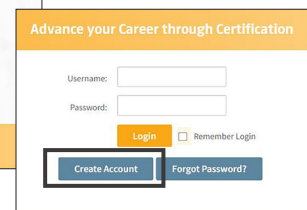




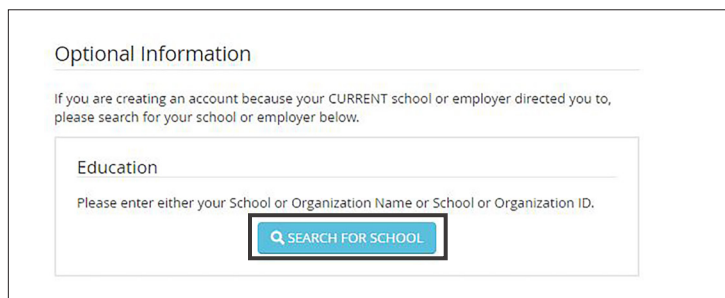
# A Quick Guide to Your AMT Application

## CREATE AN ACCOUNT

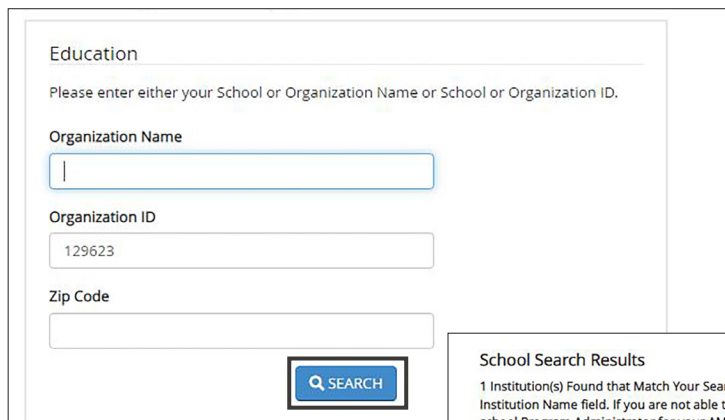
- ▶ Visit [www.americanmedtech.org](http://www.americanmedtech.org)
- » Click on login.
- » If you already have an account, enter your login information. If not, click on create an account.



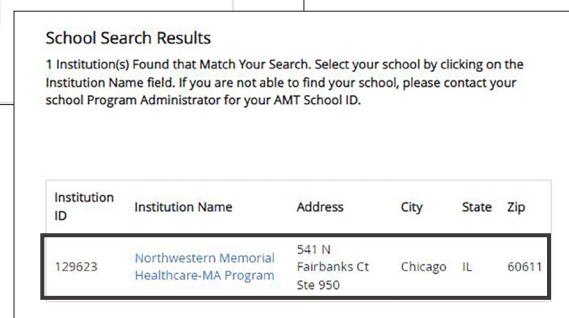
- ▶ Follow the steps to create a profile:
  - » Find your school.
  - » Connect your profile to your school by clicking on search for school.



- » Ask your program director or instructor for your school's organization ID, and enter it into the form.



- » Click on your school.



# APPLY ONLINE

► **Apply online right from the profile confirmation page.**

You will need to log in again.

» Choose your certification and the education route, click on next.

» Complete your personal information.

### Profile Created

Your profile has been created with the following information. Please select the My Account option to edit your profile details.

#### Your Login Information

Username	alexwhite1242@gmail.com
Password	*****

#### Basic Information

AMT ID	2989401
First Name	Alex
Last Name	White

#### Primary Contact Information

Address Type	Home
Mailing Address	926 W Margate Ter
Mailing Address Cont.	202
City	Chicago
State/Province	IL
Zip/Postal Code	60640
Country	United States
Cell/Primary Phone	3143744359
Email Address	alexwhite1242@gmail.com

MY AMT PORTAL
APPLY ONLINE

Note: You must first login to visit these pages.

► **Move on to Education and Training.**

» Complete all known information.

» Connect your profile to your school again by clicking on search for school.

### Submit your application...

Select your Certification Type and Eligibility Route. (For details, click the [Eligibility Route Descriptions](#) links below.)

#### Important notes:

**Don't create a new application if...**

- you just need to make changes to an application you already submitted. Instead, please review the Application Summary report in your AMT Portal and email your changes or corrections to [documents@americanmedtech.org](mailto:documents@americanmedtech.org). Incomplete or missing information can delay the processing of your application.
- you were previously certified with AMT and want to re-establish your certification. See the "[Lapsed Certification](#)" section of this website for further instructions.

