AMFTRB Online Application Process Starting January 2015

The application process is described in the outline below:

Approval by State

• The State approves candidate for examination.
• The State provides code to the candidate for online application.
• PTC send eligibility notices to the approved candidates via email about six weeks before the start of the testing period. The eligibility notice has information about how to schedule appointment at a PSI testing site to take the examination.

Online Application

• The Candidate visits PTC online application system (https://secure.ptcny.com/apply)
• The Candidate starts a new application by selecting AMFTRB examination and the testing period from the menus and providing a unique email address.
• The Candidate completes the online application. Approval code from the state is required for the application to be submitted. The application can be saved online if the candidate needs to continue at a later time.
• The Candidate pays for the application using a credit card.
• The PTC online application system sends receipt to the email address provided in the application.

Eligibility Notices and Scheduling Appointments

• PTC sends eligibility notices via email to the address provided on the application about six weeks before start of the testing period. The eligibility notice has information about scheduling examination appointment at a PSI testing center. A paper copy of the eligibility notice and current driver's license or passport must be presented to gain admission to the test center.