

CERTIFICATION FOR ALLIED HEALTH PROFESSIONALS:

An Employer's Toolkit

WELCOME

When you commit to credentialing your allied health staff, you make an investment not only in your employees but in quality outcomes for your patients. The national certifications offered through AMT, recognized for their rigorous standards are evidence of your employees' commitment to their profession and your organization's dedication to providing optimal care.

We invite your eligible staff members to take and pass a certification exam, joining the ranks of more than 100,000 actively certified members of AMT, who work in all 50 states and internationally as well. Going strong since 1939, AMT is a lifelong career partner and professional association that provides ongoing opportunities for continuing education, networking and leadership development.

AMT is committed to partnering with you, providing tailored solutions for your organization and employees. This toolkit demonstrates how AMT supports your effort to help your staff prove their skills and competencies, learn and grow in their chosen profession, and meet your own organization's goals.

Sincerely,

Kathy Cilia, MLS (AMT)
Executive Director
American Medical Technologists

If you have any questions about the certification process, we are just a call or click away.

Call us:
847-823-5169, Option 5,
(8 a.m.– 4 p.m. CT)

Email us:
accountcare@americanmedtech.org

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Tips and Resources

FOR THE CERTIFICATION PROCESS

AMT offers support every step of the way to help get your allied health employees a national professional credential that will serve them throughout their careers.



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SECTION 1

Learn about Certification

- Value of Certification to Your Organization
- Value of Certification to Your Employees
- AMT as Your Partner



Value of Certification to Your Organization

Certified allied health professionals function at the top of their scope of practice—bringing a higher level of value and efficiency to health care delivery.

Top quality credentials ensure that certificants are qualified and possess the practical job skills, technical know-how and professionalism that you, as a healthcare provider, expect and deserve.

Value of Certification to Your Employees

By becoming certified in their field of expertise, and by maintaining that certification year after year, your employees demonstrate that they:

- Have met standards that have been established and verified by a third-party organization
- Are dedicated to maintaining quality and competency in their work
- Are committed to the profession and want to continue to learn and grow
- Earned the right to use credentials after their name, e.g., Avery Smith, RMA (AMT)

By certifying through AMT, they will enjoy:

- Automatic membership in the national professional society and the local state chapter
- Free access to professional magazine, newsletters and industry news
- In-person learning, networking and leadership opportunities
- Ease of certification maintenance
- Deeply discounted online continuing education (CE) programs
- Flexible options to comply with certification requirements
- Career services and resources

AMT offers work routes for a variety of certifications:

- Medical assistant
- Phlebotomy technician
- Patient care technician
- Medical administrative specialist
- Medical lab assistant
- Dental assistant

> **“AMT certification was always at the top of the list when I asked medical offices, large and small, what they were looking for in potential employees.”**
>
> **— Jennifer Carter, RMA (AMT), Allied Health Instructor**

Why Partner with AMT for Credentialing



Exam content reflects best practices in psychometrics and credentialing. The exams for AMT certification, which are developed and administered using state-of-the-art methodologies, are managed by our in-house staff of psychometricians and overseen by volunteer subject-matter experts who work in a variety of practice settings.



Integrity in eligibility requirements and exam processes means that we ensure that each certified individual meets the stated eligibility requirements. While some agencies manage this process on a random audit basis, AMT carefully reviews applications and verifies supporting documentation. Exams are created according to rigorous industry standards and based on real-world competencies.



Flexible routes to certification recognizes the value of work experience, which can be applied toward meeting the requirements. AMT offers a "work route" to certification for the medical assistant, phlebotomy technician, patient care technician, medical administrative specialist, medical lab assistant and dental assistant.



Not-for-profit. AMT truly operates on behalf of its members and therefore has an altruistic goal of serving members rather than making a profit.



National certification is recognized by employers and state agencies throughout the U.S. and abroad. Although some of AMT's credentials bear the designation Registered, it is important to note that all individuals credentialed by AMT are considered Certified, much like Registered Nurses or Registered Dieticians are certified by their respective boards.



Dedicated account service from our experienced team of experts will guide you through the process to get your team certified.



Practical resources include "bulk purchase" options, detailed management reports, and exam prep materials.

