

PART I (TO BE COMPLETED BY APPLICANT)

Applicant's Name _____

ASCP Customer ID # _____

Email Address _____

Address _____

If necessary, multiple documentation forms may be submitted to verify that the experience requirements have been met. Multiple forms must be submitted if experience was obtained at different laboratories or under different supervisors. (NOTE: It is the applicant's responsibility to ensure experience is documented in **ALL** areas required for eligibility.)

Will more than one documentation form be submitted for this application? Yes _____ No _____

PART II (MUST BE COMPLETED AND SIGNED BY LABORATORY MANAGEMENT* OR EMPLOYER IN ORDER TO BE ACCEPTABLE)**SUBJECT: VERIFICATION OF EXPERIENCE FOR EXAMINATION ELIGIBILITY**

This individual, identified above, has applied for the Board of Certification International Histotechnician examination. In order to establish this applicant's eligibility for certification, the following information is necessary:

1. PLEASE COMPLETE: EXPERIENCE (INCLUDING ON-THE-JOB TRAINING)Date experience **started** in Histotechnology: Month _____ Day _____ Year _____

No end date:

Date experience **ended** in Histotechnology: Month _____ Day _____ Year _____ (Ongoing/Current) _____

How many hours per week in Histotechnology? _____

2. DIRECTIONS: Please review the experience of this applicant. **PLEASE PLACE AN X BY EACH AREA IN WHICH THIS APPLICANT HAS PERFORMED SATISFACTORILY UNDER YOUR SUPERVISION.** To qualify for certification as a histotechnician, the applicant should be competent to perform **ALL** the tests and procedures indicated. Competency may be demonstrated through direct observation of performance or review of results. (NOTE: It is the applicant's responsibility to ensure experience is documented in **ALL** areas required for eligibility.)

FIXATION

- Tissue Identification
- Parameters (e.g., pH, time, temperature)
- Reagents
- Selection, preparation, and use of fixatives for various applications
- Troubleshooting/problem solving of fixation artifacts

PROCESSING

- Selection, preparation, and use of decalcification reagents
- Selection of appropriate processing methods (e.g., routine histology, immunohistochemistry, cytology)
- Operation and maintenance of a tissue processor

EMBEDDING / MICROTOMY

- Tissue identification and orientation for embedding
- Operation and maintenance of an embedding center
- Microtomy (e.g., paraffin, frozen)
- Operation and maintenance of a microtome / water bath and cryostat

STAINING

- Selection of appropriate control material
- Reagent preparation
- Operation and maintenance of staining equipment
- Mounting and coverslipping procedures
- Identification of tissue structures and their staining characteristics
- Routine staining (i.e., H&E)
- Special staining (e.g., carbohydrates and amyloid, connective tissue, microorganisms, pigments and minerals)
- Immunohistochemistry

LABORATORY OPERATIONS

- Operation, preventive maintenance, and corrective action for equipment
- Troubleshooting
- Quality control
- Application of laboratory safety protocols

3. BY SIGNING THIS FORM, I AS LABORATORY MANAGEMENT* OR EMPLOYER VERIFY THAT THIS APPLICANT HAS PERFORMED SATISFACTORILY IN EACH OF THE HISTOTECHNOLOGY AREAS CHECKED ON THIS FORM.

(Please Print) Laboratory Management* or Employer Name

Title

Laboratory Management* or Employer Signature

Date

Laboratory Management* or Employer Email Address

Institution Telephone Number

Institution

Institution Address

BE SURE TO INCLUDE A LETTER OF AUTHENTICITY FROM YOUR LABORATORY MANAGEMENT* OR EMPLOYER WITH THIS EXPERIENCE DOCUMENTATION FORM. THE LETTER OF AUTHENTICITY MUST BE PRINTED ON ORIGINAL LETTERHEAD. IT MUST STATE THAT THE EXPERIENCE DOCUMENTATION FORM WAS COMPLETED, SIGNED AND DATED BY YOUR LABORATORY MANAGEMENT* OR EMPLOYER. EXPERIENCE DOCUMENTATION FORMS RECEIVED WITHOUT LETTERS OF AUTHENTICITY ARE UNACCEPTABLE.

**Management is defined as someone in a management role who can verify technical experience.*

See www.ascp.org/boc/intl-documentation for submission instructions.