

ASCP Board of Certification

Submission of Application Forms for Military Candidates Currently Enrolled in Programs

Eligibility

Provided they are in good standing, active military personnel currently enrolled in military laboratory specialist courses and in NAACLS/CAAHEP accredited histology, cytotechnology, specialist in blood banking, medical laboratory technician, and medical laboratory science training programs can sit for the appropriate ASCP BOC certification examination within the last three weeks of Phase II training.

Applying for Examination

1. Applicants should read the eligibility requirements for the appropriate certification and determine the appropriate route based on their education and training. (See ASCP Web site at www.ascp.org/certification.)
2. Applicants should collect the required documentation to verify their training and academic education as follows:
 - a. NAACLS/CAAHEP accredited program – the school code number (supplied by the Program Director) should be indicated on the application form. An official transcript verifying the appropriate academic requirements and a degree, if required, must be submitted following graduation to the ASCP BOC office at 33 W. Monroe St, Suite 1600, Chicago, IL 60603.
 - b. Military laboratory specialist course for MLT certification - submit a letter on military letterhead from the Program Director documenting expected completion date of Phase II training and the date of graduation. This letter may be submitted with the application form if you are submitting a printed application. If you are submitting an online application, the letter should be mailed to the address below at the same time as you submit your application. An official transcript verifying the appropriate academic requirements and a degree, if required, must be submitted following graduation to the ASCP BOC office at 33 W. Monroe St, Suite 1600, Chicago, IL 60603.
3. The application form should be completed, following the instructions on the application form, including the date of Phase II program completion. It should be signed and dated. **Please note application fees are non-refundable.**

4. The fastest method for submitting the application form is online with a credit card. These forms, after credit card approval, are distributed to the evaluator for processing twice a week.

Printed application forms with checks or money orders are mailed directly to the bank processing center (3335 Eagle Way) for deposit, and then forwarded to the BOC for review and distribution to the evaluator. Allowing for postal mail delivery, bank processing time, and delivery to the BOC office, this method may take up to 15 business days for the application to reach the BOC office. Because the bank processing center handles a high volume of mail per day from many different companies, applications should not be sent by certified mail, FedEx, UPS, or any type of delivery service except regular U.S. postal mail to avoid further delays. Complete processing of applications takes 45 days.

If the program director submits application forms for their students along with **one** check to cover all application fees, these applications, the check, and any accompanying documents should be mailed to the following address: ASCP Board of Certification, 3462 Eagle Way, Chicago, IL 60678. This will ensure that the payment is correctly allocated to the students' applications.

Transcripts, reference forms, or any correspondence without a check or money order should be mailed directly to the BOC office at: Board of Certification, 33 W. Monroe St., Suite 1600, Chicago, IL 60603. If sent to the bank address above, these documents will be bundled with other miscellaneous documents, and then forwarded to the BOC office.

Application Processing

Applications for certification examinations are processed immediately as they are received. As soon as the program director signs off on the record release report (for NAACLS and CAAHEP accredited programs only) the applicants may be sent an admission letter, barring any other issues with the application. During peak volume times from May through August, there may be a delay in mailing admission letters, but complete applications are processed within a 45-day period.

When eligibility has been established by the ASCP Board of Certification, the candidate will receive the following:

- Admission letter with the beginning eligibility date within three weeks prior to graduation
- A three (3) month window of eligibility

Examination Locations and Scheduling

Military personnel and their families can take ASCP BOC certification examinations at a DANTES or NTC location. A complete listing of these locations is available at www.pearsonvue.com/military .

Candidates will schedule an appointment for the date and time of their choice within the three month window of eligibility, following the instructions on the admission letter.

Examination Results

Students enrolled in military laboratory specialist courses (**not** NAACLS or CAAHEP accredited) will be permitted to test within three weeks prior to graduation; however, their examination scores **will not** be released until a certificate of completion from the program **and** an official transcript documenting completion of the academic requirements are received in the Board of Certification office. Students enrolled in NAACLS or CAAHEP accredited programs will be permitted to test within three weeks prior to graduation; however, their examination scores will not be released until an official transcript documenting completion of the academic requirements is received in the Board of Certification office.

Complete Instructions

Complete instructions on the certification process are available on the ASCP Web site in the booklet, "Procedures for Examination and Certification" at www.ascp.org/certification under the section Links at the bottom of the page