

A Quick Guide to your AMT Application



Create an Account

- Visit www.americanmedtech.org
 - » Click on **login**
 - » Click on **create an account**
- Follow the steps to create a profile
 - » Find your school
 - Connect your profile to your school by clicking on **search for school**
 - Enter your school's organization ID and **search**
 - Ask your program director or instructor
 - Click on your school

→ Remember your login information, you will need it to apply

Institution ID	Institution Name	Address	City	State	Zip
129623	Northwestern Memorial Healthcare-MA Program	541 N Fairbanks Ct Ste 950	Chicago	IL	60611

Apply online

- You can **apply online** right from the profile confirmation page
 - » You will need to login again
- Choose your **certification and the education route**, click on **next**
- Complete your personal information
- Move on to Education and training
 - » Complete all known information
 - » Connect your profile to your school again by clicking on **search for school**
 - This will look the same as it did in the create an account section
 - » Enter your school's organization ID and **search**
 - Click on your school

Complete the application

- Skip the employment history section by scrolling and clicking on continue to examinee agreement.
- Read the examinee agreement, click agree and submit.

- Continue to the payment screen
 - » If you are paying, click on **credit card**, enter your information and click on process order
 - » If your school will be paying for your application, click on **my organization will pay**
 - Ask your program director or instructor for a coupon code to enter in the space provided
 - Click on **process order** to complete your application
- Your application is complete!

- Visit your AMT Portal by logging in to access:
 - » Application summary
 - » Acknowledgment letter
 - » Authorization to test letter
 - » Practice exam

Payment Options

Select Payment Method: CREDIT CARD MY ORGANIZATION WILL PAY

If your organization is paying for your application and exam, obtain a coupon code from your organization.

Enter coupon code:

Your final total is **\$120.00**

About your Application

- » Good for one year
- » Allow 1-2 weeks for processing
- » Pay by credit/debit card OR if your school is paying, they will provide you with a coupon code
- » Fee is non-refundable

Scheduling your Exam

- » Once your application gets processed you will be sent an e-mail with directions on how to schedule your exam
- » Exams are scheduled at Pearson VUE testing centers, unless your school is registered as a testing site
- » AMT cannot schedule your exam for you
- » The Pearson VUE profile you create for the exam is separate from your AMT account



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