Application for Recertification by Exam

Applicants are limited to a life-time of four (4) examination attempts for any one AMT certification, regardless of the number of times a new Application for Recertification by Exam is submitted.

- Applications are valid for ONE (1) year from the date of submission.
- A non-refundable / non-transferable recertification fee is required for each certification you are seeking to recertify.
- If the Application for Recertification by Exam expires prior to the recertification process being completed, a new application and fee must be submitted.

All applicants will be held to compliance with current eligibility requirements that are in place at the time of submission of their application. Current AMT certification eligibility requirements are available on AMT's website, www.americanmedtech.org.

Type or print information clearly and legibly, using blue or black ink, AS IT APPEARS on your driver's license, passport, or state/military-issued ID card. This information MUST match documentation that you bring to the testing center for identification.

Last name*     First name     Middle initial
Mailing address
City       State/Province/Country    Zip
Social Security Number         Date of Birth
E-mail
Phone Number            Cell Number
Maiden and/or any former names        AMT ID# (if known)

*If your name has recently changed, submit the Name Change form (located on the AMT website) with your required documentation.

PART I. CHECK EXAMINATION REQUESTED:

- Registered Medical Assistant (RMA)
- Registered Phlebotomy Technician (RPT)
- Registered Dental Assistant (RDA)
- Certified Medical Administrative Specialist (CMAS)
- Medical Technologist (MT)
- Medical Laboratory Technician (MLT)
- Molecular Diagnostics Technologist (MDT)
- Certified Medical Laboratory Assistant (CMLA)

PART II. PERSONAL INFORMATION
NOTE: THIS QUESTION MUST BE ANSWERED FOR YOUR APPLICATION TO BE PROCESSED

Have you been convicted of a felony since you were first certified? Yes ❑ No ❑

If yes, please submit the felony checklist found on our website and include the following information with your application on a separate piece of paper: date of the felony, nature of the felony, what court and the outcome. Please be specific. Include copies of court documents if available.

Even if a candidate meets certification eligibility criteria, AMT may determine that certain types of felony convictions in an applicant’s background may preclude an applicant from sitting for an AMT certification examination. (Note: even if an applicant with one or more felony convictions in his or her record is permitted to take the examination and passes it and becomes certified, some healthcare employers may choose not to hire an individual who has been convicted of a felony, even if he or she is certified. Certification is not a guarantee of employment).
PART III. 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. 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 can retake the examination three additional times after the first failure, up to a total of four (4) times, for that certification. After failing any test, it is recommended that candidates study all areas in which mastery of the material was not achieved (as indicated on a failing score report) before reattempting a test. Applicants are limited to a lifetime of four examination attempts for any one AMT certification. The applicant may not be considered for certification if he/she fails the examination the fourth time. A retesting fee of $90.00 (for RMA, RPT, RDA, CMAS & CMLA) and $110 (for MT, MLT & MDT) 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 later than one (1) year after the original date of the receipt of the application.

I have reviewed and meet the current eligibility requirements for my certification and testify that my conduct for the past three years has been commensurate with the AMT Standards of Practice (available on the AMT website at www.americanmedtech.org).

I understand that once recertified, I am required to comply with the program every three years hereafter and pay annual renewal fees for the continuation of my certification. I understand that my failure to comply with the program will result in decertification.

My signature below indicates my agreement with these policies and attests to my understanding of the CCP requirements (unsigned applications will not be processed):

Signature: ___________________________ Date: ___________________________

PART IV. PAYMENT INFORMATION

☐ MT/MLT/MDT - $295  ☐ RMA/RPT/CMAS/RDA/CMLA - $175


☐ Visa  ☐ Master Card  ☐ Discover Card  ☐ American Express  ☐ Check/money order enclosed (Payable to AMT)

Credit card number: ___________________________ CVV#: ___________ Expiration: ______________

Billing address of credit card holder: ___________________________ Zip Code: ______________

Credit card holder’s e-mail: ___________________________ Phone #: ___________________________

Name on Card: ___________________________ Signature: ___________________________

By sending your completed, signed check to AMT, you authorize AMT to use the account information from your check to make a one-time electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

RETURN THIS FORM BY: Scan/email: ccp@americanmedtech.org or mail:
American Medical Technologists, 10700 West Higgins Road, Suite 150, Rosemont, IL 60018