AMT Certifications

Medical and Dental

- Registered Medical Assistant (RMA)
- Registered Phlebotomy Technician (RPT)
- Patient Care Technician (PCT)
- Certified Medical Administrative Specialist (CMAS)
- Registered Dental Assistant (RDA)
- Dental Assisting Radiography (DAR)

Laboratory

- Medical Laboratory Scientist (MLS)
- Medical Laboratory Technician (MLT)
- Medical Diagnostics Technologist (MDT)
- Registered Phlebotomy Technician (RPT)
- Certified Medical Laboratory Assistant (CMLA)
- Certified Laboratory Consultant (CLC)

Health Education

- Allied Health Instructor (AHI)

Comparing certifications? Let us help.

There is an array of credentials for allied health professionals with varying levels of quality and accreditations. If you want help sorting through them, call us. We'll do the research for you. Call **847-823-5169, Option 5**, (8 a.m. – 4 p.m. CT) or email us at **accountcare@americanmedtech.org.**

SECTION 2

The Certification Process

- Certification Eligibility
- Applying for Certification
- Review Materials
- Taking the Exam



Sample Eligibility Requirements for a Registered Medical Assistant (RMA)

RMA applicants must satisfy one of the following eligibility routes to qualify for certification:

- Graduate within past 4 years from an accredited MA program or program housed within an accredited institution. Must have 720 hours of instruction that includes at least 160 hours of externship.
- Complete an approved Competency and Work-Based Learning program within the last four years, including 720 hours with at least 160 hours of externship, or 500 hours with 160 hours of externship. Must demonstrate practical competence through a structured skills evaluation.
- Graduate within the last four years from a formal medical assistant training program of the U.S. Armed Forces.
- Work as a medical assistant for at least three years within the past seven years. Show proof of current CPR certification.
- Currently instruct medical assisting for a minimum of five years and completed a course of instruction in a health care discipline related to medical assisting. Applicant with less than five, but more than one year of teaching experience, shall provide documentation of three years of full-time clinical work experience in a healthcare profession that's commensurate with, or exceeds, the medical assisting scope of practice.

AMT can help your non-credentialed allied health professionals get certified.

Typically, there is someone in the organization who serves as the main point of contact between the health system and AMT. This can facilitate any necessary communications. If this isn't you, please share this toolkit with that point person.

How it Works
STEP 1 Determine individual eligibility.

There are a variety of eligibility routes for your staff to qualify for certification. Eligibility may be based on work experience, education or a combination of both. It's recommended that employees determine for themselves which route is appropriate for them.

Once your employees know which route they will take to become certified, they can begin their individual online applications. In the application, they will designate their eligibility route and list any applicable education and employment history.

You can find eligibility assistance for the AMT certifications on our website at **https://americanmedtech.org/Resources** to help determine eligibility. Share this information with the employees you wish to have certified.

Employment Verification Requirements

Applicants for certification who are eligible based on their employment history must submit documented proof. To verify their employment and experience, applicants must download from the AMT website Resources page the Employer Verification form specific to the certification they seek. Each applicant then provides the form to their current or previous employers for completion. See the Employment Verification cover letter and forms for detailed instructions about completing and submitting this important documentation to AMT. Find the forms at **www.americanmedtech.org/Resources**.

STEP 2 Apply for certification.

Each employee will create their own personal AMT account as part of the application process. This account will give them access to their AMT homepage as long as they stay certified. As part of the eligibility process, they will need to submit evidence of education and relevant work experience attained for their particular route to certification.

It is important that each of your employees "attach" their applications to your organization as an employer. Doing so will ensure that you can track their activity in your organizational management reports. (See box below for information about setting up your organizational account.)

Bulk Purchase

If you are purchasing on behalf of your employees, bulk purchase is an option for you. Through this payment option, no money is exchanged at the time of application.

How it works:

1. Pre-purchase applications directly online using your organizational account.
2. Share with each employee a coupon code, which you'll receive through the bulk purchase.
3. Each employee will apply online and use the organizational coupon code in the payment section instead of entering payment card information.



Create an AMT Account

Set up an organization account with AMT by contacting the Strategic Partnerships team. This step is necessary when your employees apply for certification. They'll need to attach their applications to your workplace with your organization ID. This organization account is different than your personal AMT account, which you may or may not have already set up. AMT will connect your personal account with your organization account to show that you are an authorized user of that organization.

Call 847-823-5169, Option 5, (8 a.m. – 4 p.m. CST) or email us at accountcare@americanmedtech.org.

STEP 3 Help your staff prepare to test.

AMT offers a number of study resources to help your staff boost confidence and get ready for the exam:

PRACTICE EXAMS

All online, full-length; randomized; provides feedback on incorrect answers.

