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*Candidate Handbook*

for

**Registered Medical Assistant (RMA)**

*Certification Examination*

*This Handbook contains information for candidates taking an AMT Certification Examination. Candidates should read this Handbook carefully and retain it for future reference. For additional information, contact AMT or visit [www.amt1.com](http://www.amt1.com).*



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**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).

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*Most recent revision: 2007*

*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.*

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## GENERAL INFORMATION

### American Medical Technologists

American Medical Technologists (AMT) is a national agency that certifies seven 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 National Organization for Competency Assurance (NOCA), 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

### The Application Process

**1. Obtain the correct application and review the eligibility requirements** for the designation in which you seek certification. Applications may be downloaded from the AMT website at: [www.amt1.com](http://www.amt1.com). Requests for applications may also be directed to the AMT Registrar at:

American Medical Technologists  
10700 West Higgins Road  
Rosemont, Illinois 60018

Voice: (847) 823-5169  
Fax: (847) 823-0458

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

**3. Complete and mail the application and application fee to the AMT Registrar (at the address provided above).** When submitting an application, candidates must pay close attention to the documentation required. Also, it is the candidate's responsibility to keep informed of the progress of the application and to assist in the timely response of references and employers. Candidates should allow sufficient time for application review and processing. Candidates are encouraged to submit applications and required documentation as early as possible to allow for unanticipated delays. Applicants applying for special accommodations should allow additional processing time 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.

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

**5. Schedule a test administration session.** AMT examinations are offered in either paper-and-pencil or computerized format (or both) depending upon a candidate's specific situation, application route, and certification designation. Candidates should be sure to schedule administrations as early as possible to ensure ample examination processing time.

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

**7. Await examination results.** Paper-and-pencil examination results will be issued by the Registrar only in writing, by mail. Results will not be issued via telephone or facsimile transmission under any circumstances. Candidates examined by computer-based testing (CBT) receive results immediately upon completion of the test administration session.

### **Non-Discrimination Policy**

Qualified applicants are considered for certification without regard to race, color, religion, sex, national origin, age, marital status, medical condition, or handicap.

### **Application Appeals Procedure**

Applicants deemed ineligible to sit for an AMT certifying examination have the opportunity to appeal that decision.

#### *I. Appeal to the Education, Qualifications, and Standards Committee*

An applicant may appeal the decision of the AMT Office Staff to the Education, Qualifications, and Standards (EQS) Committee by writing the Committee within 60 days of notification of the Staff 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.

#### *II. 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.

#### *III. AMT Board of Directors Options*

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

## **EXAMINATION ADMINISTRATION**

### **Administration Mode**

AMT certification examinations are available in both paper-and-pencil and computer-administered formats, depending upon which certification the candidate seeks. Candidates should speak with the AMT

Registrar assigned to their discipline to determine which administration format is appropriate and available for their specific case and circumstance. Information pertaining to both paper-and-pencil and computerized formats is presented in separate sections below. Be sure to pay careful attention to the rules pertaining to the administration method appropriate in your case.

### **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, beepers, 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, 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.

## **COMPUTER-BASED TESTING (CBT)**

### **General Information**

All AMT computer-based testing is administered under contract with *Pearson VUE*. Pearson VUE testing centers are available at several hundred locations in the United States and its territories. Complete and current information regarding domestic Pearson VUE sites can be reviewed at the website: **WWW.PEARSONVUE.COM**. 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 the AMT Registrar, an *Authorization to Test* letter is sent to the candidate. 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 logon to **WWW.PEARSONVUE.COM** or call Pearson VUE directly to schedule an examination time and place. The letter contains the number to contact Pearson VUE and other important information necessary for testing.

### **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**

Candidates must present two forms of identification bearing name and signature; one of these must bear

a recent photo. Candidates must present one of the following as the primary form of identification: **Passport, photo-bearing driver's license with signature, photo-bearing employee identification card, or military identification.** The secondary form of identification may include any of the above or a credit card. **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.**

### **Rescheduling Policy**

Examination appointments may be rescheduled without fee by contacting Pearson VUE no later than one business day prior to the scheduled appointment. 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. There is no charge for canceling if the change is made at least one day prior to the appointment. Candidates canceling appointments after one business day prior to a scheduled appointment will forfeit their full testing fee.

