



AMCA

American Medical Certification Association

**Working Together to Develop Quality Allied
Healthcare Professionals!**

“About AMCA”

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Medical Certification Examinations Provide...

- ✓ Credibility
- ✓ Enhanced Placement Statistics
- ✓ Portability
- ✓ Career Advancement
- ✓ Increased Enrollment
- ✓ Improved Marketability

The American Medical Certification Association is headquartered in Fairfield, New Jersey. The American Medical Certification Association (AMCA) was established with the vision of enhancing the allied healthcare industry by providing national certification exams that validate the knowledge and expertise of professionals in the field. In support of these goals, AMCA developed certification exams that have been taken by tens of thousands of candidates in all 50 states and internationally. Additionally, the AMCA collaborates and actively participates in the allied healthcare industry as a support network for allied healthcare professionals. The AMCA participates actively in local, state, and national organizations to strengthen its' ties to the industry.

AMCA creates and distributes certification exams to a specific target audience. This consists of candidates who have completed training in an industry-specific program, which aligns with one of the AMCA certification exams. The purpose of the certification exam is to demonstrate that each successful exam candidate has the opportunity to validate their skill set in their field of study.

The AMCA is proud to look back and recap some of the services provided to test sites and candidates over the years. AMCA has successfully approved over 1600 Test Sites in 49 states and around the world. In 2023 the AMCA verified over 17,500 certifications leading to healthcare jobs. The AMCA also launched its Career Advancement Certificate Program division, providing candidates with stackable credentials in Essential Soft Skills, Financial Literacy and Professional Instructor programs.

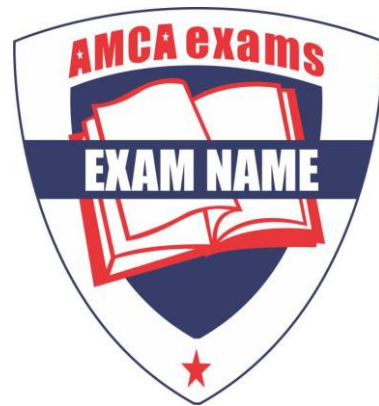
What is Certification?

Certification is to attest as being true or as represented as meeting a standard. Certification also demonstrates an individual's skill and expertise in a subject matter and advancement in their profession. It is through a set of standards that the American Medical Certification Association Certification Board has developed each of its exams for certification.

Candidate Eligibility Requirements

The population eligible to hold an active AMCA certification:

- A. Must be at least 17 years of age.
- B. Must possess a high school diploma (or equivalent) or be in pursuit of a high school diploma (or equivalent).
- C. Agree and adhere Code of Ethics
- D. Must meet ONE of the following three requirements:



Option 1: Graduate from a training program, related to the exam you are applying for, taken at an AMCA Approved Test Site. Proof of course completion is required, and applicants must pass the exam within one year from the date of training completion.

- **What's Required:** Name of Exam, Test Site Name/School attended, Name of Course Completed, Course Completion Date
- **Fee:** No additional fee required.
- **Options for Testing:** Computer Based with In-person proctor, Paper-based with in-person proctor, Computer based with Live Remote Proctor

Option 2: Graduate from a training program, related to the exam you are applying for, taken at an institution other than an AMCA Approved Test Site. Proof of course completion is required, and applicants must pass the exam within one year from the date of training completion.

- **What's Required:** Institute Name, Name of Course Completed, Course completion date, Proof of Course Completion
- **Fee:** \$25.00 Non-Refundable Application Fee
- **Options for Testing:** Computer based with Live Remote Proctor

Option 3: Have a minimum of one-year full-time work experience directly related to the credential. Work experience must be immediately preceding the date of application. Documentation with employer verification is required and will be verified by the AMCA.

- **What's Required:** Employer's Company Name, Employers Address, Employers Contact Information, Proof of Employment; Verification Letter on company letter head signed by employer. The Verification Letter must include the following information; job title, date of hire, and a description of your daily job duties.
- **Fee:** \$25.00 Non-Refundable Application Fee
- **Options for Testing:** Computer based with Live Remote Proctor

C. Agree and adhere to the Code of Ethics.

The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular state's rules and regulations regarding certification requirements.

Exam Delivery:

The AMCA offers three modalities of exam delivery for certification exams: paper-based testing at an AMCA Approved Test Site, computer-based testing at an Approved AMCA Test Sites, or computer-based testing with Live Remote Proctoring.

Period certification is valid:

AMCA certifications are valid for two years from the date of issue.

Continuing Education through the AMCA

The AMCA offers Career Advancement Volumes and Career Advancement Certificate Programs (CACP), worth 10 CE credits that can be completed online for \$158.00. Therefore, one Career Advancement Volume or CACP program is needed to renew a certification and meet the 10 CE credit requirement.

To learn more visit our [Using AMCA credits](#) or visit our [Career Advancement Certificate Programs](#).

Continuing Education through Outside Credits

Outside credits (CEUs) are accepted. However, they require submission, review, and approval. Proof of completion indicating the candidate's name, number of hours attended, the date of attendance, and the course title for each CEU is required. Outside credits are reviewed based on current events, industry trends, and relevance to the allied health industry. If the outside credits are approved, the equivalency is 1 hour = 1 credit. All outside credits are reviewed by the Continuing Education Department. Outside credits are accepted at \$11.00 per credit hour.