- Two full-length attempts (start/stop feature available)
- Closely aligns with exam content categories and types of questions on the exam
- Online format simulates the actual testing environment
- Scores available immediately
- Timing feature
- Incorrect answers flagged with explanations and references
- Large databank of randomized questions to more fully test knowledge

For purchase in the AMT Learning Center **americanmedtech.org/Learning**.

- Registered Medical Assistant (RMA)
- Registered Phlebotomy Technician (RPT)
- Medical Laboratory Technician (MLT)
- Medical Laboratory Scientist (MLS)
- Registered Dental Assistant (RDA)
- Patient Care Technician (PCT)
- Certified Medical Laboratory Assistant (CMLA)

REVIEW COURSES

Prepare for the certification exam or refresh skills with the online course.

✓ Includes study resources, digital flashcards, key terms, quizzes, and knowledge checks.
✓ Puchase modules separately or as a complete course.
✓ Full course purchase includes all modules and two attempts at practice exam.

Purchase review courses in the **AMT Learning Center**

- Fundamentals for Medical Assistants
- Fundamentals for Phlebotomy Technicians
- Fundamentals for Medical Laboratory Scientists
- Fundamentals for Medical Laboratory Technicians

FREE CONTENT OUTLINE OF EXAMS

Access detailed outlines that summarize the topics, categories and competencies typically covered in an AMT certification exam at **americanmedtech.org/Get-Certified/Prepare Tab.**



STEP 4 Taking the exam.

All certification examinations are administered through Pearson VUE. Your staff will schedule their exams at one of the more than 200 secure Pearson VUE sites located throughout the country, or if they are testing for RMA or RPT, they may opt to test from home with live remote proctoring. Much like other professional credentials, such as nursing boards, exam security is a non-negotiable requirement for high-stakes testing.

SCHEDULING THE EXAM

Your staff can schedule their own exam once they receive an official notification from AMT with instructions to proceed.

- Encourage your staff to schedule their exam at **pearsonvue.com/amt** as far in advance as possible to ensure that the preferred time and location date is available.
- If your staff needs to cancel or reschedule, they must do so at least 24 hours (or one business day) in advance with Pearson VUE.
- For late arrivals or cancellations less than 24 hours of the scheduled time, the test-taker will need to reschedule the exam and pay a retesting fee to AMT.
- Test takers need to call Pearson VUE to schedule or reschedule the exam: at **1-888-846-6941**. AMT cannot schedule the exam for you.

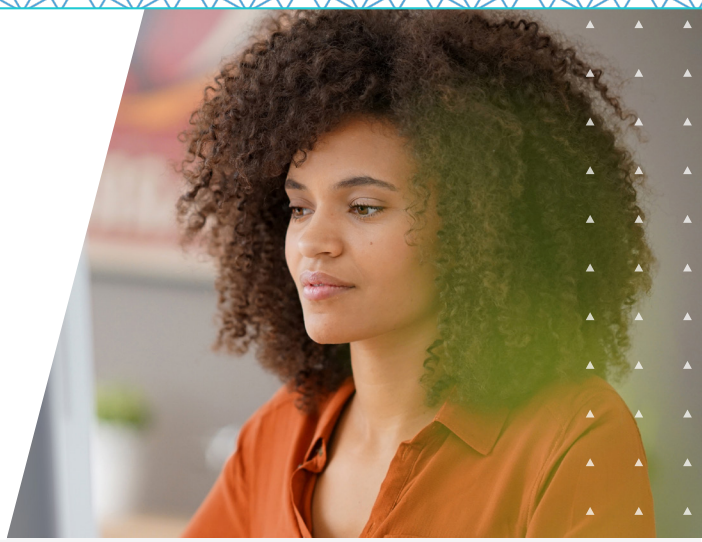
TEST DAY PROCEDURES

It's recommended that test takers arrive at least 30 minutes prior to the scheduled administration time.

WHAT YOUR STAFF CAN EXPECT

- Exams vary in numbers of questions, check the exam content outline to see the number of multiple choice questions to expect.
- Allow approximately two hours to complete; (varies for the type of exam).
- Pass/fail score appears on the screen at conclusion of the test.

