

AMT Disciplinary Standards and Review Process

American Medical Technologists (AMT) requires honest, ethical, and professional conduct throughout the certification process. This overview explains the conduct that may be reported to AMT, the internal review process, possible outcomes, and a candidate's or credential holder's right to appeal an adverse decision.

Applicability

This process applies to individuals seeking or holding an AMT credential, including applicants, examination candidates, credential holders, and non-certified individuals misrepresenting an AMT credential.

Governing Standards

AMT evaluates reported conduct in accordance with its applicable policies, standards, and requirements, including:

- [AMT Candidate Handbook](#)
- [AMT Honor Code](#)
- [AMT Standards of Practice](#)
- AMT Examinee Agreement (located at the end of each AMT certification application)
- AMT Bylaws

Type of Misconduct

AMT may review conduct that violates one or more of its standards. Examples include, but are not limited to, the following:

- **Application or recertification fraud.** Providing false, misleading, incomplete, altered, or inaccurate information or documentation in connection with an application, recertification, reactivation, audit, or other AMT requirement.
- **Examination misconduct.** Cheating; using unauthorized notes, phones, Bluetooth devices, or other electronic devices; writing information on skin or clothing; using a proxy test taker; harvesting, requesting, sharing, selling, or distributing recalled examination content; or violating the AMT Examinee Candidate Agreement and Honor Code.
- **Credential misrepresentation.** Claiming, displaying, or using an AMT credential that was not earned, is not current, or is otherwise used without authorization; altering AMT records or documents; or misrepresenting another person's credential.
- **Professional conduct violations.** Conduct that violates the AMT Standards of Practice or laws related to professional practice or public safety, including conduct that may call into question a person's ability to meet AMT certification standards.
- **Criminal conduct.** A felony conviction or other violation of state or federal law relevant to professional practice, certification integrity, or public safety.
- **Violations affecting AMT.** Violating the AMT Bylaws or other AMT requirements, failing to cooperate with an authorized review, or engaging in conduct that is materially detrimental to AMT or the integrity of its certification programs.

Matters Outside the Disciplinary Process

AMT's authority is limited to its certification programs, credentials, standards, and organizational requirements. AMT generally does not resolve employment disputes, workplace grievances, compensation or scheduling issues, personal disagreements, civil disputes, or matters unrelated to AMT certification standards. AMT may close a report without action when the allegation is outside its authority, is not supported by available information, or does not involve an AMT standard.

Disciplinary Review Process

AMT evaluates each matter based on the information available and the applicable requirements. The process may vary when immediate action is necessary to protect examination security, the public, or the integrity of an AMT credential.

1. Concern identified

AMT may receive a written complaint submitted through the [AMT Disciplinary Form](#) or from other sources.

2. Initial review

AMT reviews the information to determine whether the matter is within its authority and whether additional review is warranted. AMT may close a matter outside its authority without disciplinary action.

3. Referral to the appropriate review body

The complaint and supporting documentation are submitted to the appropriate AMT review body. Matters involving candidates are submitted to the Examination, Qualifications, and Standards Oversight Committee (EQSO). The Judiciary Committee reviews matters involving current or former members. The appropriate committee reviews the case and notifies the candidate or member of the complaint.

4. Investigation

When further investigation is warranted, the appropriate committee may request records, contact relevant individuals or organizations, verify documents, review testing or account information, and consider other relevant evidence.

5. Notice and opportunity to respond

The candidate or member is informed of the allegations or concerns under review and is given an opportunity to submit a written response and supporting information within the deadline stated in the notice.

6. Review and decision

The EQSO Committee or Judiciary Committee reviews the complaint, the individual's response, and the available supporting information to determine whether a violation occurred. The matter may be dismissed, resolved without disciplinary action, or result in a sanction.

7. Written outcome

AMT sends the individual written notice of the decision by email. The notice includes any requirements, effective dates, or restrictions associated with the decision. When an adverse decision may be appealed, the notice also explains how and when to submit an appeal.

8. Appeal

When an adverse decision is appealable, the individual may request review through AMT's formal appeal process. See the Appeals section below for additional information.

Possible Outcomes and Sanctions

If the EQSO Committee or Judiciary Committee determines that a violation occurred, it may impose one or more sanctions based on the nature and seriousness of the conduct, the available evidence, prior or repeated conduct, cooperation with the review, public-safety considerations, and other relevant circumstances. Possible actions include, but are not limited to:

- No action or dismissal of the allegation
- A written admonition, reprimand, warning, or cease-and-desist direction
- Required education, corrective action, monitoring, or other conditions
- Invalidation, withholding, or recall of an examination score
- Temporary or permanent denial of eligibility to take an AMT examination or earn an AMT credential
- Temporary suspension or revocation of an AMT credential
- Permanent revocation of an AMT credential
- Monetary restitution in matters involving financial impropriety

Sanctions are not automatic or limited to a fixed list. AMT may impose a sanction or a combination of sanctions appropriate to the facts of the matter and the requirements in effect at the time.

Appeals

An appeal is a request for AMT to review an adverse decision. The appeal must be submitted in writing according to the instructions in the decision notice. It should identify the contested decision, explain the reason for the appeal, and include supporting documentation. Missing the stated deadline may result in the appeal not being considered.

Unless the decision notice provides different instructions, you may email appeal correspondence to mail@americanmedtech.org and address it to the AMT Board of Directors. The individual will receive written notice of the appeal decision by email.

Confidentiality and Cooperation

AMT handles disciplinary information as confidentially as reasonably possible. AMT may share information with the individual under review, witnesses, testing providers, committees, legal counsel, regulators, law enforcement, or others as needed to investigate, decide, enforce, or comply with legal obligations.

Complete confidentiality cannot be guaranteed.

Candidates and credential holders must respond truthfully and cooperate with authorized AMT requests. Failure to respond or cooperate may be considered separately and may result in a decision based on the information available.

Reporting a Concern

Report a concern by completing the [AMT Disciplinary Form](#) or locating it on the [AMT website](#) in the **Resource Center**, under **Credential/Status/Reporting**.

Questions About the Process

AMT is committed to reviewing each matter fairly, consistently, and in accordance with its applicable requirements. Individuals involved in the process are encouraged to respond promptly, provide complete and accurate information, and carefully review all communications from AMT.

For questions about this process, contact AMT at mail@americanmedtech.org.