

2. 13 hours of study and quizzes. Includes the practice exam.

Content Outline of Exam

3. Detailed outline of topics covered on the exam can be found on the AMT website.

Online Practice Exam Features

- Two full-length attempts within 90 days of purchase (start/stop feature available)
- Practice exam closely follows the exam content outline (both in type and number of questions)
- Online format simulates the actual testing environment
- Scores available immediately
- Timing feature to help you stay on track
- Incorrect answers flagged with explanations and references
- Large databank of randomized questions to more fully test your knowledge

Price:
- $30 for Medical Assisting (RMA) and Phlebotomy Technician (RPT)
- $40 for Medical Laboratory Technician (MLT) and Medical Technologist (MT)
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- Detailed outline of topics covered on the exam can be found on the AMT website.

**Online Review Course Features**
- Purchase separate module or the entire course based on your study needs
- Each module contains multiple lessons of various lengths (1.5 to 15 hours)
- Audio-synched PowerPoint lecture and 10-point quiz included
- Two full-length practice exams included as an added bonus (90 days to complete)
- Six months to complete the entire course (start/stop feature available)
- **Price**: Course $175 (Modules I, II and III and two full-length practice exams)
- **General Knowledge Module I**: $75
- **Administrative Module II**: $40
- **Clinical Module III**: $50
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**Content Outline of Exam**

3. Detailed outline of topics covered on the exam can be found on the AMT website.

To help you prepare for your certification exam, you can access **detailed outlines** that summarize the topics, categories and types of questions that typically are covered in an AMT certification exam.
STEP 5: Take and Pass the Exam
Once your application is processed, AMT will send you an email directing you to the **Authorization to Test Letter** on My Homepage. This letter provides detailed information about how to schedule your exam.

If you are planning to take your exam at a Pearson VUE testing center, keep these tips in mind:

- **Schedule your exam** as far in advance as possible to ensure that your preferred time, date and location is available.
- Plan to arrive at least 30 minutes prior to your scheduled administration time.
- If you need to cancel or reschedule, you must do so at least 24 hours (or 1 business day) in advance with Pearson VUE.
- If you arrive late, cancel an exam less than 24 hours of your scheduled time or do not show up at all, you will need to reschedule your exam and pay a $90 retesting fee to AMT.
- You’ll need to call Pearson VUE to schedule or reschedule your exam: 1-888-846-6941.

- **Take exam at Pearson VUE testing centers**
- RMA exam: 210 multiple choice questions
- Allowed 2 hours to complete
- Pass/fail score appears on the screen at conclusion of test
- Reschedule within 24 hours to avoid penalty fee
- Retesting fee is $90 ($110 for MT & MLT)
- 4 lifetime attempts allowed
STEP 5: TAKE AND PASS THE EXAM

Once you have scheduled your exam, you need to be aware of the following Exam Site Procedures, and the supporting documentation you must bring with you:

- Two forms of matching identification, both bearing your signature and at least one with your photograph.
- Acceptable photo identification is limited to:
  - A valid driver’s license
  - State identification card
  - Valid military identification
  - US passport.
- Benefits, FOID, firearms, or concealed carry cards are not valid forms of identification.
- Your name on both forms of your identification must be identical. They must also be identical to the name listed on your Authorization to Test Letter, as this is the information on your application.
- Your Authorization to Test Letter.

If you are testing at a Pearson VUE testing center, you may contact the center directly regarding the acceptability of your forms of identification at 1-888-846-6941.
STEP 5: TAKE AND PASS THE EXAM

When you take the exam online at either an approved school testing site or a Pearson VUE testing site, you will know your score immediately. This score is transmitted to AMT within 24-48 hours and if it’s a passing score and all other documentation has been received and approved, within 7-14 days you will receive an official certificate and card in the mail. (A digital card is also available within 24-48 hours on My Homepage.)

Final transcripts are sent directly to AMT by your school.

