

AMT DISCIPLINARY PROCESS OVERVIEW

AMT maintains a disciplinary process to review allegations that an AMT member or certificant has violated the AMT Standards of Practice, AMT Bylaws, examination or certification requirements, or other applicable professional, legal, or ethical standards. Grounds for disciplinary review may include professional misconduct or incompetence, certification fraud, examination security violations, certain criminal conduct, or other conduct detrimental to AMT or the public.

- **Submission of a complaint:** Any person may submit a complaint concerning an AMT certificant using the [Member Disciplinary Reporting form](#). The complaint should include a description of the alleged conduct and any available supporting documentation or evidence.
- **Initial review:** Complaints are forwarded to the AMT Judiciary Committee. The Committee conducts an initial investigation, which may include requesting additional information from the complainant, and determines whether the complaint provides a sufficient basis to initiate a formal disciplinary proceeding. Under the current policy, this initial determination is made within 30 days.
- **Dismissal following initial review:** If the Committee determines that the complaint is insufficiently supported or lacks a basis for disciplinary action, the complainant is notified in writing. The complainant has no appeal with respect to the Committee's decision to dismiss a complaint.
- **Notice to the certificant:** If the Committee determines that sufficient grounds exist, the certificant who is the subject of the complaint is notified of the allegations and given an opportunity to respond. The certificant is generally provided 30 days to submit a written response, supporting documentation, and any information the Committee should consider. The response period may be shortened or extended when warranted by the circumstances.
- **Review and investigation:** The Judiciary Committee reviews the complaint, the certificant's response, and the available evidence. The Committee may request additional information and may communicate with the complainant or certificant in writing, by telephone, electronically, or through a meeting when appropriate. A formal in-person hearing is not required in every case.
- **Committee decision:** After completing its review, the Judiciary Committee determines whether disciplinary action is warranted and issues the outcome it considers appropriate based on the facts and evidence. Both the complainant and the certificant are notified of the decision in writing. Under the current policy, notice is provided within 30 days after the decision is rendered.
- **Possible outcomes:** Depending on the circumstances, the Committee's decision may include exoneration, probation with or without conditions, an informal admonition, formal written censure, temporary suspension or revocation of certification and membership privileges, or monetary restitution in matters involving financial impropriety.
- **Appeal:** Unless the right to appeal has been waived under the policy, the certificant may appeal the Judiciary Committee's decision to the AMT Board of Directors. The appeal must be submitted in writing to the AMT President within 60 days of notification of the Committee's decision. The certificant may provide additional documentation for the Board's consideration.
- **Board review:** The Board of Directors may affirm the Judiciary Committee's decision, modify the sanction, reverse the decision and exonerate the certificant, or make another determination supported by the evidence. Decisions of the AMT Board of Directors are final.

This overview is intended to provide a general summary of AMT's certificant disciplinary process. It does not replace or modify the AMT National Bylaws, Standards of Practice, or applicable disciplinary policies and procedures.