



ASCP
BOARD OF
CERTIFICATION

CMP

U.S. CERTIFICATION MAINTENANCE PROGRAM

- Apheresis Technician
- Cytotechnologist
- Diplomate in Laboratory Management
- Donor Phlebotomy Technician
- Hemapheresis Practitioner
- Histotechnician
- Histotechnologist
- Medical Laboratory Scientist/
Medical Technologist
- Medical Laboratory Technician
- Pathologists' Assistant
- Phlebotomy Technician
- Specialist in Blood Banking
- Specialist in Chemistry
- Specialist in Cytotechnology
- Specialist in Hematology
- Specialist in Laboratory Safety
- Specialist in Microbiology
- Specialist in Virology
- Technologist in Blood Banking
- Technologist in Chemistry
- Technologist in Cytogenetics
- Technologist in Hematology
- Technologist in Microbiology
- Technologist in Molecular Biology



ANSI Accredited Program
PERSONNEL CERTIFICATION
#0688

- Cytotechnologist (CT)
- Histotechnician (HT)
- Histotechnologist (HTL)
- Medical Laboratory Scientist (MLS)
- Medical Laboratory Technician (MLT)
- Pathologists' Assistant (PA)
- Phlebotomy Technician (PBT)
- Specialist in Cytotechnology (SCT)
- Technologist in Molecular Biology (MB)



In keeping with our ongoing commitment to assure the continued competence of medical laboratory personnel, the ASCP Board of Certification (BOC) developed the Certification Maintenance Program (CMP). This booklet will acquaint you with the requirements of the CMP and will provide you with everything you need to know in order to complete the program.

The CMP provides an opportunity to obtain a wide variety of learning experiences that demonstrate your professional competency and dedication to excellence in the workplace. Some of the qualifying activities include: employer offered course work, writing journal articles, serving on committees or boards, competence assessment by your employer, and participating in formal continuing education courses.

In addition to helping you maintain your professional certification, the CMP can help you stay current on developments in your field and provide opportunities for both professional and personal enrichment. [For additional information, please refer to the BOC CMP website (www.ascp.org/cmp).]

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U.S. CMP: What you need to do

The goal of the Certification Maintenance Program (CMP) is to demonstrate to the public that laboratory professionals with this designation are performing activities to stay current in their practice.

CERTIFIED 2004 AND BEYOND

The Certification Maintenance Program is required for all individuals who became newly certified on or after January 1, 2004 and for all active NCA certificants who are not ASCP certified prior to January 1, 2004 in the following categories:

- Apheresis Technician (AT)
- Cytotechnologist (CT)
- Donor Phlebotomy Technician (DPT)
- Histotechnician (HT)
- Histotechnologist (HTL)
- Medical Laboratory Scientist (MLS)
- Medical Laboratory Technician (MLT)
- Pathologists' Assistant (PA)*
- Phlebotomy Technician (PBT)
- Technologist in Blood Banking (BB)
- Technologist in Chemistry (C)
- Technologist in Cytogenetics (CG)
- Technologist in Hematology (H)
- Technologist in Microbiology (M)
- Technologist in Molecular Biology (MB)

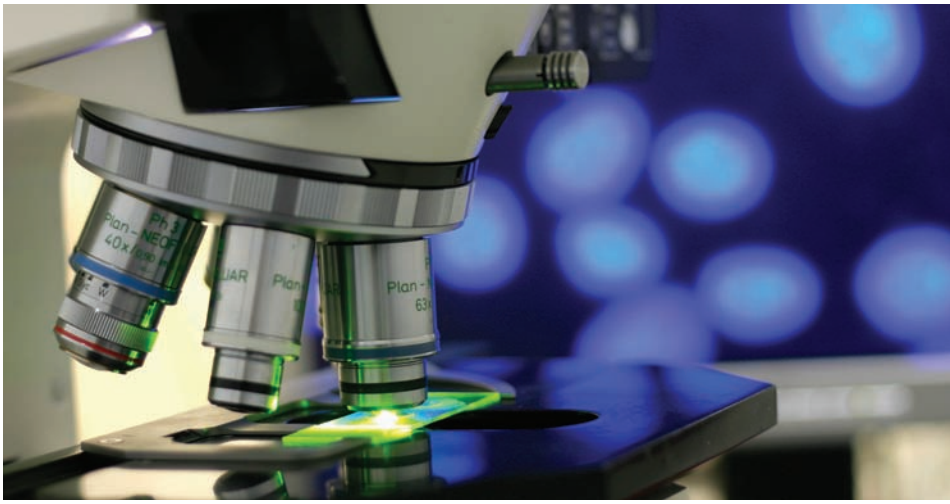
* The Certification Maintenance Program is required for all Pathologists' Assistants who are ASCP certified.