## **PAPER-AND-PENCIL TESTING**

### **The Day of the Examination**

Examinations are administered only on specific days and at times scheduled by American Medical Technologists. It is advisable to bring a watch. Examinees are not permitted to continue taking the test beyond the established time limit (see below).

Visitors are not permitted in the examination room. Also, calculators are not allowed in the examination room. The examination questions are so constructed that all numerical calculations may be performed by hand. Scratch paper is not permitted. Scratch work should be performed on the back of the packet that contains the examination booklet.

### **Promptness**

Examinees are advised to be at the administration site at least 15 minutes prior to the scheduled examination time.

### **Identification**

Examinees should be prepared to present two forms of identification to receive an examination packet (at least one of these forms should bear a photo and signature of the examinee). A current driver's license, employee identification card, or passport are acceptable forms of identification.

### **Time Limit**

Examinees have three (3) hours in which to complete the examination. Proctors have been instructed to begin timing after preliminary information has been entered on the answer sheets. All answer sheets and examination materials will be collected when three hours have elapsed.

### **Test Booklet Instructions**

The test packets that examinees receive at the proctoring site contain an answer sheet (see sample below) and a test booklet. Before beginning the test, examinees are required to complete the preliminary section of their answer sheets by following the instructions printed on the inside front cover of their test booklets. Examinees are required to read the instruction page carefully, and provide their name, address,



and signature as indicated. This information is important, as test results are forwarded to the address provided on the inside test booklet cover. If this information is not provided, examinees may experience delays in receiving their examination results.

**Pencils**

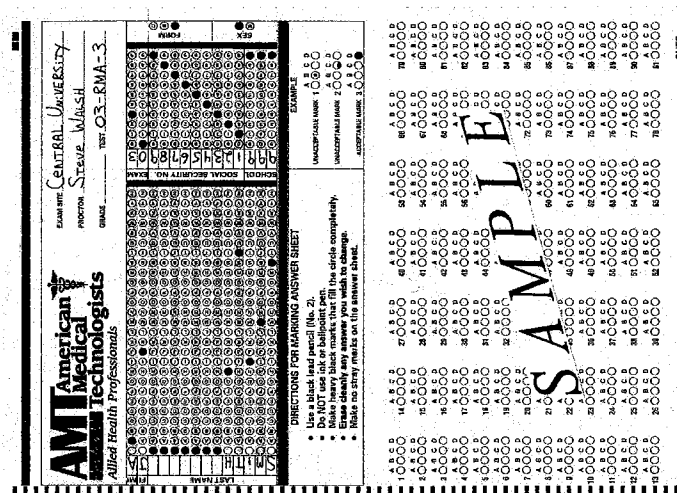
Answer sheets must be completed using a #2 lead pencil. Pencils will NOT be provided at the examination site. It is advisable for all examinees to bring at least **two sharpened #2 pencils** with them the day of the administration.

**Completing Answer Sheets**

As the answer sheets are scored using a computerized optical scanner, all marks must be heavy, dark, and completely filled in. The scanning equipment will NOT read light markings. Similarly, all erasures must be complete. In addition, AMT examinations are constructed so that questions have only one best answer. Therefore, provide only one response to each question. Multiple responses to a single question are automatically scored as incorrect.

**Sample Answer Sheet**

A sample answer sheet similar to that used by examinees is presented below. Detailed instructions for completing the answer sheet are provided by the examination proctor prior to the start of the administration. Examinees should follow the proctor's instructions carefully to ensure the accuracy of the results that they receive.



**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, examinees speaking to one another during the administration, or copying from notes. Proctors have been instructed to immediately collect the examination materials from those individuals in question. Examinations collected 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**

American Medical Technologists 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) documentation of the disability, 2) accommodations requested for the examination, and 3) descriptions of past accommodations provided in other cases.

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

## **EXAMINATION RESULTS**

### **Scoring Procedures**

All computerized examinations are scored immediately by the computer. All paper-and-pencil answer sheets are scored by machine (using an optical document scanner and computer). These scoring methods 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, examinees receive a letter notifying them of their examination performance. Passing examinees receive a letter indicating the passing score on the examination (70) and their obtained scale score only. Failing examinees receive a letter containing the same information, in addition to information regarding the sub-sections of the test in which they obtained low scores. Failing examinees may consider these areas of weakness in preparation for retesting.

