



AMT
American Medical Technologists
Certifying Excellence in Allied Health

MANAGEMENT REPORTS FOR CERTIFICATION IN ALLIED HEALTH

Keeping track of details quickly and easily



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School Portal

To gain access to your reports, visit the **My Homepage** tab on the AMT website and login. Once you are logged in, you will be able to see the available reports under **School Reports**.

The screenshot displays the AMT website's user interface. At the top, there is a navigation bar with a shopping cart icon showing \$0.00, an 'AMT Store' button, a 'My Homepage' button (circled in red), and a 'Logout' button. Below this is a search bar. A secondary navigation bar contains links for 'Get Certified', 'Stay Certified', 'Learn', 'Be Involved', 'Schools', 'Employers', and 'About Us'. The main content area is titled 'Members' and includes a 'Return to My Homepage' link. The 'My Homepage' section is active, showing a welcome message for 'Kristina' and a list of links under 'My Account'. A red circle highlights the 'School Reports' section, which includes links for 'Exam Performance By Certification', 'Practice Exam Roster', 'Practice Exam Results by School', 'Missing Items per Applicant', 'Current Unpaid Invoices', 'Bulk Purchase Summary', 'Campus SRP Snapshot', and 'Applicant Status'. Below this is the 'Bulk Purchasing' section with links for 'Purchase Bulk Certification Applications', 'Purchase Bulk Practice Tests', and 'Purchase Bulk Student Pins'. The 'Additional Information' section includes a link for 'School Resource Program'. At the bottom, the 'AMT' logo is followed by links for 'AMT Store' and 'My AMT State Society'.

Available Reports

- **Exam Performance by Certification-** Tracks which students have taken the exam and whether they passed or failed.
- **Practice Exam Rosters-** Tells you hows many practice exams were ordered, how many have been used, and which students used them.
- **Practice Exam Results-** Gives you the percentage the students got on the practice exam.
- **Missing Items Per Applicant-** Shows you additional items that are needed for AMT to process an application and authorize your students to test.



Available Reports

- **Current Unpaid Invoices-** Gives a rundown of any bulk purchase invoices you owe to AMT.
- **Bulk Purchase Summary-** Shows which students have applied to take the exam using your bulk purchase credit and how much credit you still have available.
- **Campus SRP Snapshot-** Contains the current information about your programs, accreditation and contacts.
- **Applicant Status-** Lets you check the certification status of your students.



Applicant Status

123456 - Sample College

RMA								
AMT ID	Name	Birth Date	Graduation	Application Start	Test Authorization	Application Expiration	Exam Date	Exam Results
0000001	Sample, Student 1	9/20/1998	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed
0000002	Sample, Student 2	3/21/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed
0000003	Sample, Student 3	12/7/1992	6/26/2017	8/31/2017	9/1/2017	8/31/2018	11/20/2017	No Show
0000004	Sample, Student 4	3/29/1989	1/18/2018	10/17/2017	11/3/2017	10/17/2018	10/17/2018	Not Taken
0000005	Sample, Student 5	4/2/1989	4/16/2018	1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000006	Sample, Student 6	7/2/1989		1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000007	Sample, Student 7	3/14/1981	3/19/2017	1/24/2017	2/1/2017	1/24/2018	2/17/2017	Passed
0000008	Sample, Student 8	4/11/1975	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Passed
0000009	Sample, Student 9	12/25/1984	1/18/2017	2/28/2017	3/15/2017	2/28/2018	4/14/2017	Failed
0000010	Sample, Student 10							
0000011	Sample, Student 11							
0000012	Sample, Student 12							

Each student's status is represented on a separate row. This report will show you their application date, test authorization date, application expiration date, exam date and exam results.

Applicant Status

123456 - Sample College

RMA AMT ID	Name	Birth Date	Graduation	Application Start	Test Authorization	Application Expiration	Exam Date	Exam Results
0000001	Sample, Student 1	9/20/1998	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed
0000002	Sample, Student 2	3/21/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed
0000003	Sample, Student 3	12/7/1992	6/26/2017	8/31/2017	9/1/2017	8/31/2018	11/20/2017	No Show
0000004	Sample, Student 4	3/29/1989	1/18/2018	10/17/2017	11/3/2017	10/17/2018	10/17/2018	Not Taken
0000005	Sample, Student 5	4/2/1989	4/16/2018	1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000006	Sample, Student 6	7/2/1989		1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000007	Sample, Student 7	3/14/1981	3/19/2017	1/24/2017	2/1/2017	1/24/2018	2/17/2017	Passed
0000008	Sample, Student 8	4/11/1975	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Passed
0000009	Sample, Student 9	12/25/1984	1/18/2017	2/28/2017	3/15/2017	2/28/2018	4/14/2017	Failed
0000010	Sample, Student 10							
0000011	Sample, Student 11							
0000012	Sample, Student 12							

The first example is of a student that passed their exam. You can see that the student applied on July 19th, was authorized to test on July 20th, took their exam on August 12 and passed.

