AMT
American Medical Technologists
Certifying Excellence in Allied Health

AMT Candidate Handbook

AMT certification gives you the advantage you need to advance your career

American Medical Technologists is a nationally recognized, not-for-profit certifying agency for health practitioners who meet entry-level education, experience, and examination requirements.

Compliance with eligibility requirements results in the issuance of a certificate and membership in American Medical Technologists (AMT).

© 1992, American Medical Technologists

Most recent revision: **September 2025**

The information presented in this booklet reflects the policies of American Medical Technologists at the time of publication. The policies are subject to change and procedural modifications may occur without notice.

TABLE OF CONTENTS

GENERAL INFORMATION 1

American Medical Technologists 1

Purpose of the Certification Examinations 1

APPLYING FOR CERTIFICATION 1

The Application Process 1

Non-Discrimination Policy 2

Application Appeals and Reconsideration of Adverse Certification Decisions 3

EXAMINATION ADMINISTRATION THROUGH COMPUTER-BASED TESTING (CBT) 3

General Information. 3

Authorization to Test 4

Examination Security and Test Administration Regulations 4

Policy Regarding Eyeglasses 4

The Day of the Examination 4

Promptness 4

Identification 4

Rescheduling Policy 5

Cancellation Policy 5

IMPORTANT INFORMATION FOR ALL EXAMINEES 5

Questionable Test-Taking Behavior 5

Examinee Agreement Regarding Score Cancellations and Confidentiality 6

Special Accommodations 6

EXAMINATION RESULTS 7

Scoring Procedures 7

Scores and Score Reports 7

Processing Time 7

Retesting 7
EXAMINATION DEVELOPMENT 7
The Examinations, Qualifications, and Standards Committees 7
The Competency Outline 7
EXAMINATION FORMAT AND CONTENT 8
Examination Format 8
Examination Content 8
Pretest (Pilot) Questions. 8
EXAMINATION PERFORMANCE STANDARDS 8
Criterion-referenced Examinations 8
Setting the Criterion (passing score) 9
Passing the Examination and Reexamination 9
MAINTENANCE OF EXAMINATION QUALITY AND TEST SECURITY 9
Collection and Review of Statistical Indices 9
Examination Development 9
Examination Security 10
CERTIFICATION 10
AMT Certification 10
The Purpose of Certification Reactivation and Continuing Competence 10
Certification Continuation Program (CCP) 10
Standards of Practice 11-12
Disciplinary Process and Revocation of Certification 12
AMT Test Taker's Honor Code 13-14
Resources 15
Addendum A 16-17
Addendum B 18
Frequently Asked Questions about Computerized Testing 19

GENERAL INFORMATION

American Medical Technologists
American Medical Technologists (AMT) is a national agency that certifies examination-based primary designations of healthcare personnel: medical technologists, medical laboratory technicians, office laboratory technicians, medical assistants, phlebotomy technicians, dental assistants, and medical office administrative specialists. The organization's purpose is to help protect the welfare of the public by maintaining competency standards in these occupations.

As an accredited member of the National Commission for Certifying Agencies (NCCA), a division of the Institute for Credentialing Excellence (ICE), AMT adheres to a number of rigorous criteria regarding the conduct of its credentialing programs. All AMT certification examinations are constructed and administered in accordance with methodologies recognized by both psychometric and credentialing communities.

Purpose of the Certification Examinations
AMT certification examinations are intended to evaluate the competence of entry-level practitioners. The tests address content areas defined and validated by subject-matter experts, educators, and individuals working in their respective fields. As the tests provide only one source of information regarding examinee competence, they are used in conjunction with other indicators of training and experience in the granting of certification.

APPLYING FOR CERTIFICATION

1. **The Application Process**

   Obtain the application and review the eligibility requirements for the designation in which you seek certification. The application may be completed online at: **americanmedtech.org**.

2. **Review the *Candidate Handbook* prior to completing the application.** The *Handbook* outlines important information and requirements to which all applicants must comply.

   When submitting an application, candidates must pay close attention to the documentation required. Also, it is the candidate's responsibility to stay informed of the progress of the application via the AMT website and to assist in the timely response of references and employers. Candidates should allow sufficient time for application review and processing (normally 1-2 business days). Candidates are encouraged to submit the application and required documentation as early as possible to allow for unanticipated delays. Applicants applying for special accommodations should allow additional processing time (up to 30 days) and must submit appropriate documentation as outlined in a subsequent section of this handbook. Appeals for denied applications may be filed according to the stipulations outlined in a subsequent section of this handbook. Application fees are **NOT** refundable.

3. **Wait for emailed confirmation from AMT indicating that you have been approved to test.** When a candidate's application is complete and has been approved by AMT, an *Authorization to Test* letter will be issued. The correspondence will include all details necessary to schedule an examination administration.

