ONLINE APPLICATION TIPS AND SPECIAL INSTRUCTIONS
1. Online applications can only be purchased by credit/debit card or via a pre-arranged school code

2. CLC and AHI certification is not part of the online application process. Continue to use paper applications for these certifications.

3. Care should be given to providing proper spelling, punctuation and capitalization (sentence case). Special symbols (like &, #, * or %) cannot be used as they will cause errors.

4. Applicants SHOULD NOT submit an *additional* paper application or submit *multiple* online applications (click submit only ONCE, wait for it to process). Checking to make sure a confirmation was received at the email address provided on the application will assure the applicant that AMT has received the online form.

5. If a school is using the same computer for multiple applicants, remind each applicant to log out after completing the application. A new applicant should delete cookies and log in separately to prevent cross-over of information. (Instructions to delete cookies are on the log in page)

6. All applicants are strongly encouraged to check the status of their application online. To check the status, applicants can use the login information provided in both the confirmation email as well as the follow-up email sent one week after submission. They can click on the member’s homepage to follow the review process and view the items which are still outstanding; i.e. transcripts and work history.
Login

Login with your user name and password.

*First time user* - Click the New User link, and create an account. You will immediately receive your AMT ID/Password; the site will redirect you to the Application.

<table>
<thead>
<tr>
<th>Current Members and Registered Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to current members, former members, student members, applicants or anyone who has previously created an online account.</td>
</tr>
</tbody>
</table>

Username: |
Password: |

Login

[New User]  [Reset Password]

User Name: Email address on file with AMT. If no email, use AMT ID#  
Password: Unique password created by you or AMT ID#  

Note: Creating a new user account does NOT automatically create an application

Troubleshooting Guide  
How to Clear Internet Explorer Temporary Files  
How to Clear Mozilla Firefox Temporary Files  
How to Clear Google Chrome Temporary Files

About Us  |  AMT Store  |  News and Advocacy  |  Contact Us
1. CERTIFICATION AND ROUTE SELECTION
Start your application by selecting the certification type and eligibility route. Note the detailed descriptions on the right-hand side.

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 on the right side of this page).

- **Medical Assistant (RMA)**
  - Route 1 - Education: recent graduate of, or scheduled to graduate from, a medical assisting program
  - Route 2 - Military: recent graduate of, or scheduled to graduate from, a military program in a medical assisting field
  - Route 3 - Work Experience: worked in the medical assisting field for multiple years. Have not (or have not recently) graduated from a medical assisting program
  - Route 4 - Instructor: have been instructing in the allied health field for multiple years
  - Route 5 - Other Recognized Exam: have already been certified through another approved certification agency

- Phlebotomy Technician (RPT)
- Medical Administrative Specialist (CMAS)
- Dental Assistant (RDA)
- Medical Technologist (MT)
- Medical Laboratory Technician (MLT)
- Medical Laboratory Assistant (CMLA)
2. DEMOGRAPHIC PAGE

Enter demographic information. If you already have an AMT account, this information will pre-populate.

Check the email address (by clicking the button to the right of it) to ensure that your account doesn’t already exist. Duplicate applications result in multiple fees and a delay in processing.

Answer the felony question in order to proceed.
3. **EDUCATION**

**Student Applicants:** Enter your education and training. If you are applying under an education route, you do NOT need to include high school information.

Under allied health training, search for your organization through a zip code and/or Organization ID (preferred), which can be obtained from your program director, instructor or employer.

**Employee Applicants:** If your employer is paying for your application, search and connect to your employer in the *Search for School* link. Then enter the relevant work experience on the next page of this application. If you additionally have relevant allied health training, enter the information under the *Additional Education* section on this page.
At the bottom of the education screen, read and check appropriate boxes:

- Check the box to attest that you understand that you have to pass an exam in order to be certified.

- Check “Yes” in the first circle if you plan to take the exam early—prior to your externship (current students only).

- Check “Yes” in the second circle if you require special testing accommodations.

- Check “Yes” in the third circle if you authorize AMT to release your scores to your organization. Note—a “yes” response will enable your school to use the exam scores as a quality improvement tool for the course curriculum.
4. EMPLOYMENT

Enter all *pertinent* employment history. DO NOT include non-healthcare related employment unless it is relevant to your certification.

Please provide employment history for the time span required by your eligibility route. i.e. if you are using the Education Route, it is not necessary to add any employment, unless you graduated more than 4 years ago.

If your employer is paying for your application, enter the relevant information below but ALSO search and connect to your employer under the *Search for School* section on the previous page of this application.
5. DISCLAIMERS
Read the disclaimer language and click "Agree" on the bottom of the page.

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, 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.

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 ONE additional time without submission of additional paperwork. However, candidates must file an examination retake form 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.

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
6. PAYMENT

a. **Individual applicants**: There is an option to purchase a practice exam. Then include your payment information. Your credit card number must correspond to the billing address that you provide in that section.

b. **Student applicants**: If an Invoice Number or Order Number is provided from your school, enter it in the “coupon code” section of this page. *Do not add a Practice Exam*. Ask your school for instructions regarding a Practice Exam.

c. **Employee applicants**: If an Invoice Number or Order Number is provided from your employer, enter it in the Coupon Code section below. *Do not add a Practice Exam*. Ask your employer for instructions regarding a Practice Exam.