Please note that you are not considered certified until you receive official documentation from AMT.

If you didn’t pass the exam and wish to retest, you’ll need to do the following:

- Wait **45 days** from the date of your unsuccessful attempt before you retake the certification exam.
- Download and submit an Examination Retake Form
- Submit a non-refundable $90 processing fee ($110 for MT & MLT)
- Call AMT at 847-823-5169 to pay this fee by phone.
STEP 6: Maintain Your Certification

1. Determine Eligibility
2. Apply Online
3. Submit Documentation
4. Study
5. Take and Pass Exam
6. Maintain Certification
STEP 6: Maintain Your Certification

It Is Important to Stay Certified!

Certification represents your declaration of professional competence, both current and ongoing. This declaration is for your benefit, as well as for your employer and for the public.

To maintain your AMT credential, simply:

- Pay your annual renewal fee every year
- Comply with CCP every three years
- Abide by the AMT Standards of Practice
STEP 6: Maintain Your Certification

AMT Member Benefits

Once you are AMT certified, you also become an active member of AMT and gain access to many benefits:

- Membership in your state society
- Access to CE resources like publications, online materials, in-person meetings
- Leadership opportunities
- Access to local and national networking opportunities
- Awards and scholarships
- Career Connection job board
- E-newsletters and other sources to keep you informed
## STEP 6: Maintain Your Certification

**Pay Annual Fee Every Year**

Pay your annual renewal fee every year to keep your certification current and your membership benefits going!

The fee is based on your certification.

Once AMT receives and processes your payment, you can print a digital card from My Homepage. If you wish, you may also request your card be mailed to you.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Annual Renewal</th>
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<td>Medical Assistant (RMA)</td>
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<td>Clinical Laboratory Consultant (CLC)</td>
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Maintain Competency through CCP

AMT requires that you maintain current competency for as long as you are working in your professional field. Our Certification Continuation Program (CCP) helps you achieve this goal.

AMT members must acquire a specific number of points in continuing education (CE), or other acceptable avenues, in order to maintain certification, and be CCP compliant.

The number of points required in any given three-year compliance period varies by certification.

<table>
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<th>Certification</th>
<th>Points Needed Every Three Years</th>
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<td>45</td>
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<tr>
<td>Medical Lab Assistant (CMLA)</td>
<td>30</td>
</tr>
<tr>
<td>Allied Health Instructor (AHI)</td>
<td>30</td>
</tr>
<tr>
<td>Clinical Laboratory Consultant (CLC)</td>
<td>45</td>
</tr>
</tbody>
</table>
**STEP 6: Maintain Your Certification**

**Complying with CCP is easy!**

A variety of activities can be used to comply with CCP. The table on the right shows a few options.

At the end of your three-year CCP period, you will be asked to attest to obtaining the required number of points. You do **NOT** need to submit documentation at that time but should keep it handy in case you are audited.

There is no additional CCP fee at each three-year cycle.

---

<table>
<thead>
<tr>
<th>Example of educational opportunities, including:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Step Online</td>
</tr>
<tr>
<td>▪ Webinars</td>
</tr>
<tr>
<td>▪ On-demand Courses</td>
</tr>
<tr>
<td>▪ AMT State Society Meetings</td>
</tr>
<tr>
<td>▪ AMT Annual Education Program &amp; National Meeting</td>
</tr>
<tr>
<td>▪ Publications</td>
</tr>
</tbody>
</table>

---

Examples of non-AMT CE activities which could qualify for CCP include:

- **Work experience** in your field
- **Attending CE sessions** at work, outside of work, or online. Examples include:
  - CPR training
  - HIPAA training
  - Safety training
  - In-service from drug reps
- **Other CE activities** such as:
  - College classes
  - Developing and presenting a technical session
  - Writing an article
STEP 6: Maintain Your Certification

To help you track CCP points, you can use AMTrax – an online tracking system that is absolutely free!