4. **Schedule a test administration session.** All AMT examinations are administered on computer at Pearson VUE testing center. Appointments at the testing centers may be made after receiving an "Authorization to Test" letter from AMT. Candidates are

advised to make appointments to test as soon as practical, to allow for the selection of a time, date, and test center location that best accommodates their schedules.

5. **Attend the examination administration.** Detailed information regarding test administration provisions and requirements is provided in this handbook.

6. **Receive examination results.** Candidates examined by computer-based testing (CBT) receive results immediately upon completion of the test administration session. Results will not be issued via telephone, facsimile transmission, or emails, under any circumstances.

Non-Discrimination Policy
Qualified applicants are considered for certification without regard to race, color, religion, gender, national origin, age, marital status, medical condition, or disability.

Application Appeals and Reconsideration of Adverse Certification Decisions
Applicants deemed ineligible to sit for an AMT certifying examination or who have an adverse certification decision have the opportunity to appeal.

Stage 1: Appeal to the Examinations, Qualifications, and Standards Committee

An applicant may appeal the decision of the AMT Office Staff regarding application eligibility or appeal an adverse certification decision to the Examination, Qualifications, and Standards (EQS) Committee by writing the Committee within 60 days of notification of the decision. The applicant may submit any documentation deemed necessary to support the appeal. The EQS Committee may meet in person or by telephone to discuss the appeal. The Committee may allow the applicant to be present at a personal meeting, if one is held, or may talk to the individual by telephone. All of the applicant's expenses pertaining to the appeal will be borne by the applicant. The Committee will notify the applicant in writing of its decision within 120 days of receipt of the original written appeal.

Stage 2: Appeal to the AMT Board of Directors

Applicants may appeal the decision of the EQS Committee to the AMT Board of Directors by writing to the President of the Board within 60 days of notification of the Committee decision. The applicant may submit any documentation deemed necessary to support the appeal. The Board may meet in person or by telephone. The Board may allow the individual to be present at a personal meeting, if one is held, or may talk to the applicant by phone. All of the applicant's expenses pertaining to the appeal will be borne by the applicant. The Board will notify the applicant of its decision in writing within 120 days of receipt of the written appeal. The decision of the Board of Directors is final.

AMT Board of Directors Options: The fundamental decision of the Board will be to affirm or overturn the Office Staff or committee decision. However, the Board may also opt to make other decisions deemed appropriate.

EXAMINATION ADMINISTRATION THROUGH COMPUTER-BASED TESTING (CBT)

General Information
All AMT CBT is administered under contract with Pearson VUE. Pearson VUE testing centers are available at several hundred locations in the United States, its territories and overseas locations. Complete and current information regarding domestic Pearson VUE sites can be reviewed at the website:pearsonvue.com/amt. This site also provides maps and driving instructions to each testing center.

Authorization to Test
Once a candidate's Application for Certification is complete and has been officially approved by AMT, an Authorization to Test letter is posted on the candidate's home page. At the same time, AMT sends Pearson VUE an electronic authorization indicating which candidates are approved and eligible for examination Upon receipt of the Authorization letter, domestic candidates may log on to pearsonvue.com/amt or call Pearson VUE directly at 888-846-6941 to schedule an examination time and place. The letter contains the telephone number and other important testing information.

Examination Security and Test Administration Regulations
To ensure that all AMT candidates are examined under comparable conditions employing fair and accurate testing methods, it is essential that testing environments be standardized. In addition to other provisions outlined in this booklet, the regulations below seek to achieve test standardization and augment test security. No cellular phones, pagers, cameras, photographic or video equipment, transmitters, or electronic equipment of any type is allowed in the testing room. No papers, books, textbooks, notebooks, notes, unauthorized scratch paper, calculators or food are permitted in the testing room. Eating, drinking, and tobacco use are prohibited. Any violation of the testing policies and procedures outlined in this booklet may result in dismissal from the testing center, invalidation of examination results, and forfeiture of eligibility to test and associated fees.

Policy Regarding Eyeglasses
The check-in procedure at computerized test centers includes an inspection of eyeglasses. Prior to admittance, examinees will be required to remove eyeglasses (or present eyeglasses intended for use) and show them to the test center administrator for inspection without handing them to the administrator. In addition, Google Glass and other similar technologies are prohibited. Eyeglasses not passing inspection and Google Glass will not be permitted in the examination room under any circumstances.

The Day of the Examination
Examinations are administered as scheduled in advance with Pearson VUE. It is advisable to bring a watch. Examinees are not permitted to continue taking the test beyond the established time limit. Visitors are not permitted in the examination room. Calculators are not allowed in the examination room and are not necessary. The examination questions are so constructed that all numerical calculations may be performed by hand. In addition, scratch paper should not be necessary.