**Payment with coupon code**  
If your school or employer is paying for your application:

1. Obtain a payment coupon code from that organization before starting this application.
2. Connect your application to the paying organization by selecting them from the list in either the Education Section "Search for School" or Employment Section "Search for Employer" of the application.
3. Enter the coupon code in the Payment Section of the application.

- Medical Assistant (RMA)
- Phlebotomy Technician (RPT)
- Medical Administrative Specialist (CMAS)
- Dental Assistant (RDA)
- Dental Assisting Radiography (DAR)
- Medical Laboratory Scientist (MLS)  
(formerly Medical Technologist (MT))
- Medical Laboratory Technician (MLT)  
*AMT's MLT exam is approved in the state of CA. Applicants choosing to take the exam for recognition by the state must note that the competencies covered on the test exceed CA state's lawful scope of practice.*
- Medical Laboratory Assistant (CMLA)
- Allied Health Instructor (AHI)
- Certified Laboratory Consultant (CLC)
- Molecular Diagnostic Technologist (MDT)
- Patient Care Technician (PCT)

**Eligibility Route Descriptions**

- RMA
- RPT
- CMAS
- RDA
- DAR
- MLS
- MLT
- CMLA
- AHI
- CLC
- MDT
- PCT

NEXT



This will look the same as it did in the create an account section.

- » Enter your school's organization ID and search.
- » Click on your school.

## COMPLETE THE APPLICATION

- ▶ Skip the employment history section by scrolling and clicking on continue to examinee agreement.
- » Read the examinee agreement, click agree and submit.
- ▶ Continue to the payment screen.
  - » If you are paying, click on credit card, enter your information and click on process order.
  - » If your school will be paying for your application, click on my organization will pay.
  - » Ask your program director or instructor for a coupon code to enter in the space provided.
  - » Click on process order to complete your application.
- ▶ Your application is complete!
- ▶ Visit your AMT Portal by logging in to access:
  - » Application summary
  - » Acknowledgment letter
  - » Authorization to test letter
  - » Practice exam

— Allied Health Training

Degree or Diploma Awarded

Major or Name of Program

Name of School

Dates Attended From (MM/DD/YYYY)

Dates Attended To (MM/DD/YYYY)

Graduation or Completion Year (YYYY)

### Application for Certification

**EXAMINEE AGREEMENT**

If taking an exam, please read carefully – you must agree to the following policies in order to qualify for this examination:

1. **Validity Assurance and Score Cancellation**  
 AMT reserves the right to cancel any examination score if, in AMT's professional judgment, there is any reason to question the score's validity. Circumstances warranting score cancellation may include, but are not limited to: copying from notes or from another examinee's answers; speaking or otherwise communicating with others during the test administration; aiding or receiving aid from other examinees; consulting study aids of any type during the exam; copying, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; or having improper access to AMT exam content prior to the exam administration. Significant score increases upon retesting may also be investigated to ensure the authenticity of results. Misconduct may disqualify you from all future examination attempts and from AMT certification.
2. **Exam Confidentiality and Non-Disclosure Agreement**  
 The content of all AMT certification exams is copyrighted and is the property of AMT. Exam materials will be provided to you on a temporary basis for the sole purpose of testing your knowledge and competency in the discipline for which you seek certification. You are required to return any exam materials to the test administrator immediately after completing the exam, and you are prohibited from using or possessing AMT examination content for any other purpose or at any other time. You agree not to disclose, publish, copy, reproduce, transmit or distribute exam content, in whole or in part, in any form or by any means, for any purpose, without the express prior written authorization of AMT's Director of Testing and

**Payment Options**

Select Payment Method  CREDIT CARD  MY ORGANIZATION WILL PAY

If your organization is paying for your application and exam, obtain a coupon code from your organization.

Enter coupon code:

Your final total is **\$135.00**



▶ Check out AMT's library of exam prep resources, and build your confidence before your exam.

» Visit [americanmedtech.org/edge](https://americanmedtech.org/edge)

## ▶ Know Before You Test

### ABOUT YOUR APPLICATION

1. Good for one year
2. Allow 1-2 weeks for processing
3. Pay by credit/debit card OR if your school is paying, they will provide you with a coupon code
4. Fee is non-refundable

### SCHEDULING YOUR EXAM

1. Once your application gets processed, you will be sent an email with directions on how to schedule your exam.
2. Exams are scheduled at Pearson VUE testing centers, unless your school is registered as a testing site.
3. AMT cannot schedule your exam for you.
4. The Pearson VUE profile you create for the exam is separate from your AMT account.

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[www.americanmedtech.org](http://www.americanmedtech.org)