The Certification Maintenance Program is required for all individuals who become newly certified on or after January 1, 2006 in the following categories:

- Diplomate in Laboratory Management (DLM)
- Hemapheresis Practitioner (HP)
- Specialist in Blood Banking (SBB)
- Specialist in Chemistry (SC)
- Specialist in Cytotechnology (SCT)
- Specialist in Hematology (SH)
- Specialist in Laboratory Safety (SLS)
- Specialist in Microbiology (SM)
- Specialist in Virology (SV)

The Certification Maintenance Program (CMP) as described in this booklet must be completed every three years to maintain certification. To successfully complete the program, documented activities demonstrating continued competence must be completed prior to the certificate expiration date. A Declaration Form, along with the required CMP fee(s) must be submitted at least one month prior to the expiration date shown on your wall certificate for certification renewal.

Activities obtained before your certification revalidation period begins will not be accepted. For example, if your validation dates are January 1, 2012 through December 31, 2013, you will need to complete your continuing competence activities between those dates. Since completed Declarations should be submitted at least one month prior to the expiration date, activities recorded prior to completion may be subject to audit. (See FAQs on page 15.) Upon successful completion of the program, you are required to use the initials "CM" in superscript, after your certification initials [e.g., MLS(ASCP)^{CM}] for the period your Certification Maintenance certificate is valid. If you do not participate in the Program, your certification is invalid and you will not be permitted to use the certification designation after your name [e.g., MLS(ASCP)^{CM}] when your certification expires.



Voluntary Participation*

Individuals ASCP certified prior to January 2004 or those who received ASCP certification prior to the dates indicated on the chart on page 3, are not required to participate in the program; however, voluntary participation is encouraged since continuing education provides many personal and professional benefits. If you choose to participate in this program, activities obtained three years prior to the month you submit your Declaration Form to the Board of Certification office are considered acceptable activities. For example, if you submit your Declaration Form June 15, 2012, activities obtained May 14, 2009 through June 15, 2012 would be acceptable. Upon successful completion of the program, you are required to use the initials "CM" in superscript, after your certification initials [e.g., MLS(ASCP)^{CM}] for the period your Certification Maintenance certificate is valid. If you choose not to continue your participation in the program, you are no longer permitted to use the superscript "CM" after your certification initials. However, you will still continue to use your certification initials and your original certification remains valid, since this is a voluntary program for those ASCP certified prior to 2004. If you are certified as a Medical Technologist MT(ASCP) and you do not participate in the program, your initials will remain MT(ASCP).

* Retired certification categories are eligible for CMP.

Individuals with Multiple Certifications

A Declaration Form must be completed for each category that requires participation in the CMP to demonstrate maintenance of competence. You may use the same activ-

ities for more than one category of certification, provided they fit the criteria for the certification and are completed within the required time frame. For example, the same activity (worth 1 point) in Laboratory or Patient Safety may be used for both MLS and C. A fee of \$15 per each additional certification will be required following the \$75 charge for the initial certification, when certifications are renewed at the same time. Expiration dates must be the same or within 3 months of each other. (For detailed information, see FAQ on page 12).

Synchronizing Multiple Certifications

Certificants with multiple certifications may synchronize the completion of their renewal process if they choose to do so. A completed declaration may be submitted at an earlier date within the three-year cycle to coincide with another certification cycle as long as the three-year cycle for any one certification category is not exceeded. (For detailed information, see FAQ on page 12.)

Point Allocation

Activities are awarded points based on the Guidelines on pages 5 and 6. It is the responsibility of the certificant to allocate all CMP points in the required areas for recertification.

Steps for Completing the CMP

1. Review your CMP booklet as soon as you receive it.
2. Over the next three years, complete the appropriate activities as outlined in this booklet to achieve your goals and attain the required CMP points. Save all cer-

tificates of completion and any other documentation of completion, in the event you are selected for audit.

3. At least one month prior to the ending validation date on your certificate, complete the required Declaration Form(s) and mail it in with the required \$75 fee or complete the online declaration process at www.ascp.org/cmp to pay by credit card. Faxed Declaration Forms will not be accepted. Application fees are not refundable.
4. Please retain all original certificates of attendance or any other type of support documentation in the event your are selected for audit.
5. If you receive notification that your declaration is being audited, please submit copies of the certificates of completion and any other support documentation that you have.
6. Upon successful completion of the program, you will receive a new wall certificate valid for three years and you will continue to use the initials "CM" in superscript after your certification initials to demonstrate your commitment to maintaining competency in your profession.

Failure to Participate in CMP

If you were certified on or after January 1, 2004, or as indicated in the chart on page 3, and do not participate in the CMP, your certification will no longer be valid after the three year time period printed on the certificate and you will no longer be permitted to use the (ASCP) certification designation after your name. Information on reinstatement is located on page 11.