Promptness
Examinees are advised to be at the administration site at least 30 minutes prior to the scheduled examination time to allow for check-in. Examinees arriving late may be refused admittance by the Pearson VUE proctor. Should this occur, the candidate will be required to pay a reexamination fee and reschedule another testing appointment.

Identification
In order to be admitted into a Pearson Testing Center, candidates MUST bring/ present two valid forms of matching Identification, both original, bearing their name and signature and at least one with a photograph. Acceptable photo identification is limited to: VALID Driver's License; Passport; VALID Military Identification; or State Identification Card (Benefits, FOID, Firearms, Concealed Carry cards are not valid for this purpose). The secondary identification must contain name and signature. Expired IDs are not acceptable, unless accompanied by valid renewal papers. Examinees must ensure that all identification matches the information on the authorization letter.

Examinees not providing acceptable identification will be refused admittance to test and will be required to pay a

reexamination fee and reschedule another testing appointment.

Time Limit for Computerized Testing
Examinees have established timeframes in which to complete the examination (see below):

- Dental Assistant (chairside) – 2.5 hours
- Dental Assistant (radiography) – 2.0 hours
- Medical Administrative Specialist – 2.0 hours
- Medical Assistant – 2.0 hours
- Phlebotomy Technician – 2.5 hours
- Medical Laboratory Scientist – 3.5 hours
- Medical Laboratory Technician – 3.0 hours
- Medical Laboratory Assistant – 2.5 hours
- Molecular Diagnostics Technologist – 3.0 hours
- Patient Care Technician – 2.5 hours

Breaks During Testing
NOTE: The examination counter/time will NOT be stopped during the exam administration for breaks, etc.

Rescheduling Policy
Examination appointments may be rescheduled without fee by contacting Pearson VUE no later than one full business day prior to the scheduled appointment.

For example, a candidate wishing to cancel an appointment for 10AM on a Monday morning would need to contact Pearson by 10AM Friday morning. Candidates must speak directly to Pearson VUE Call Center staff to authorize appointment cancellations.

If you cancel online (preferred) you must ensure you complete the entire process and receive the email notification that your exam has been cancelled. If no confirmation email is received, the exam has NOT been cancelled. There is no charge for rescheduling if the change is made at least one business day prior to the appointment.

Cancellation Policy
Examination appointments may be canceled without fee by contacting Pearson VUE no later than one business day prior to the scheduled appointment (see example above). There is no charge for canceling if the change is made at least one business day prior to the appointment. Candidates canceling appointments after one business day prior to a scheduled appointment will forfeit their full testing fee and will be assessed a retesting fee.

IMPORTANT INFORMATION FOR ALL EXAMINEES

Questionable Test-Taking Behavior
Proctors have been given specific instructions regarding questionable test taking behavior, or "cheating." Such behavior includes but is not limited to: examinees copying from one another, speaking to one another, copying from notes or looking at papers/texts/phones, etc. Proctors have been instructed to immediately terminate the examination for those individuals in question. Examinations terminated under such circumstances will be invalidated and the examinee will be subject to the policies outlined in this booklet.

Examinee Agreement Regarding Score Cancellations and Confidentiality

By applying and sitting for an AMT certification examination, all candidates agree to the following policies:

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 Competency Assurance. The unauthorized disclosure, publication, copying, reproduction, transmission, distribution or possession of exam content or materials in any form is a **crime** and may subject you to civil liability and/or criminal prosecution.

Special Accommodations
AMT is committed to ensuring that no individual is deprived of the opportunity to take an examination solely by reason of a disability. Special accommodations may be provided for candidates with documented disabilities. Candidates requesting special provisions must state their needs in writing when applying to take the examination. Requests should include (but are not limited to): 1) medically supported documentation of the disability, 2) accommodations requested for the examination, and 3) descriptions of past accommodations provided in other cases.

The computer-administered AMT examination tests the examinee's base of knowledge related to a certification discipline. The examination is combined with other indicators of competence in the larger certification process for a specific job function.

Accordingly, no candidate will be excused from the knowledge-based examination or offered a modification that would compromise the examination's ability to assess the skills and knowledge it is designed to measure. Similarly, no auxiliary aid or service will be provided that will fundamentally alter the examination or will result in an undue burden to AMT.

Whenever possible, the AMT Office will determine applicant eligibility for special provisions. Candidates should allow the AMT Office reasonable time (up to 30 days) to review the request, and if warranted, make provisions to provide an accommodation. The proctor will be notified if special considerations are granted.

EXAMINATION RESULTS

Scoring Procedures
All computerized examinations are scored immediately by the computer. This scoring method allows for both a high degree of quality control with respect to the accuracy of results, in addition to absolute objectivity with respect to scoring.