SECTION 2



EXAM SITE PROCEDURES

Your staff will need to present the following documents:

- Authorization to Test Letter from AMT
- Two forms of matching identification, both bearing a signature and at least one with a photograph.
    - Acceptable photo identification is limited to:
        - A valid driver's license
        - State identification card
        - Valid military identification
        - U.S. passport

Note: Benefit cards, FOID, firearms or concealed carry cards are not valid forms of identification. Name on both forms of identification must be identical. They must also be identical to the name listed on the Authorization to Test Letter, as this is the information on the application.

RESULTS

When your staff takes the exam, they will know their score immediately. This score is transmitted to AMT within 24–48 hours. If it's a passing score and all other documentation has been received and approved, within 7–14 days they will be emailed an official notification as well as a digital badge. (A printable card and certificate are available within 24–48 hours on "**My Homepage.**")

Once your employees become active certified members, remember that they have to comply with Certification Continuation Program requirements every three years and pay an annual fee.

EXAMINATION RETAKE PROCEDURE

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 lifetime attempts, 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.

SECTION 2

Certification Process

This is the process your employees will go through to apply for certification.

EMPLOYEES

APPLY ONLINE
Review and determine your eligibility route before you apply. You may apply online at **americanmedtech.org**. If your employer is paying, "attach" yourself to your organization on the application and enter the payment code provided by your employer. Remember to retain your login information.

REVIEW YOUR APPLICATION
Review what you submitted via the Application Summary on your homepage. Make changes if necessary.

VERIFY EMPLOYMENT
Download Employer Verification Forms from the AMT website. Follow form directions for completion by the applicant and the employer. Submit completed form to AMT.

SUBMIT DOCUMENTATION
Submit supporting documentation listed in your Application Acknowledgment Letter.

SCHEDULE AND TAKE EXAM
Schedule and take your exam through Pearson VUE.

MAINTAIN YOUR CERTIFICATION
To keep your certification active, simply:
- Pay an annual fee.
- Document CCP points every three years.
- Abide by AMT's Standards of Practice.

As a certified member, you will gain access to numerous continuing education, career and networking opportunities.

AMT

ACKNOWLEDGE RECEIPT
Once you submit your application, AMT will email you a confirmation with login instructions on how to get to "My Homepage." Once the application is processed, AMT will send you an email directing you to the Application Acknowledgment Letter on your homepage. The letter lists supporting documentation you are required to submit.

SEND AUTHORIZATION LETTER
Once all documentation is in order, AMT will send you an email directing you to the Pearson VUE Authorization Letter on your homepage. This letter provides detailed information about how to schedule your exam.

SEND CERTIFICATE AND DIGITAL BADGE
Once you pass the examination, AMT will email a link to claim your digital badge. A printable certificate and membership card are available at My Homepage.

My Homepage
Visit **americanmedtech.org/login,** and log in using your user name (your email address) and password. AMT will update "My Homepage" every time something is reviewed and any action is taken. Check your homepage often for any updates and changes to the status of your application.

SECTION 3

Resources

- To-do Lists and Useful Links
- Certification Announcement Template



To-Do List

If you're considering ways to maximize the value of allied health professionals, check out these to-do's that can help get your employees on the path to certification.

- ☐ Determine which certifications, listed on the AMT website, are appropriate for your employees' skills.
- ☐ Review the eligibility requirements for each relevant certification to determine if your staff qualify to apply for certification.
- ☐ Make a list of your staff who could potentially be eligible for certification.
- ☐ Determine whether your organization will provide funding or cover fees for certification.
- ☐ Schedule a free consultation session with an AMT representative, who can answer any questions that you have about why AMT is the right partner for your organization. Call **847-823-5169, Option 5**, (8:00 a.m. – 4 p.m. CST), or email **accountcare@americanmedtech.org.**

READ/WATCH
Don't miss these resources

- **Certify Your Staff**
- **The Employer's Guide to Certifying Allied Health Professionals**
- **Candidate Handbook**

USEFUL LINKS

- **AMT: For Certification You Can Trust**
- **Eligibility Criteria for Certification**
- **Pearson VUE Testing Locations**

For Immediate Release



DATE

{**NAME OF ORGANIZATION} ANNOUNCES AMT PROFESSIONAL CERTIFICATION EARNED BY EMPLOYEE**}

{City, State}—**{Name of organization}** announces that **{individual}** has achieved professional certification as **{certification, e.g., Registered Medical Assistant or Registered Phlebotomy Technician}**, through AMT—the premier certification agency and professional association for allied health professionals.