Applicant Status

123456 - Sample College

RMA AMT ID	Name	Birth Date	Graduation	Application Start	Test Authorization	Application Expiration	Exam Date	Exam Results
0000001	Sample, Student 1	9/20/1998	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed
0000002	Sample, Student 2	3/21/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed
0000003	Sample, Student 3	12/7/1992	6/26/2017	8/31/2017	9/1/2017	8/31/2018	11/20/2017	No Show
0000004	Sample, Student 4	3/29/1989	1/18/2018	10/17/2017	11/3/2017	10/17/2018	10/17/2018	Not Taken
0000005	Sample, Student 5	4/2/1989	4/16/2018	1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000006	Sample, Student 6	7/2/1989		1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000007	Sample, Student 7	3/14/1981	3/19/2017	1/24/2017	2/1/2017	1/24/2018	2/17/2017	Passed
0000008	Sample, Student 8	4/11/1975	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Passed
0000009	Sample, Student 9							
0000010	Sample, Student 10							
0000011	Sample, Student 11							
0000012	Sample, Student 12							

This line shows an example of a student that failed their exam. They can retake the exam after a 45 day period. They took their test on December 16th. In order to reschedule their exam with Pearson VUE, the student will first need to call AMT customer service to pay a \$90 rescheduling fee and wait to get a new authorization letter, which usually takes 24-48 hours.

Applicant Status

123456 - Sample College

RMA	AMT ID	Name	Birth Date	Graduation	Application Start	Test Authorization	Application Expiration	Exam Date	Exam Results
	0000001	Sample, Student 1	9/20/1998	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed
	0000002	Sample, Student 2	3/21/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed
	0000003	Sample, Student 3	12/7/1992	6/26/2017	8/31/2017	9/1/2017	8/31/2018	11/20/2017	No Show
	0000004	Sample, Student 4	3/29/1989	1/18/2018	10/17/2017	11/3/2017	10/17/2018	10/17/2018	Not Taken
	0000005	Sample, Student 5	4/2/1989	4/16/2018	1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
	0000006	Sample, Student 6	7/2/1989		1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
	0000007	Sample, Student 7	3/14/1981	3/19/2017	1/24/2017	2/1/2017	1/24/2018	2/17/2017	Passed
	0000008	Sample, Student 8	4/11/1975	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Passed
	0000009	Sample, Student 9							
	0000010	Sample, Student 10							
	0000011	Sample, Student 11							
	0000012	Sample, Student 12							

Sample student number 3 was supposed to take their exam on November 20th. Pearson VUE reported to us that they did not show up for their exam. To reschedule their exam with Pearson VUE, the student will need to call us to pay a \$90 rescheduling fee and wait to get a new authorization letter, which usually takes 1-2 business days.

Applicant Status

123456 - Sample College

RMA	AMT ID	Name	Birth Date	Graduation	Application Start	Test Authorization	Application Expiration	Exam Date	Exam Results
	0000001	Sample, Student 1	9/20/1998	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed
	0000002	Sample, Student 2	3/21/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed
	0000003	Sample, Student 3	12/7/1992	6/26/2017	8/31/2017	9/1/2017	8/31/2018	11/20/2017	No Show
	0000004	Sample, Student 4	3/29/1989	1/18/2018	10/17/2017	11/3/2017	10/17/2018 → 10/17/2018	10/17/2018	Not Taken
	0000005	Sample, Student 5	4/2/1989	4/16/2018	1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
	0000006	Sample, Student 6	7/2/1989		1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
	0000007	Sample, Student 7	3/14/1981	3/19/2017	1/24/2017	2/1/2017	1/24/2018	2/17/2017	Passed
	0000008	Sample, Student 8							
	0000009	Sample, Student 9							
	0000010	Sample, Student 10							
	0000011	Sample, Student 11							
	0000012	Sample, Student 12							

When the exam results column shows Not Taken, it means that the student is authorized to test, but they have not yet taken their exam. In this situation, the exam date is automatically populated with the application expiration date. They may or may not be scheduled to take the exam. Unfortunately, AMT has no way of knowing whether the student has scheduled their exam with Pearson VUE or not.