If you don’t use AMTrax, you’ll need to attest to reaching your required points by completing a form. AMT sends you reminders and the form at the appropriate time. No need to send in supporting paperwork, but AMT performs audits so we may ask for proof at a later time.

**Instantly track CCP points with AMTrax!**

- If you take AMT online courses, your credits are automatically logged through AMTrax.

- Any non-AMT CE or work experience should be logged in as you go.

- Once you reach your required CCP points, AMTrax automatically marks you as compliant – there is no need to fill out any forms!

- Print your transcript at any time

- Use your AMT login to access AMTrax through My Homepage
Appendix 1: Individual Practice Exam Registration

If you already have an AMT login, then enter your email address as your User Name, and your AMT ID number as your Password.

Once you are logged in, click on My Homepage and skip to page 57.

If you do not have a login, create one using the instructions starting on page 53.
Individual Practice Exam Registration

Click on My AMT Login.

Then click on the Register button.
Individual Practice Exam Registration

Completely fill in the information that is starred, and click the **Check Email** button. (If it says that address is linked to another account, follow the directions in the box.)

Click the **Process** button.
Individual Practice Exam Registration

Student Membership Application

Student Membership Application Confirmation

Items Ordered

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Price</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Membership</td>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Shipping & Handling: $0.00  
Tax: $0.00  
Final Total: $0.00

Profile Information

Your Login Information
Username
Password

Basic Information
Prefix
Student First Name
Student Middle Name
Student Last Name
Suffix

Primary Contact Information
Street Address
Street Address Cont.
City
State/Province
Zip
Country
Phone
Social Security Number
Email Address

Member Homepage  Apply Online

This will be populated with your information. Be sure to record and keep your username and password for future use.
Individual Practice Exam Registration

Go back to the main page of the website.

Login, using your email address as your User Name, and your AMT ID number as your Password.

Once you are logged in, click on My Homepage.
Click on **Enter Practice Exam Event Code**.

If this link does not appear, have your school contact AMT.
Individual Practice Exam Registration

Enter code provided by your school. Be sure to enter all of the characters and underscores in the code. Example: XXXXXX_XXXXXXXX_RMA

Then click the Check Event Code button.
Individual Practice Exam Registration

Click the **Checkout** button.
Individual Practice Exam Registration

Check that your information is correct and click **Process Order**.
On the confirmation page, click Return to My Homepage.
Individual Practice Exam Registration

To take the practice exam, click on **Purchased Online Courses**.
First choose whether to consent to release your Practice Exams scores. And click Continue.

Then click on RMA Individual Online Practice Exam on the next page.
If it is your first time taking the Practice Exam, click here. When taking the Practice Exam for the second time, choose this tab.
Appendix 2: Online Medical Assistant Review Course

If you already have an AMT login, then enter your email address as your User Name, and your AMT ID number as your Password.

Once you are logged in, click on My Homepage and skip to page 70.

If you do not have a login, create one using the instructions starting on page 66.
Click on My AMT Login.

Then click on the Register button.
Completely fill in the information that is starred, and click the **Check Email** button. (If it says that address is linked to another account, follow the directions in the box.)

Click the **Process** button.
Medical Assistant Review Course

Student Membership Application

Student Membership Application Confirmation

Items Ordered

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Price</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Membership</td>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Shipping &amp; Handling:</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Tax:</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Final Total:</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Profile Information

Your Login Information

Username
Password

Basic Information

Prefix:
Student First Name
Student Middle Name
Student Last Name
Suffix

Primary Contact Information

Street Address
Street Address Cont.
City
State/Province
Zip
Country
Phone
Social Security Number
Email Address

This will be populated with your information. Be sure to record and keep your username and password for future use.
Medical Assistant Review Course

Go back to the main page of the website.

Login, using your email address as your User Name, and your AMT ID number as your Password.

Once you are logged in, click on My Homepage.
Click on **Purchased Online Courses**.
First choose whether to consent to release your Practice Exams scores. And click Continue.

