Application for Recertification by CCP Checklist

This checklist can be used to guide you through AMT’s Recertification by CCP Application. Please use this worksheet as a final check before submitting your recertification application to AMT.

PART I. CHECK RECERTIFICATION REQUESTED:

- I have checked the box indicating the certification I am seeking to recertify and am aware of the CCP points required.

CCP POINT TOTALS REQUIRED:

- Registered Medical Assistant (RMA) – 30
- Registered Phlebotomy Technician (RPT) – 24
- Registered Dental Assistant (RDA) – 30
- Dental Assisting Radiography (DAR) – 3
- Certified Medical Administrative Specialist (CMAS) – 30
- Allied Health Instructor (AHI) – 30
- Medical Laboratory Scientist (MLS) – 45
- Medical Laboratory Technician (MLT) – 45
- Molecular Diagnostics Technologist (MDT) – 36
- Patient Care Technician (PCT) – 30
- Certified Medical Laboratory Assistant (CMLA) – 30
- Certified Laboratory Consultant (CLC) – 45

PART II. PERSONAL INFORMATION:

- I answered the felony question.
- If I answered yes, I understand that I must submit the Felony Information Checklist (found in the Resource Center of the AMT website), along with copies of all available supporting documentation as required.
  - Date and nature of felony
  - Outcome
  - A personal statement describing the felony and events that took place
  - All available court documentation

PART III. DOCUMENTATION AND ATTESTATION:

- I have recorded the total number of CCP points earned for each type of competency experience related to my certification.
- When added up, I have verified that the total CCP points earned equals the required number of points for my certification.
- I have obtained proof of my CCP points and will submit it along with my recertification application.
- I have signed and dated the attestation.

PART IV. PAYMENT INFORMATION:

- I have checked the box indicating the certification I am seeking to recertify and fee required.
- I have completed the payment information.

The recertification fee is non-refundable and non-transferable. This fee covers the the cost of reviewing and processing the form and documents.

IMPORTANT NOTES:

- The Recertification by CCP Application MUST be completed and accompanied by all required documentation and sent in one single submission. Do NOT submit your application until you have all the required documentation.
- The application is valid for 90 days from date of submission.
- You must meet the current eligibility requirements for your certification, available for review on the AMT website.
- Please use the CCP Guidance Document (found on the AMT website) for further assistance in determining points. The point total required to meet CCP compliance MUST have been completed within the most recent 3-year timeframe from the date of submission.
- Please allow up to 15 business days for processing. You will be notified by email if any additional information is needed.
Applications are valid for 90 days from the date of submission.

A non-refundable/non-transferable recertification fee is required for each certification for which you are seeking to recertify. You must submit an application for each certification you are recertifying.

You must meet current eligibility requirements.

If the Recertification by CCP Application expires prior to the recertification process being completed, a new application and fee must be submitted.

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.

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 RECERTIFICATION REQUESTED:

- Registered Medical Assistant (RMA)
- Registered Phlebotomy Technician (RPT)
- Registered Dental Assistant (RDA)
- Dental Assisting Radiography (DAR)
- Certified Medical Administrative Specialist (CMAS)
- Allied Health Instructor (AHI)
- Medical Laboratory Scientist (MLS)
- Medical Laboratory Technician (MLT)
- Molecular Diagnostics Technologist (MDT)
- Patient Care Technician (PCT)
- Certified Medical Laboratory Assistant (CMLA)
- Certified Laboratory Consultant (CLC)

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, you will need to submit the Felony Information Checklist, including copies of all available supporting documentation, specifically explaining the date of the felony, nature of the felony, a personal statement describing the felony and events that took place, and any available court documents. This form, along with the Candidate Handbook containing AMT’s Policy, can be found in the Resource Center.

AMT may determine that certain types of felony convictions in an applicant’s background may preclude an applicant from being recertified. (Note: even if an applicant with one or more felony convictions in his or her record is permitted to recertify, 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).

All applicants will be held to compliance with current eligibility requirements (including fees) that are in place at the time of submission of their application. All current AMT certification eligibility requirements are available on AMT’s website, www.americanmedtech.org.
PART III. DOCUMENTATION AND ATTESTATION

I am including documentation for ALL of the required number of CCP points earned in the past 3-year period for my certification as indicated below.

<table>
<thead>
<tr>
<th>TYPE OF COMPETENCY EXPERIENCE RELATED TO CERTIFICATION</th>
<th>SCORING</th>
<th>MY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Education (Max 45)</td>
<td>Enter one point for each contact hour of education</td>
<td></td>
</tr>
<tr>
<td>Formal Education (Max 45)</td>
<td>Enter 5 points per semester hour and 3 points per quarter hour of credit earned</td>
<td></td>
</tr>
<tr>
<td>Authorship of Written Works (No Max)</td>
<td>Enter up to 10 points for each written work meeting criteria</td>
<td></td>
</tr>
<tr>
<td>Instructional Presentations (No Max)</td>
<td>Enter 7 points for each presentation meeting criteria.</td>
<td></td>
</tr>
<tr>
<td>Organizational Participation (Max 9)</td>
<td>Enter 3 points per year for participation in activity</td>
<td></td>
</tr>
<tr>
<td>AMT Online Continuing Education (No Max)</td>
<td>Enter points earned for online courses</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL POINTS EARNED FOR 3-YEAR COMPLIANCE INTERVAL (Add all points for total)

I certify that the CCP documentation provided and the point totals indicated are true and correct and realize that my certification is subject to revocation for misrepresentation of any type.

I testify that 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

- RMA-$280
- RPT-$255
- MLS -$375
- MLT-$350
- MDT-$390
- CMLA-$265
- CMAS-$255
- RDA-$280
- DAR-$255
- PCT-$280
- AHI-$220
- CLC-$340

THE RECERTIFICATION FEE COVERS THE COST OF THE REVIEW AND PROCESSING OF THE APPLICATION AND DOCUMENTS. THIS FEE IS NON-REFUNDABLE AND NON-TRANSFERABLE.

- 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 W. Higgins Road, Suite 150, Rosemont, IL 60018