Scores and Score Reports
Following examination scoring at the conclusion of a test administration, examinees receive a printed report notifying them of their examination performance. Candidates examined at a testing center will receive overall results displayed on the computer screen at the end of the test administration session. Candidates will also receive their results on paper, provided by the proctor.

Passing examinees receive a report indicating the passing score on the examination (70), the range of scores

obtainable, and their obtained scale score only. Failing examinees receive a report containing the same information, in addition to information regarding the subsections of the test in which they obtained low scores. The report will display plus signs "+" next to the domains in which the examinee performed satisfactorily and minus "-" signs next to the domains in which the examinee performed unsatisfactorily. Failing examinees may consider these areas of weakness in preparation for retesting. Subsection content domain mastery/non-mastery feedback is provided as a guide to content areas where additional review or professional development may be helpful in preparing to retake the exam. Performance in a content domain is based on fewer test items and is therefore less reliable than performance on the whole examination.

Although there are 200-230 questions on the examination, the minimum passing score on the examination is translated into the number 70, on a scale ranging from 0 to 100. This system of "scaled scores" is used to provide a common scale for reviewing and reporting test results across examinees, and across different forms of the same test.

It is important to note that 70, and the scores that examinees receive, are neither percentages of questions, nor numbers of questions answered correctly. Rather, these are points on a 0 to 100 scale. Therefore, a score of 99 would NOT indicate that 99% of the questions were answered correctly, or that 99 questions were answered correctly.

Processing Time
Examination results are available immediately upon completion of computer administered examinations. Test results appear on the screen and a paper copy of the results is provided. In addition, results are provided to examinees in writing only and are not available by telephone.

Retesting
Because performance is evaluated with respect to all content areas, failing candidates who choose to retake the test are required to retake the entire examination. Candidates can retake the examination three additional times after the first failure, up to a total of four (4) times, for that certification. After failing any test, it is recommended that candidates study all areas in which mastery of the material was not achieved (as indicated on a failing score report) before reattempting a test. A retesting fee is required.

EXAMINATION DEVELOPMENT

AMT's **Examination, Qualifications, and Standards Committees (EQS)** develop all certification examinations. Each certification designation has a respective committee of subject-matter experts that is responsible for constructing examinations within its discipline. In addition to generating and updating specifications on which the examinations are based, the Committees write test questions and review questions submitted from other sources (questions are submitted by instructors, experts, practitioners, and other individuals associated with a specific occupation). The Committees also determine certification requirements and address standard-setting issues related to their respective credentials. After construction by the expert committees, examinations are subsequently reviewed and approved by the primary EQS Committee under the auspices of the American Medical Technologists Board of Directors.

The Competency Outline
American Medical Technologists administers "competency-based" certification examinations. A competency-based testing strategy involves assessing whether or not examinees possess the skills and knowledge required for successful performance in a particular job role.

The first step in the development of this type of test is to define the work role by listing the areas in which a certificant must be competent. Such a list may include a variety of aspects addressing knowledge of procedures, knowledge of theories, and

application of theories, in addition to a number of other knowledge and skill-related statements.

In the development of examinations, the EQS Committee begins by constructing a draft of the competency (or task) inventory. The preliminary list is then circulated to a random sample of practitioners to obtain their input. The competency outline presented for each discipline represents the consensus of experts and practitioners regarding the composition of the respective work role. (The outline is actually a summary of a more detailed task inventory.)

Once the list of competencies required for successful practice is developed, test questions are written to address each competency. The items are then classified in terms of several dimensions and entered into a computerized item bank. As the number of written test questions far exceeds the number of questions allowable on a particular test, examinations contain only a sample of items (therefore referencing only a sample of competencies). However, during test construction, the items are drawn from the bank in such a way as to ensure that representative samples of competencies are assessed.

The summary content outline presented for each certification describes the knowledge and task areas considered by American Medical Technologists to comprise the practitioner work role. Given the development of thorough and appropriate competency lists, and the selection of item samples adequately representing requisite competencies, valid tests for practitioner certification may be constructed. Through the employ of subject-matter experts, practitioner input, and extensive test validation research, American Medical Technologists continually strives to maintain sound, updated examinations.

EXAMINATION FORMAT AND CONTENT

Examination Format
AMT certification examinations consist of 100-230 four-option, multiple-choice items. Examinees are required to select the single best answer from among the four alternatives. Multiple answers for a single item are scored as incorrect. Test items may require examinees to recall facts, interpret graphic illustrations, interpret information presented in case studies, analyze situations, or solve problems.

Examination Content
The general content outline for the certification examination can be found on the AMT website. The percentages of questions indicated for each content area should be considered reliable, but approximate. Examination content outlines for all certifications may be found on the

AMT website: americanmedtech.org. Outlines are available on the “Get Certified – Prepare” page at: Get Certified – Prepare. (*Links may be clicked to access page*.)