Then click on the lesson, quiz or exam you want to work on.
Medical Assistant Review Course

Select the different tabs to help locate the courses if you cannot find them. Please be aware of expiration dates as these will not be reset.

<table>
<thead>
<tr>
<th>Course</th>
<th>Expiration</th>
<th>Grade</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Review Module I. General Knowledge Final</td>
<td>11/06/2015</td>
<td>GO</td>
<td>Medical Assistant Review Course ▶ Module I General Knowledge</td>
</tr>
<tr>
<td>MA Review Module II. Administration Final</td>
<td>11/06/2015</td>
<td>GO</td>
<td>Medical Assistant Review Course ▶ Module II Administration</td>
</tr>
<tr>
<td>MA Review Module III. Clinical Final</td>
<td>11/06/2015</td>
<td>GO</td>
<td>Medical Assistant Review Course ▶ Module III Clinical</td>
</tr>
<tr>
<td>Module I General Knowledge Lessons</td>
<td>11/06/2015</td>
<td>GO</td>
<td>Medical Assistant Review Course ▶ Module I General Knowledge</td>
</tr>
<tr>
<td>Module II Administration Lessons</td>
<td>11/06/2015</td>
<td>GO</td>
<td>Medical Assistant Review Course ▶ Module II Administration</td>
</tr>
<tr>
<td>Module III Clinical Lessons</td>
<td>11/06/2015</td>
<td>GO</td>
<td>Medical Assistant Review Course ▶ Module III Clinical</td>
</tr>
<tr>
<td>PREX_RMA Practice Exam Individual</td>
<td>Never</td>
<td>GO</td>
<td>Practice Exams</td>
</tr>
</tbody>
</table>
Appendix 3: Purchase Order Process

Login to the AMT website using your school or employer credentials.

Once you are logged in, click on My Homepage.
Appendix 3: Purchase Order Process
For Schools and Employers Purchasing Multiple Applications

Click on the bulk item you are interested in purchasing.
Purchase Order Process

Scroll down the page until you see what you want to purchase.

Change the 0 to the quantity you wish to order and click the Add to Cart checkbox.

Click Add Items to Cart.
# Purchase Order Process

**Cart Payment Page**

<table>
<thead>
<tr>
<th>Type</th>
<th>Item</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Product</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>School Bulk Package-RPF</td>
<td>$120.00</td>
<td>1</td>
<td>$120.00</td>
</tr>
<tr>
<td></td>
<td>Additional shipping &amp; handling on products</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td><strong>$120.00</strong></td>
</tr>
</tbody>
</table>

**Cart Total:** $120.00

To change your order, select the quantity desired. Click **Process Order** when finished.

## Basic Information

- **First Name:** Ingmanz

## Primary Contact Information

- **Phone:** (920) 998-2000
- **Email Address:** cingmanz@americanmedical.org

## Shipping Address

- **Ship to My Primary Address:** Yes
- **Ship to My Organization Address:** No
- **Ship to My Department Address:** No

For payment, select a credit card type or **Pay by PO Number**.

If paying by PO, enter your PO number in the box.

Click **process order**.
Your order will be confirmed, and you will receive an Invoice Number.

This is the number you will give to your applicants to be used as a **coupon code**.

See page 19 for instructions on how to apply, and where to use the code.
Appendix 4: Support and Resources

Web: www.americanmedtech.org
Email: mail@americanmedtech.org
Phone: 847-823-5169
Fax: 847-789-9462

Submit application documents: documents@americanmedtech.org
Submit CCP documents: CCP@americanmedtech.org

American Medical Technologists
10700 West Higgins Road
Suite 150
Rosemont, IL 60018
USA
Congratulations!

You’ve achieved something that relatively few allied health care professionals have accomplished – you’ve become certified AND you have earned “Active Certified Member” status, which allows you to participate in the professional activities of your organization.