

What is AMTrax?

AMTrax is a member service designed to help you track your continuing education and other related activities --- online. The system provides a convenient means for documenting your certification-related activities for employers and licensing agencies and also helps you self-assess progress in complying with the Certification Continuation Program (CCP).

Recording Activities Through AMTrax:

1. Login as a member and while logged into "My Homepage", **click on the Record Activities Through AMTrax link** where you are able to record the activity with the details below.



Enter Activity Detail

Activity Type*
Select One ▼

Name of Activity

Location (City, State Zip)

Start Date* (##/##/####)

End Date* (##/##/####)

Points* (#.##)

* = Required

By clicking this box, I attest to my understanding of the CCP requirements and the elements of the attestation.

Submit

2. There are six different activity types which can be selected by **clicking on the dropdown menu for Activity Type**.
3. **Select the respective Activity Type** under the dropdown menu – the different activities that award points include:
 - Professional Education
 - Employment Verification
 - Formal Education
 - Instructional Presentation
 - Authorship of Written Work
 - Organizational Participation

For this example, we will follow Employment Verification.

4. **Record all the fields and check the attestation box.** For example, employment as a Medical Assistant from January 1, 2016 (start date of current CCP cycle) to present (or June 1, 2016) would equal 3 points (6 months with maximum of 6 points per year).
 - a. Activity Type: Employment Verification
 - b. Name of Activity: Medical Assistant
 - c. Location: Chicago, IL 60606
 - d. Start Date: 01/01/2016
 - e. End Date: 06/01/2016 (use the current date if still employed)
 - f. Points: 3 points

****Start dates MUST be entered within the CCP cycle to receive points. Start dates outside that range will not award points****

5. **Click Submit** once all the fields have been entered and the attestation box has been checked. The information is immediately updated.

AMTrax Transcript:

The AMTrax Transcript is a great way to view all courses that have been recorded either by you through AMTrax, by an AMT staff member, or immediately upon completion of one of AMT's online continuing education courses.

To access and view your AMTrax Transcript, login as a member and while on "My Homepage", **click on the View AMTrax Transcript link**. This will display all activities recorded, will allow editing/deleting of courses entered.

If courses are deleted, the course will still show on your transcript; however the points will no longer apply to your certification. If permanent deletion from your record is desired, please contact the AMT office to make that finalized request.

****AMT conducts random annual audits and selected member MUST submit proof of points to pass the audit. Keep ALL documents****