Pretest (Pilot) Questions
AMT examinations may contain pretest items that are unscored questions embedded in the test. AMT uses data gathered in this manner to evaluate new, unused questions prior to use on future certification examinations. Pretest questions are not identified in the test and they appear just like any other question. The total time allowed for testing takes the presence of pretest items into consideration. Time is allowed to answer these questions. As pretest items are unscored, candidates’ answers to these questions will not affect test scores.

EXAMINATION PERFORMANCE STANDARDS

Criterion-referenced Examinations
AMT certification examinations are competency-based, criterion-referenced examinations. As such, they may be different from typical tests that most examinees may have taken.

Traditionally, many tests are scored or graded "on the curve." To obtain an "A" an examinee is only required to perform better than the rest of the people in the group who take the test. Criterion-referenced examinations (including those employed by AMT) do not use the group for determining performance, but rather an external standard called the "criterion." Examinee performance is evaluated against this standard to determine if an individual's score is sufficiently high to indicate competence to begin working in the field as a professional.

Setting the Criterion (passing score)
To determine the criterion or "passing score," each examination item is reviewed independently by qualified, experienced individuals in the field. The experts on the EQS Committee then evaluate the difficulty of each individual examination item to determine the passing score. The interested examinee may consult the following reference for a more detailed discussion of the method: Livingston, S.A., & Zieky, M.J. (1982).

Passing Scores: A Manual for Setting Standards of Performance on Educational and Occupational Tests. New Jersey: Educational Testing Service.

The advantage of a criterion-referenced examination is that the focus changes from the question: "Is this individual better (or worse) than the rest of the group being tested?" to: "Is this individual sufficiently competent, based on this examination, to be allowed to practice in the profession?"

For additional information regarding the passing score determination methodology related to specific AMT certification examinations see:

Addendum A – Method for determining the passing score

Addendum B – Passing Rates

Passing the Examination and Reexamination
The minimum passing score for an examination is translated into the number 70 (on a scale ranging from 0 to 100). To pass the examination, a candidate must obtain a scaled score of 70 or greater. Although the examination consists of several distinct content areas, evaluation of test performance is based on the total score that a candidate obtains, combined across all content sections. Because performance is evaluated with respect to all content areas, failing candidates who choose to retake the test are required to complete the entire examination. Candidates are allowed to retake the examination three additional times after the first failure. After failing any test, it is recommended that candidates study all areas in which mastery of the material was not achieved (as indicated on a failing score report) before reattempting a test. A retesting fee is required. Candidates may take an examination for a specific certification discipline a maximum of four times. Applications remain active for one year. Candidates wishing to be examined after an application has expired will be required to submit a new application in addition to any required documentation.

MAINTENANCE OF EXAMINATION QUALITY AND TEST SECURITY

Collection and Review of Statistical Indices
After each examination is scored, statistical reports are generated that show how each question in the test performed. The results of these analyses are reviewed by members of the EQS Committee. The Committee or its designate makes a final determination regarding the suitability of a particular question, and the answer to the question.

Examination Development
Test items retained in the AMT item bank are regularly reviewed and evaluated. Necessary changes or deletions are made to update content and relevance. New items added to the bank proceed through numerous reviews and evaluations before

approval and acceptance. Certification examination development is the direct responsibility of the EQS Committees.

In constructing different forms of a test, a change in an individual item does not alter the balance of the complete examination. The subject matter, examination passing score and other data for each item are considered when constructing an examination. This provides all examinees with consistent and comprehensive examinations. Candidates may be assured that the content of the examination and the required level of performance will be similar in all administrations. Test validation research is periodically conducted to ensure that the content of examinations is current and relevant to each certification designation. Furthermore, comprehensive statistical summaries are prepared annually to assess the performance outcomes of all examinations administered.

Examination Security
All examinations administered by AMT are processed with the highest degree of security allowable. All examination administrations are conducted under strict direction of proctors. Test documents are handled at the AMT Office under secure conditions.

CERTIFICATION

AMT Certification
Candidates who meet all application requirements, pass the certification examination, and comply with policies and provisions for their respective disciplines may become certified by AMT. New certificants receive materials and information describing the benefits and responsibilities of being certified by AMT, in addition to a membership certificate and wallet card. Candidates should be aware of several key policies that are relevant following the granting of certification to include: The Certification Continuation Program (CCP), The Standards of Practice, and the Disciplinary Policy.