Retake Policy

If candidates are not successful in their first exam attempt, they will have two more opportunities to retake the exam. After the first unsuccessful attempt, there is a designated 30-day waiting period before the candidate can test again. After a second unsuccessful attempt, there is a designated 60-day waiting period before the candidate can test again. Each candidate has a maximum of three attempts. All testing, including the second and third, attempt must be completed within 1 year of the date of the first attempt. If the candidate does not successfully pass the exam after the third attempt, they can re-apply 1 year from the date of their initial exam attempt.

No Hassle Exam Proctoring

All AMCA Approved Proctors must complete Proctor Training and sign and submit a Proctor's Oath to the AMCA before proctoring any AMCA exam administration.

- Be at least 18 years of age
- Be a staff member of the AMCA Approved Testing Site
- Not be in a faculty role in the particular program being tested
- Complete [AMCA Proctor Training](#)
- Read and follow the proctor regulations as set forth by the AMCA
- Maintain confidentiality of exam information including questions, exam materials, and candidate information
- Read and sign the Proctor's Oath, which includes a Conflict-of-Interest Agreement, and return it to AMCA. AMCA requires proctors sign and comply with its Proctors Oath to protect the interests of all employees and candidates, ensure proctors have no conflict of interest, and to maintain security and fairness of its exams.

Welcome to AMCA and Live Remote Proctoring

What is Live Remote Proctoring (LRP)?

- ✓ You pick the exam time
- ✓ You pick the exam location
- ✓ You pick the exam date



All AMCA exams are eligible to utilize a Live Remote Proctor (LRP) as a valid testing modality. This means candidates can test in the comfort of their home or work environment with a proctor monitoring the candidate through a webcam. LRP allows test candidates to schedule an exam date, time and location of their convenience. AMCA has partnered with ProctorU to offer live remote proctoring on all single certification exams from any computer with a working microphone and camera. Unfortunately, Chromebooks are not compatible and test candidate will be sent links for them to test their equipment.

AMCA Certification Exams Eligible for Live Remote Proctoring

- Clinical Medical Assistant Certification (CMAC)
- Dental Support Technician Certification (DSTC)
- EKG Technician Certification (ETC)
- Electronic Health Records Certification (ERHC)
- Medical Assistant Certification (MAC)
- Medical Coder and Biller Certification (MCBC)
- Medical Administrative Assistant (MAAC)
- Mental Health Technician Certification (MHTC)
- Nursing Assistant Certification (NAC)
- Phlebotomy Technician Certification (PTC)
- Physical Therapy Technician Certification (PTTC)
- Patient Care Technician Certification (PCTC)
- Hair Loss Specialist Certification (HLSC)
- Hair Loss Practitioner Certification (HLPC)
- Associate Trichology Certification (ATC)
- Trichology Certification (TC)





**AMCA has
teamed up with:**



More Great Reasons to choose AMCA!
AMCA teams up with Medline University to give your instructors cutting edge resources and educational tools needed for your students to stand out!

**250 FREE CE Courses:
Diabetes, Foot skin/wound care,
Hand Hygiene/skin care,
HIPAA and more...**

Unlimited access to the courses your students need. Earn and save CE's in one convenient place. And it's completely free!






Available in Spanish

The only national certification agency dedicated to bringing your school the tools it needs to develop quality healthcare professionals.

For a complete list of AMCA approved Medline CE courses and how to become an AMCA Testing Site today:

**Call Danielle at
888.960.AMCA(2622), ext 112**

Certifications Offered -Study Material & Online Practice Tests Included-

Single Certification Exams	Cert Mark	Exam Fee
Clinical Medical Assistant Certification 	CMAC	\$139
Dental Support Technician Certification	DSTC	\$119
Electronic Health Record Certification	EHRC	\$119
EKG Technician Certification 	ETC	\$119
Medical Administrative Assistant Certification 	MAAC	\$119
Medical Coder & Biller Certification 	MCBC	\$119
Mental Health Technician Certification	MHTC	\$119
Nursing Assistant Certification	NAC	\$119
Patient Care Technician Certification	PCTC	\$119
Phlebotomy Technician Certification 	PTC	\$119
Physical Therapy Technician Certification	PTTC	\$119

Custom Exam Packages	Exam Fee
2 Exam Package: Testing on 1 or 2 days	\$199





















Career Advancement Certificate Programs	Exam Fee
Professional Instructor Certificate Program (10 AMCA CE Credits)	\$158
Essential Soft Skills Certificate Program (10 AMCA CE Credits)	\$158
Financial Literacy Certificate Program (10 AMCA CE Credits)	\$158

Other Certification Exams	Cert Mark	Exam Fee
Hair Loss Specialist Certification	HLSC	\$109
Hair Loss Practitioner Certification	HLPC	\$199
Associate Trichology Certification	ATC	\$299
Trichology Certification	TC	\$399

Live Remote Proctor Fees	Exam Fee
All Certification Exams	\$35

All Paper/Pencil Exams will be assessed a 5% Processing/Handling Fee per exam.

AMCA Certification Program Outlines and Exam Blueprints

Certification Program Name	Acronym	Certification Program Outline	Exam Blueprint
Clinical Medical Assistant Certification	CMAC		
Dental Support Technician Certification	DSTC		
EKG Technician Certification	ETC		
Electronic Health Records Certification	EHRC		
Medical Administrative Assistant Certification	MAAC		
Medical Coder & Biller Certification	MCBC		
Mental Health Technician Certification	MHTC		
Nursing Assistant Certification	NAC		
Patient Care Technician Certification	PCTC		
Phlebotomy Technician Certification	PTC		
Physical Therapy/Aide Technician Certification	PTTC	