



Certification Continuation Program (CCP)

The Certification Continuation Program (CCP) is intended to promote, encourage, and reward practitioners who demonstrate continued efforts to carry the competencies needed at initial certification throughout their careers. CCP requires AMT certified members to document activities supporting continuation of AMT certification every three years.

Who must comply?

Any member who is in an active 3-year CCP cycle is required to comply with CCP requirements. This will include anyone who initially certified after January 1, 2006 or anyone who initially certified prior to January 1, 2006 and had to recertify after April 1, 2014.

How to comply?

CCP requires AMT certified members to document activities supporting continuation of AMT certification every three years, as well as pay an annual fee in order to keep their status active. The number of continuing education points required and the annual renewal fee differ per certification:

Certification	# of CE Points	Annual Renewal Fee
RMA/CMAS/RDA/CMLA	30	\$50.00
MT/MLT/CLC	45	\$90.00
RPT	24	\$50.00
AHI	30	\$30.00

Annual Renewal Fee can be paid online by logging “My Homepage” and clicking on the *Renew Dues* link or call at (847) 823-5169. Checks can be mailed to AMT at the following address:

American Medical Technologists
10700 West Higgins
Suite 150
Rosemont, IL 60018

Continuing Education Points can be earned through: Professional Education, Formal Education, Employment Verification, Authorship of Written Work, Instructional Presentation, or Organizational Participation. Members are encouraged to submit their continuing education through AMTrax and retain documentation showing proof of points in their personal files.

****AMT conducts random annual audits and selected members MUST submit proof of points to pass the audit****

If proof of points are not submitted upon request, these selected members will become decertified and must recertify per AMT requirements.

Documents showing proof of points include:

Professional Education:

- Certificates of completion that include date, title and hours earned
- Training Transcript that includes date, title and hours earned
- AMT national, regional or state meetings; list the name of the meeting, the month and year you attended

Formal Education:

- Copy of your school’s post-certification transcript or official report card

Employer Verification:

- Submit the Employer verification form
- Letter from employer verifying years of employment

Authorship of Written Works:

- Title page of authored article and year of publication must be within CCP compliance period

Instructional Presentations:

- Meeting program
- Completed power point presentation
- Content related documents

Organizational Participation:

- Publicized Committee Roster
- Appointment letter
- Meeting minutes listing the attendance

CCP Checklist

To comply with CCP requirements and advance to the next 3-year CCP cycle, follow the checklist below:

- Pay annual renewal fee (years one, two, and three)**
- Earn required points during 3-year CCP cycle**
- Submit required points before last day of 3-year CCP cycle**
- File proof of points for 3-year CCP cycle in personal records**