

## ***Instructions for AMT Members about recording educational sessions in AMTrax.***

AMT has implemented a new process regarding Certification Continuation Program (CCP) qualifying activities used to maintain the AMT certification. Please note that AMT will no longer evaluate documents or record CCP points on your behalf.

To record your CCP in AMTrax, please log into My AMT Portal. Once on your AMT Portal and under the tab My Certifications, you will click on click on “Record CE” below the bold headline AMTRAX. Here you will select the CCP activity type, enter the number of points earned, record the start and end dates of the activity and attest that the information being entered is correct. Once you press “Submit” the points are immediately updated. However, if you are at the end of your 3-year CCP cycle, your annual renewal invoice will not be available for you to pay until the day after your CCP requirement has been met.

NOTE: Only record activities that fall within your current CCP Cycle dates. For additional information on how to properly record your CEU in [AMTrax](#), please reference the [AMTrax User Guide](#) or follow along with AMT’s Tracking your Continuing Education through [AMTrax YouTube video](#). Key sections of this tutorial can be quickly accessed by clicking on the following links:

- [How to Enter CE Credits into AMTrax](#)
- [How to Track Overall CE Progress in AMTrax](#)
- [How to Print/Save a CE Transcript](#)

To assist you in determining what will be accepted for credit, how to calculate the number of points earned for each activity and what category your activities fall under, please review the [Qualifying Activities](#) as well as the [CCP Guidance Document](#).

Points to satisfy CCP requirements must be earned within the current 3-year CCP cycle and can be earned through a variety of categories such as: Professional Education, Formal Education, Authorship of Written Works, Instructional Presentations, Organizational Participation and Employment Verification. Please note, you will only be able to claim CCP points for employment that that occurred between the start of your 3-year CCP cycle through 12/31/2020.