The Purpose of Certification Reactivation and Continuing Competence
The purpose of continuing competence is to ensure and demonstrate that the skills, knowledge, and abilities that certificants possess at the time of initial certification remain persistent throughout their careers. Continuing competence involves ensuring that practitioners keep pace with the rate of change encountered in healthcare and that practitioners maintain skills that are calibrated with current healthcare practices, regardless of the stages of their careers. In meeting the goal of continual competence, practitioners must demonstrate that they meet certification reactivation requirements every three years, on an ongoing basis. This time frame is consistent with the appropriate maintenance of current skills and knowledge in healthcare.

The *Certification Continuation Program (CCP)* is intended to promote and recognize practitioners who demonstrate continued efforts to carry the competencies present at initial certification throughout their careers. The purpose and goal of the CCP is the same as that of certification in general: To facilitate the provision of competent healthcare.This effort is also intended to promote safety and professional conduct in all practice-related responsibilities.

Certification Continuation Program (CCP)
The Program requires all new certificants to participate in, and document activities supporting the continuation of AMT certification every three years. In meeting this requirement, certificants are required to accrue continuing education through the following qualifying activities: Professional Education, Formal Education, Authorship of Written Works, Instructional Presentations and Organizational Participation. In addition, certificants must comply with the AMT Standards of Practice. Certificants will receive reminders via mail and email regarding their compliance with the Program, throughout the years. Members are encouraged to use AMTrax to track their

CE and other related activities. Certificants must comply with required program elements to remain certified. Individuals not in compliance with the CCP policy are not considered by AMT to be certified.

Standards of Practice
The American Medical Technologists is dedicated to encouraging, establishing and maintaining the highest standards, traditions, and principles of the disciplines which constitute the allied health professions of the certification agency and the Registry.

Members of the Registry and all individuals certified by AMT recognize their professional and ethical responsibilities, not only to their patients, but also to society, to other health care professionals, and to themselves.

The AMT Board of Directors has adopted the following Standards of Practice which define the essence of competent, honorable and ethical behavior for an AMT-certified allied health care professional. Reported violations of these Standards will be referred to the Judiciary Committee and may result in revocation of the individual's certification or other disciplinary sanctions.

I. While engaged in the Arts and Sciences that constitute the practice of their profession, AMT professionals shall be dedicated to the provision of competent and compassionate service and shall always meet or exceed the applicable standard of care.

II. The AMT professional shall place the health and welfare of the patient above all else.

III. When performing clinical duties and procedures, the AMT professional shall act within the lawful limits of any applicable scope of practice, and when so required shall act under and in accordance with appropriate supervision by an attending physician, dentist, or other licensed practitioner.

IV. The AMT professional shall always respect the rights of patients and of fellow health care providers, shall comply with all applicable laws and regulations governing the privacy and confidentiality of protected healthcare information, and shall safeguard patient confidences unless legally authorized or compelled to divulge protected healthcare information to an authorized individual, law enforcement officer, or other legal or governmental entity.

V. AMT professionals shall strive to increase their technical knowledge, shall continue to learn, and shall continue to apply and share scientific advances in their fields of professional specialization.

VI. The AMT professional shall respect the law and pledges to avoid dishonest, unethical or illegal practices, breaches of fiduciary duty, or abuses of the position of trust into which the professional has been placed as a certified healthcare professional.

VII. AMT professionals understand that they shall not make or offer a diagnosis or dispense medical advice unless they are duly licensed practitioners or unless specifically authorized to do so by an attending licensed practitioner acting in accordance with applicable law.

VIII. The AMT professional shall observe and value the judgment of the attending physician, dentist, or other attending licensed practitioner provided that so doing does not

clearly constitute a violation of law or pose an immediate threat to the welfare of the patient.

IX. AMT professionals recognize that they are responsible for any personal wrongdoing, and that they have an obligation to report to the proper authorities any knowledge of professional abuse or unlawful behavior by any party involved in the patient's diagnosis, care and treatment.

X. The AMT professional pledges to uphold personal honor and integrity and to cooperate in protecting and advancing, by every lawful means, the interests of the American Medical Technologists and its Members.

Disciplinary Process and Revocation of Certification

AMT certificants will be disciplined, if necessary, under Articles IX and XI of the AMT National Bylaws and the standing Disciplinary Policy approved by the AMT Board of Directors.

AMT TEST TAKER'S HONOR CODE

As a candidate for AMT certification, I will not participate in or tolerate academic dishonesty

American Medical Technologists is dedicated to establishing and maintaining the highest standards, traditions, and principles for practitioners in the allied health disciplines it certifies. AMT certificants recognize their professional and ethical responsibilities, not only to the patients they serve, but also to society, to other healthcare professionals, and to themselves.

The AMT Board of Directors has established *Standards of Practice* that define the essence of competent, honorable, and ethical behavior for an AMT-certified healthcare professional. The *Standards* include the pledge to avoid dishonest, unethical, or illegal practices, and to uphold personal honor and integrity. However, honorable, responsible behavior does not start when certification is granted but is also present at every stage of becoming a professional.