In order to earn the right to include the respected **{credential, e.g. RMA(AMT) or RPT(AMT)}** credential after **{his/her/their name}**, **{name(s) with credential}** passed a rigorous exam that measures against highest industry standards. The exam, administered through AMT—an independent, third-party credentialing organization—assesses skills and knowledge and is based on real-world practices in the profession. Perhaps most importantly, the willingness to go above and beyond to earn this certification demonstrates a commitment to the profession and to quality patient care.

Certification is a requirement for AMT association membership, which is automatically conferred when all eligibility criteria are met and the exam is passed. To keep the certification current, each AMT member must maintain competencies through ongoing professional activity.

For information about allied health careers or professional certification, please see the AMT website: **americanmedtech.org.**

ABOUT AMT

American Medical Technologists (AMT) is a nationally recognized not-for-profit certification agency and professional membership association that is highly regarded by employers, educators, and allied healthcare professionals for the credentialing reputation and diverse membership affiliation benefits it provides to its over 100,000 members. AMT's 12 certifications are driven by integrity and practicality to ensure that student applicants and education programs meet employer expectations for competency and real-world healthcare skills. AMT continuously validates our certificant-members' patient care knowledge and offers career advancement certificate programs and continuing education to enhance members' versatility in the allied healthcare workplace. AMT exams are accredited by the National Commission for Certifying Agencies (NCCA). More information about AMT is available by visiting www.americanmedtech.org.

SECTION 4

Success

- Maintaining Certification
- Continuing Education



Maintaining Certification

Congratulations! Your staff has achieved: A professional credential they can carry throughout their careers. This means they have also earned the right to use the credential after their names. To maintain their "active certified member" status, they must comply with the Certification Continuation Program (CCP):

- Pay the renewal fee every year
- Submit CCP points
- Abide by the AMT Standards of Practice

Members who stay current automatically rollover into the next three-year certification cycle.

WHAT ARE THE POINT REQUIREMENTS?
Depending on the certification, a member will be required to document and report a certain number of points over a three-year period:

Certification	Points Needed Every Three Years
Registered Medical Assistant (RMA)	30
Certified Medical Administrative Specialist (CMAS)	30
Registered Phlebotomy Technician (RPT)	24
Patient Care Technician (PCT)	30
Registered Dental Assistant (RDA)	30
Dental Assisting Radiography (DAR)	3
Medical Laboratory Scientist (MLS)	45
Medical Laboratory Technician (MLT)	45
Certified Medical Lab Assistant (CMLA)	30
Molecular Diagnostic Technologist (MDT)	36
Allied Health Instructor (AHI)	30
Certified Laboratory Consultant (CLC)	45

Certified members who do not meet CCP requirements, or those who are audited and do not provide supporting documentation, are considered "non-compliant" and will be decertified.

Continuing Education

Earning a professional credential is an ongoing commitment to maintaining professional standards in your work. AMT offers the educational activities, specialty certificates, and industry updates that keep the credential fresh.

CE points can be earned through:

- AMT CE Online options or external CE offerings
- State society in-person meetings
- Annual national meeting

The educational activities are awarded CE points based upon the hours of time devoted to earning the credit.

AMT strongly advocates lifelong learning. Certified members document activities supporting continuation of AMT certification every three years through the Certification Continuation Program (CCP).

HOW TO COMPLY WITH CCP

AMT members can record and track their CE activities through AMT's online tracking system, AMTrax. Credits from any AMT online program are automatically transferred into a member's AMTrax account.

WHAT QUALIFIES FOR CCP?

As a general guideline, if activity relates to a specific item on the exam content outline of the certification achieved, the activity will qualify.

Generally, AMT will accept any activity that meets at least one of the following criteria:

1. Does it help you do your (health care) job better?
2. Does it advance your knowledge in the health care field?
3. Does it prepare you for an advanced management or health care degree or a different program of study in health care?

QUALIFYING ACTIVITIES

Points to satisfy CCP requirements can be earned through a variety of ways. Members are encouraged to use AMTrax to track their CE and other related activities.

If a member reaches their required number of CCP points in AMTrax, they will automatically be considered "compliant" and will not receive notifications and will not need to sign any attestation documents.
For a list of qualifying activities, visit **americanmedtech.org/Stay-Certified/Qualifying-Activities**.

Visit **americanmedtech.org/Stay-Certified** for more details.



An Employer's Toolkit

Stay in Touch

Your Certification Support Team

Call us:
847-823-5169, Option 5,
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Email us:
accountcare@americanmedtech.org

Website:
americanmedtech.org

Blog:
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