Applicant Status

123456 - Sample College

RMA								
AMT ID	Name	Birth Date	Graduation	Application Start	Test Authorization	Application Expiration	Exam Date	Exam Results
0000001	Sample, Student 1	9/20/1998	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed
0000002	Sample, Student 2	3/21/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed
0000003	Sample, Student 3	12/7/1992	6/26/2017	8/31/2017	9/1/2017	8/31/2018	11/20/2017	No Show
0000004	Sample, Student 4	3/29/1989	1/18/2018	10/17/2017	11/3/2017	10/17/2018	10/17/2018	Not Taken
0000005	Sample, Student 5	4/2/1989	4/16/2018	1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000006	Sample, Student 6	7/2/1989		1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized

The Applicant Status report also lets you know when a student is not authorized to test. These applied on January 18th, and AMT is currently processing their paperwork. Normal processing time is 24-48 hours, assuming all of the information has been provided on the application. Sample student 6 did not put their graduation date on their application, so their application will take longer to get processed. This student has been informed via email. Note that when they haven't been authorized, the test authorization column and exam date column automatically populate with a date of 1/1/1900.

Applicant Status

123456 - Sample College

RMA AMT ID	Name	Birth Date	Graduation	Application Start	Test Authorization	Application Expiration	Exam Date	Exam Results
0000001	Sample, Student 1	9/20/1998	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed
0000002	Sample, Student 2	3/21/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed
0000003	Sample, Student 3	12/7/1992	6/26/2017	8/31/2017	9/1/2017	8/31/2018	11/20/2017	No Show
0000004	Sample, Student 4	3/29/1989	1/18/2018	10/17/2017	11/3/2017	10/17/2018	10/17/2018	Not Taken
0000005	Sample, Student 5	4/2/1989	4/16/2018	1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000006	Sample, Student 6	7/2/1989		1/18/2018	1/1/1900	1/18/2019	1/1/1900	Not Authorized
0000007	Sample, Student 7	3/14/1981	3/19/2017	1/24/2017	2/1/2017	1/24/2018	2/17/2017	Passed
0000008	Sample, Student 8	4/11/1975	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Passed
0000009	Sample, Student 9	12/25/1984	1/18/2017	2/28/2017	3/15/2017	2/28/2018	4/14/2017	Failed
0000010	Sample, Student 10	7/31/1996	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed
0000011	Sample, Student 11	6/6/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed
0000012	Sample, Student 12							

Students will show up on this report until their application expires, which is one year after their application date.

Exporting your reports

You can export your report. By choosing the icon showing a down arrow. You will get a pop up that lets you open or save the file in a PDF format.

The screenshot shows the AMT website interface. At the top, there is a navigation bar with links for 'Get Certified', 'Stay Certified', 'Learn', 'Be Involved', 'Schools', 'Employers', and 'About Us'. Below this is a 'Members' section with a 'Members' dropdown arrow. The main content area displays an 'Applicant Status' table for '123456 - Sample College'. The table has columns for RMA, AMT ID, Name, Birth Date, Graduation, Application Start, and Test Authorization. Below the table, a Firefox browser toolbar is visible, with a red circle around the download icon. A dialog box titled 'Opening document.pdf' is open, showing the file name 'document.pdf' and the option to 'Save File'. The 'OK' button in the dialog box is also circled in red.

RMA	AMT ID	Name	Birth Date	Graduation	Application Start	Test Authorization
	0000001	Sample, Student 1	9/20/1998	8/10/2017	7/19/2017	7/20/2011
	0000002	Sample, Student 2	3/21/1991	12/20/2017	12/4/2017	12/5/2011
	0000003	Sample, Student 3	12/7/1992	6/26/2017	8/31/2017	9/1/2017
	0000004	Sample, Student 4	3/29/1989	1/18/2018	10/17/2017	11/3/2011
	0000005	Sample, Student 5	4/2/1989	4/16/2018	1/18/2018	1/1/1900
	0000006	Sample, Student 6	7/2/1989	1/18/2018	1/18/2018	1/1/1900
	0000007	Sample, Student 7	3/14/1981	3/18/2017	1/24/2017	2/1/2017

Converting into Excel

To change your PDF into an excel file, go to File, Export To, Spreadsheet, Microsoft Excel Workbook.

The screenshot shows the Adobe Acrobat Pro DC interface. The 'File' menu is open, and the 'Export To' option is selected. A submenu is displayed with 'Spreadsheet' selected, and another submenu shows 'Microsoft Excel Workbook' as the chosen format. The document content is a table with the following data:

Applicant Status									
								Exam Date	Exam Results
								8/12/2017	Passed
								12/16/2017	Failed
								11/20/2017	No Show
								10/17/2018	Not Taken
								1/1/1900	Not Authorized
								1/1/1900	Not Authorized
								2/17/2017	Passed
								12/16/2017	Passed
								4/14/2017	Failed
0000010	Sample, Student 10	7/31/1996	8/10/2017	7/19/2017	7/20/2017	7/19/2018	8/12/2017	Passed	
0000011	Sample, Student 11	6/6/1991	12/20/2017	12/4/2017	12/5/2017	12/4/2018	12/16/2017	Failed	

Support and resources

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