

Directions for Attestation and Evaluation of Externship CERTIFIED MEDICAL LABORATORY ASSISTANT (CMLA)

Applicant: Provide the ATTESTATION AND EVALUATION OF EXTERNSHIP Form for your certification to your externship site(s) for completion. The form must be completed by the externship site office manager, supervisor, or authorized human resources representative. Note that any submitted documentation will be reviewed and processed only if your application for AMT certification is active.

For direct submission by the applicant

If the applicant is submitting the completed ATTESTATION AND EVALUATION OF EXTERNSHIP directly to AMT, the form must either:

- Be accompanied by a Letter of Authenticity from the externship site**

The letter must be printed on the externship site's company letterhead stating that the ATTESTATION AND EVALUATION OF EXTERNSHIP form was completed, signed, and dated by the externship site's office manager, supervisor, or an authorized human resources representative.

If an applicant is submitting the ATTESTATION AND EVALUATION OF EXTERNSHIP forms for multiple externship sites, each form must include either a letter of authenticity or a stamp/seal from that specific externship site that verified the hours completed.

Or

- Bear the externship site's company seal or stamp**

The ATTESTATION AND EVALUATION OF EXTERNSHIP must contain the externship site's company stamp or seal, which must be embossed on the form. AMT cannot accept digital seals and/or logos.

ATTESTATION AND EVALUATION OF EXTERNSHIP forms submitted by an applicant without either a Letter of Authenticity or the externship site's stamp/seal **WILL NOT BE ACCEPTED**.

For submission by the externship site

If the externship site is submitting the completed ATTESTATION AND EVALUATION OF EXTERNSHIP form directly to AMT on behalf of the applicant, a Letter of Authenticity or company stamp or seal is not required:

- The completed ATTESTATION AND EVALUATION OF EXTERNSHIP must be submitted directly from the externship site's professional email address. Personal email providers such as @yahoo, @gmail, and @hotmail **are not** accepted as business email addresses.

Email completed documentation to documents@americanmedtech.org for review.
Please allow up to 7-10 business days for your application to be updated.



AMT
American Medical Technologists
Certifying Excellence in Allied Health

Certified Medical Laboratory Assistant (CMLA) Attestation and Evaluation of Externship

Only valid when signed

SECTION 1: To be completed by CMLA Applicant completing Externship Requirement

Applicant's Name (Last Name, First Name)

Applicant AMT ID Number

Email Address

Date of Birth

SECTION 2: To be completed by Externship Site

(Office Manager, Supervisor, or designated Human Resources representative ONLY)

Name of Externship Site

Business Email

Address

City

State

Zip Code

Phone Number

Dates of Externship: From (mm/dd/yy) : _____ To (mm/dd/yy) : _____

Number of hours completed: _____

Did the applicant successfully fulfill the general duties of a Medical Lab Assistant? Yes No

If no, please explain: _____

I am a supervisor, office manager, or designated Human Resources representative. I attest that the information above is accurate and verify that the above-named applicant has completed AMT's externship requirement for certification.

Name (Print): _____ **Title:** _____

Signature: _____ **Date:** _____

This document must include a letter of authenticity from your laboratory externship to be accepted. The Letter of Authenticity must be printed on original letterhead. It must state that the externship experience form was completed, signed, and dated by a laboratory manager, supervisor, or human resources. Externship documents received without a letter of authenticity will be rejected. Please email these documents once completed to documents@americanmedtech.org for review.