The first step toward certification is the decision to become a healthcare professional and continues with participation in a program of instruction. At the conclusion of the program, candidates for certification are examined to determine if they have achieved a certain standard of competency. That assessment is only valid, however, if ethical behavior is persistent. Accordingly, candidates for certification demonstrate integrity by participating in an honest assessment of ability.

It is important to note AMT's zero tolerance for testing misconduct. Candidates who have engaged in misconduct in the past have been disqualified from eligibility for extended periods of time and in some cases have been permanently disqualified from certifying in any AMT discipline.

Observing the foundations of the following *Code* helps to ensure fair assessment:

AMT Test Taker's Honor Code

As a dedicated candidate for AMT certification, I pledge to uphold the highest standards of integrity during all assessment activities. By participating in the examination process, I commit to the following principles:

1. **Honesty**: For the protection of the patients that I will serve, I will complete the examination with full honesty and will not engage in any form of cheating or deception. I will not use unauthorized materials or assistance.
2. **Use of Technology**: I will not use unauthorized technology (cell phones, cameras, artificial intelligence, etc.) when taking a test.
3. **Confidentiality**: I understand that reproducing or distributing any part of a test undermines the fairness of the certification program and is considered unethical and unprofessional. I will not capture, record, or reproduce any part of the examination or share any information regarding the content of the examination with other individuals. Following test administration, I will not discuss questions on the examination with anyone.

4. **Fairness**: I will neither give nor receive any unauthorized aid. All exam responses will be my own.
5. **Responsibility**: I accept the responsibility to report any suspicious or dishonest activities that may undermine the integrity of the examination process.
6. **Trust**: I will follow all examination rules and guidelines, trusting in the fair and equitable evaluation of my performance.

By adhering to this honor code, I affirm my commitment to the values of AMT and to the healthcare community of which I intend to serve. I understand that dishonesty and cheating weaken the certification program and reduce the value of my own credential.

RESOURCES

Content Outlines - Examinations:

Content outlines for examinations in a specific certification may be found on the AMT website at americanmedtech.org in the Certification section under the individual certification of interest.

Content Outlines – Practice Examinations:

Practice examinations for the certification being sought may be found on the AMT website at americanmedtech.org in the Certification section under the individual certification of interest.

Reference Material and Publications:

Reference material for certification being sought may be found on the AMT website at americanmedtech.org in the Certification section under the individual certification of interest.

Practice Examinations:

Practice examinations are available for order and purchase on the AMT website at americanmedtech.org.

ADDENDUM - A

EXAMINATION DEVELOPMENT: DETERMINING THE PASSING SCORE

PURPOSE

The purpose of a standard setting is to develop a passing standard for the examination, reflecting the level of ability necessary for a certified individual to meet an appropriate work standard and perform at a safe and acceptable level of practice. The passing score is the minimum examination score a candidate must achieve to successfully earn the certification.

METHOD

AMT currently uses a multi-method standard setting approach which includes two different methods: Modified-Angoff and Hofstee. The rationale for the methods employed includes their criterion-referenced nature and approach. Criterion-referenced tests and assessments are designed to measure performance against a fixed set of predetermined criteria or learning standards (i.e., written descriptions of what practitioners are expected to know and be able to do at a specific stage of their occupation). Criterion-referenced tests are used to evaluate whether candidates have learned a specific body of knowledge or acquired a specific skill set, for example, the curriculum taught in a course, academic program, or content area. Other industry-accepted criterion-referenced standard setting methodologies may be employed in isolation, or in combination, to determine the exam passing score.

Modified-Angoff

The Modified-Angoff method is the most widely accepted and commonly used method of standard setting for licensure and certification exams[1]. The Modified-Angoff method is based on the concept of the Minimally Qualified Candidate (MQC). The yielding passing score is the lowest score that an MQC is likely to achieve. Candidates below this level are believed to lack sufficient knowledge, skills, or abilities to be certified. This method requires Subject Matter Experts (SMEs) to make judgments at the item-level as to the likelihood an MQC would be able to answer the item correctly. Raters are asked to provide ratings for each item using percentages (any value between 0 and 100). Multiple rounds of ratings, including a practice round, are conducted to allow the SMEs to modify their individual item estimates provided (based on the information provided between rounds). Prior to the final round of ratings, SMEs are provided additional information such as the exam answer key, the estimated difficulty for each item (based on prior performance), and the estimated impact data. Items that presented large discrepancies in the ratings provided are also discussed. The final ratings are then aggregated to determine the recommended passing score.

