# CERTIFICATE PRINTING THROUGH AMCS

## OVERVIEW

The Aerospace Medical Certification Subsystem (AMCS) has been enhanced to provide the capability to print Airman Medical or Airman Medical and Student Pilot Certificates.

Information on the certificate will be populated from data that has been entered into the electronic form. Your signature is still required on the certificate.

Certificates will be printed on standard printer paper as a single-sided document. Both the front and back sides will be printed on a single sheet of paper that can be folded.

A Certificate may be printed using AMCS after the exam has been created or imported from MedXPress. Using the Certificate Quick Print screen, a Certificate may be printed by creating the exam and entering only the required information. If you do not choose to print the certificate using the Quick Print, you will have to option to print the certificate after you complete the exam submission.

You may still issue a certificate using the paper form attached to the 8500-8 however, information will need to be typed on the form.

## PRINT CERTIFICATE USING THE QUICK PRINT BUTTON 

A **Certificate Quick Print** button has been added to Page 1 of the 8500-8 Data Entry screens.  Selecting this button will launch the Medical Certificate Quick Print screen that allows you to fill in the required information and issue a certificate prior to entering and submitting the exam information.

Once a certificate has been printed for a particular exam, the Quick Print button will no longer be available on Page 1 for that exam and you will no longer be able to delete that exam via the Search and Pending screens.

**Medical Certificate Quick Print Screen**

The Quick Print screen places all of the required certificate data in one place for your convenience. Information entered on Pages 1 – 3 or imported from FAA MedXPress will be added to the Quick Print form automatically.



Information entered on the Quick Print screen such as Weight, Height, Form Number, Exam Date, Limitations, etc. will be saved into the applicable fields of the 8500-8 data entry screens.

The Form Number field will automatically populate with an FX-******* computer generated number if the exam was transmitted via the FAA's MedXPress system. If the exam information is being entered from the AME's office, the FF-******* number from the paper 8500-8 form should be entered.

The Form Number will print on student certificates. Once all required information is entered, click on the **Preview Certificate** button.

**Medical Certificate Preview**

The Preview Certificate page will display the final certificate as it will be printed. If changes are required, click the Quick Cert button to return to the data entry screen. When the certificate is accurate, click on the **Print Certificate** button and make the necessary print selections.

Once the certificate has printed, select the AMCS page you would like to return to using the buttons on the left side of the page.

## CERTIFICATE ELIGIBILITY WARNING

Each exam is validated against the applicant's medical history in the DIWS. If the applicant has had a previous exam denial, a prior exam submitted within the past 90 days, or has a pending legal action you will be presented with this warning page when selecting the **Certificate Quick Print** button on Page 1 and will not be allowed to print a certificate.
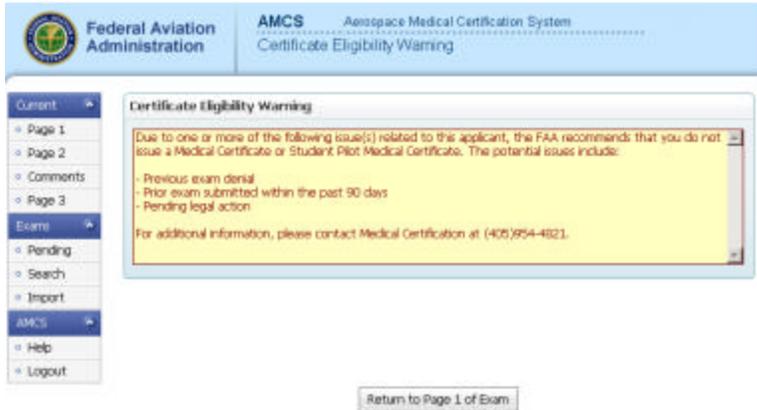


The warning will also appear above block 62 on Page 2 of the 8500-8 Data Entry screens recommending that you should not issue a certificate.



If you choose to issue anyway, the warning will be shown again at the bottom of Page 3 prior to submission.

If you decide to continue to ignore the warning, a screen will launch requiring the reasons for issuance against the warnings be explained. You will be required to enter an explanation before the exam will submit.
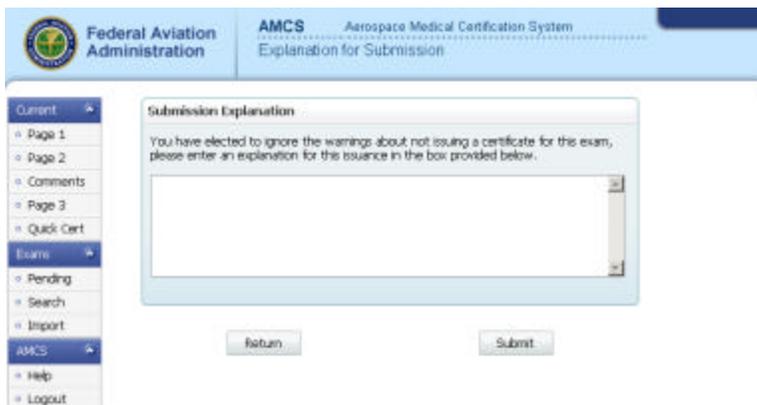
**EXAM SUBMISSION CHANGES**

The Certificate/Form No. field has been moved from Page 1 to Page 3 of the electronic form.

If a certificate was printed using the **Certificate Quick Print** screen, no changes should be made to the certificate information prior to submission.

If the data being submitted does not match the data that was printed on the certificate, or if you have selected deferred or denied in block 62, the exam will not submit and a Certificate Data Mismatch Verification screen will launch.

You will be required to correct the discrepancies or enter a comment before the exam will submit.



**PRINT CERTIFICATE AFTER EXAM SUBMISSION USING PREVIEW CERT BUTTON**



A **Preview Cert.** button has been added to the Exam Submit Confirmation screen. Clicking on this button will launch the Medical Certificate Preview page where you can review and then print the certificate.