Although there are 200-210 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. 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. The 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.

### 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 are provided by the proctor.

Paper-and-pencil examination results are forwarded within 6 to 8 weeks following the test administration. Results are not released until the candidate's application file is complete (with all information, documentation, signatures, and fees provided). In addition, results are forwarded 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 are allowed to retake the examination three additional times after the first failure. After the first failure, candidates may retake the examination ONE additional time without filing a new application. However, candidates must file a new application and provide documentation of additional training or retraining prior to attempting the examination a third time.

### Score Verification

Examinees receiving failing scores may request rescoring of the answer sheet that they completed. Rescoring requests must be submitted in writing to the AMT Registrar, accompanied by a \$25.00 rescoring fee. Upon receipt of a written request and the regrading fee, the examinee's answer sheet will be scored by hand. The Registrar will notify the candidate of the handscoring results. Rescoring requests **must be received no later than 60 days following the original release of results** for a particular examination. Requests received after 60 days will not be honored. Similarly, requests for handscoring of **prior** examinations will not be honored (unless they were also administered less than 60 days prior to request).

The AMT Office does not encourage examinees with scores close to passing to request handscoring. Quality control procedures are performed during the time of initial scoring. These control procedures include the handscoring of a sample of answer sheets to verify the correctness of the machine-scored answer key. Therefore, it is highly unlikely that examination results will change from fail to pass if rescored by hand.

### Results Appeals Procedure

Candidates receiving a validated failing grade have the right to appeal. An unsuccessful candidate wishing to review an examination must file a written request with the AMT Registrar **within 60 days after the original release of results, or within 30 days after the release of handscoring results, whichever comes last**. Reviews may be held at the AMT Office, at the candidate's expense. While there is no charge for the review, any travel, lodging, or other expenses incurred are the responsibility of the candidate. Alternatively, the candidate may request a review in the state in which the test was given. While AMT cannot guarantee a review in the same state, the AMT Office will attempt to accommodate such requests. In such cases, the AMT Executive Director may seek assistance from the AMT State Society president, and/or the proctoring chair. Similarly, personal expenses incurred for local reviews are

also the responsibility of the candidate. Reviews will be held at a time agreed upon by all parties.

The candidate may not be accompanied during the review by any person other than the AMT representative. Prior to the review, the candidate will be asked to present photo identification (driver's license, employee identification card, passport, etc.). The candidate will receive a test booklet copy and a copy of his answer sheet (original test booklets are not retained and are therefore not available for review).

In the presence of the AMT representative, the candidate may review the examination for a maximum of 90 minutes: one-half of the initial administration period. The representative will explain that he or she cannot defend the examination, attempt to answer any question, or refute any question during the review process. The candidate will be provided with a review form on which to offer comments, questions, or claims of error contained in the examination. The review form will be presented to the Education, Qualifications, and Standards Committee for review and comment, and will be retained by the AMT Office.

Although bound reference books will be permitted, tape recorders and other reproduction devices are prohibited in the review area. The candidate will be permitted to write only on the review form, and will not be allowed to remove anything from the area (the candidate will also be required to sign an agreement to this effect prior to review). Should it be necessary for the candidate to leave the review area at any time, all materials will be collected and returned to the candidate upon return.

The candidate will not be permitted to review any single form of the examination more than once. Reexamination will not be permitted within 30 days of the date upon which a review took place.

## **EXAMINATION DEVELOPMENT**

### **The Education, Qualifications, and Standards Committees**

Examinations are developed by the Education, Qualifications, and Standards (EQS) Committees of American Medical Technologists. 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 Education, Qualifications, and Standards 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 200-210 four-option, multiple-choice items (sample questions are included in a subsequent section of this booklet). 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 is presented in a subsequent section of this booklet. The percentages of questions indicated for each content area should be considered reliable, but approximate.

## **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 in the Education, Qualifications, and Standards Committee then apply the method described below 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.

Item raters begin by identifying which answer choices the minimally-competent, entry-level individual should be able to eliminate as clearly incorrect. The number of remaining answer choices determines the probability of choosing the correct answer. The average of all reviewers' judgments determines the

Minimum Passing Level (MPL) of each test item.