Hofstee

The Hofstee method is a more holistic approach to standard setting. This method requires SMEs to estimate acceptable ranges of passing scores and pass rates on the examination given their knowledge of the examination content and ability of the candidate population[2]. The average ratings are calculated, and the resulting values are plotted against a curve of the

[1] Angoff, W.H. (1971). Scales, norms, and equivalent scores. In R.L. Thorndike (Ed.), *Educational Measurement* (2nd ed.) (pp.508-600). Washington, DC: American Council on Education.

[2] Hofstee, W.K. (1983). The case for compromise in educational selection and grading. In S.B. Anderson & J.S. Helmick (Eds.), *On educational testing* (pp.109-127). San Fransisco, CA: Jossey-Bass.

candidate test-score distribution. The Hofstee method asks four questions to help clarify the standard setting process: 1) the minimum acceptable passing score, 2) the maximum acceptable passing score, 3) the minimum acceptable pass rate, and 4) the maximum acceptable pass rate. This method is not typically used as a standalone standard setting method, but it is often performed in addition to another method to allow for comparison and support the external validity argument of the standard.

The Modified Angoff method is the primary methodology used to determine passing scores. The Hofstee method is used to support the Angoff method and as a check for reasonableness when determining the final recommended passing score for an exam. These two methodologies were combined purposefully to enable SMEs to receive feedback regarding the alignment of their exam-level expectations for passing scores and pass rates (Hofstee) to their item-level passing score recommendation (Modified-Angoff).

PARTICIPANTS

Participants are selected from a pool of certified Subject Matter Experts (SMEs) who volunteered to assist AMT with examination and item development activities. Panel prospects are carefully vetted by staff and committee chairs prior to acceptance. Candidates must submit resumes which are evaluated along a number of dimensions to ensure knowledge and experience with the certified discipline. Candidates passing staff screening are presented to leadership for consideration of appointment. Final appointments are rendered by SMEs responsible for chairing panels. AMT staff attempt to balance participation by including individuals from diverse geographical locations, practice areas, and demographic backgrounds.

ADDENDUM – B

PASSING RATES

Number of Current Certificants, Examination Administration Volumes, and Passing Rates for AMT Certification Programs

		2024		2023		2022	
Certification Program	**Currently Certified**	**Number Examined**	**Percent Passing**	**Number Examined**	**Percent Passing**	**Number Examined**	**Percent Passing**
CMAS	176	57	75%	62	76%	20	80%
CMLA	395	217	65%	159	66%	113	79%
MLT	3,020	485	62%	493	67%	437	68%
MLS	10,332	1,119	65%	1,092	65%	853	61%
RDA	1,719	1,150	76%	1,068	75%	879	76%
RMA	58,275	7,779	70%	8,342	71%	8,329	72%
RPT	6,268	1,983	81%	1,997	83%	1,847	82%

FREQUENTLY ASKED QUESTIONS ABOUT COMPUTERIZED TESTING AT AMT

- **Where are computerized tests administered?** Pearson VUE testing centers are available at several hundreds of locations in the United States, its territories and at sites worldwide. Complete and current information regarding testing sites may be found at pearsonvue.com/AMT.

- **How frequently are tests administered?** Tests are available nearly every day of the year, except Sundays and Holidays. Contact your local testing center for availability.

- **When am I authorized to contact Pearson VUE and schedule an administration time?** When your completed AMT certification application and supplemental information has been reviewed, and approved as complete, you will receive an authorization letter. You may then contact Pearson VUE to schedule a date and time to take your examination. The BEST way to schedule your examination is on-line at pearsonvue.com.

- **What identification will I need for admittance into the Pearson VUE testing center?** You will need two forms of valid identification, both bearing your signature and at least one (1) bearing your photo. (Photo identification is limited to driver's license; state-issued Identification card; military identification or passport). **Ensure that the information on your identification matches the information on your authorization letter to avoid being turned away and assessed a retesting fee**.

- **Are calculators permitted in the test administration area?** Calculators are neither permitted nor required when taking your test.

- **When are my computerized test results available?** Your score is available moments after completing your test. A paper copy of your results letter is provided to you before leaving the testing center.

- **How soon may I retake an examination after an unsuccessful attempt?** Examinations may be rescheduled and retaken 45 days after the failed attempt.

- **What if I have other questions that are not addressed here?** For other questions contact the AMT Registrar at (847) 823-5169 or visit: americanmedtech.org

Good Luck on Your Certification Examination!

AMT
American Medical Technologists
Certifying Excellence in Allied Health

10700 W. Higgins Road, Suite 150
Rosemont, Illinois 60018
Voice: (847) 823-5169
E-mail mail@americanmedtech.org
Web: americanmedtech.org

Pearson VUE

PROUD MEMBER OF
Institute for Credentialing Excellence

ACCREDITED
CERTIFICATION PROGRAM
NCCA BY ICE