For example, if it is determined that the minimally-competent examinee could eliminate one of the answer choices as clearly incorrect, he would then be selecting from among the three remaining choices. His chances of selecting the correct answer would be 1 out of 3, or .33. This number is the MPL for the question. If he could eliminate two answer choices as clearly incorrect, he would then be selecting from the two remaining choices. His chances (the "odds") of selecting the correct answer then become 1 out of 2, or .50. For example:

- The bone in the thigh is the
- \* A) femur.
  - B) tibia.
  - ~~C) radius.~~
  - ~~D) humerus.~~

For example, the minimally competent medical assistant should be able to immediately recognize C) and D) as arm bones, thus eliminating those choices as being clearly incorrect. He might then need to mentally review his knowledge of anatomy to recall the positions of the leg bones, thus making his final selection of the correct answer from either A) or B). In this case, his odds are 1 in 2. The MPL for this item would be .50.

The "odds" of answering an item correctly can be thought of as the item's difficulty. Each item has its own difficulty value (MPL). Therefore, a complete examination is composed of items of various difficulties.

After the Committee has reviewed each item, indicating which of the four responses to each item the minimally competent examinee should be able to perceive as incorrect, the judges' ratings are pooled to obtain the minimum passing level (MPL) for each test item. The MPL settings for all items appearing on a particular examination then are totaled to determine the minimum passing level (MPL) for the entire examination. This procedure is done before the administration of an examination.

All AMT examinations have 200-210 items, but consider the following hypothetical 5-item test:

	Item Minimum Passing Level (MPL)
Item A	.50
Item B	.33
Item C	.25
Item D	1.00
Item E	.50

2.58 = Passing score or MPL for the test (rounds to 3 out of 5).

An examinee's "raw score" is determined by summing the number of items answered correctly. Examinees with scores exceeding the test MPL pass the test. Examinees with scores falling short of the MPL fail the test.

All raw scores (and the MPL) are then converted to standard scores through a linear transformation. This statistical procedure provides a common scale for reviewing and reporting results.

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?"

### 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 the first failure, candidates may retake the examination ONE additional time without filing a new application. However, candidates must file a new application and provide documentation of additional training or retraining prior to attempting the examination a third time.

## **MAINTENANCE OF EXAMINATION QUALITY AND TEST SECURITY**

### **Collection and Review of Statistical Indices**

After each answer sheet 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 Education, Qualifications, and Standards 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 Education, Qualifications, and Standards 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, MPL setting, 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.

### **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 a combination of employment experience, continuing education, professional leadership

experience, experience in presenting educational instruction, and/or experience in the authorship of written works, in addition to complying with the *AMT Standards of Practice*. Certificants will receive a "Compliance Evaluation Worksheet and Attestation" used for assessing compliance with the Program, every three years. 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**

AMT seeks to encourage, establish, and maintain the highest standards, traditions and principles of the practices which constitute the profession of the Registry. Members of the AMT Registry must recognize their responsibilities, not only to their patients, but also to society, to other health care professionals, and to themselves. The following standards of practice are principles adopted by the AMT Board of Directors, which define the essence of honorable and ethical behavior for a health care professional:

1. While engaged in the Arts and Sciences, which constitute the practice of their profession, AMT professionals shall be dedicated to the provision of competent service.
2. The AMT professional shall place the welfare of the patient above all else.
3. The AMT professional understands the importance of thoroughness in the performance of duty, compassion with patients, and the importance of the tasks, which may be performed.
4. The AMT professional shall always seek to respect the rights of patients and of health care providers, and shall safeguard patient confidences.
5. The AMT professional will strive to increase his/her technical knowledge, shall continue to study, and apply scientific advances in his/her specialty.
6. The AMT professional shall respect the law and will pledge to avoid dishonest, unethical or illegal practices.
7. The AMT professional understands that he/she is not to make or offer a diagnosis or interpretation unless he/she is a duly licensed physician/dentist or unless asked by the attending physician/dentist.
8. The AMT professional shall protect and value the judgment of the attending physician or dentist, providing this does not conflict with the behavior necessary to carry out Standard *Number 2* above.
9. The AMT professional recognizes that any personal wrongdoing is his/her responsibility. It is also the professional health care provider's obligation to report to the proper authorities any knowledge of professional abuse.
10. The AMT professional pledges personal honor and integrity to cooperate in the advancement and expansion, by every lawful means, of American Medical Technologists.

### **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.