U.S. CMP REQUIREMENTS

Certification Category	CMP required for individuals certified beginning in the year indicated	Total Number of Points Required	Points Distribution*
MLS/MT, MLT	2004	36	<ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in each of the following: blood banking, chemistry, hematology, microbiology • Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest
AT, BB, C, CG, CT, H, HT, HTL, M, MB	2004	36	<ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in area in which you are certified • Remaining points in area of specialty, management, education, or other related laboratory areas of interest
DPT, PBT	2004	9	<ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in area in which you are certified • Remaining points in area of specialty, management, education, or other related laboratory areas of interest
PA	All who are ASCP Certified	45	<ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 20 points in anatomic pathology • Remaining points in the area(s) of anatomic pathology, management, education, or other clinical specialties
DLM, HP, SBB, SC, SCT, SH, SLS, SM, SV	2006	36	<ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 10 points in area of specialty • Remaining points in area of laboratory specialty, management, education, or other related laboratory areas of interest

* It is the responsibility of the certificant to allocate all CMP points in the required areas for recertification.

Documentation for Audit

To ensure the integrity of the CMP program, a percentage of Declarations will be audited to verify completion of the program. If your Declaration is selected for audit, you will be notified and required to submit documentation verifying all activities that were submitted for the program. (See Audit Procedures on pages 9 and 10 for further information.)

For generalists (MLS/MT & MLT)

Minimum of 36 points to include: 1 point minimum in safety, 2 points minimum required in each domain (blood banking, chemistry, hematology, microbiology), and remaining points in area(s) of laboratory specialty,

immunology, molecular diagnostics, management, education, and/or other related laboratory area(s) of interest.

For categorical technicians and technologists (AT, BB, C, CG, CT, H, HT, HTL, M, MB)

Minimum of 36 points to include: 1 point minimum in safety, 2 points minimum in the area in which you are certified, and the remaining points in your area(s) of specialty, management, education, and/or other related laboratory areas of interest.

Phlebotomy Technicians (DPT & PBT)

Minimum of 9 points, 1 point minimum in safety, 2 points minimum in the area of certification, and remaining points in area of

certification, management, education and/or other related laboratory areas of interest.

For Pathologists' Assistants (PA)

Minimum of 45 points to include: 1 point minimum in safety, 20 points minimum in anatomic pathology, and remaining points in anatomic pathology, management, education, and/or other clinical specialties.

For diplomates (DLM) and specialists (HP, SBB, SC, SCT, SH, SLS, SM, SV)

Minimum of 36 points to include: 1 point in safety, 10 points minimum in area of specialty, and remaining points in area of specialty, management, education, and/or other related laboratory areas of interest.

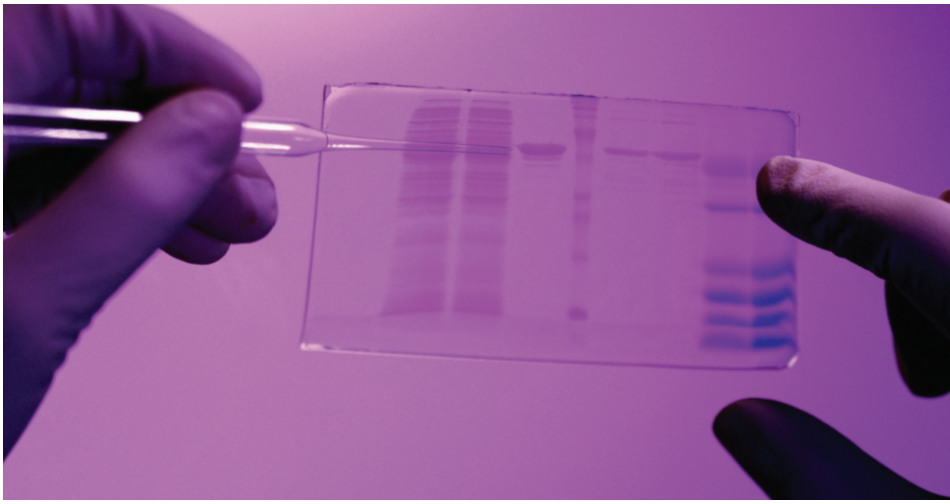
U.S. CMP POINT ALLOCATION

1 CMP POINT = 1 CONTACT HOUR = 1 CMLE CREDIT

Activities*	Contact/Credit Hours	CMP Points
1. Formal continuing education courses: **ACCME, ASCP CMLE, AACC, professional societies (including state, regional and ACCENT, ASCLS PACE, CE programs sponsored by other local societies and chapters, universities and colleges)	1 contact hour (50-60 minutes)	1
2. Employer-offered courses (in-service, instrument training, vendor-sponsored, etc.)	1 contact hour (50-60 minutes)	1
3. College/university coursework (biological/chemical/medical sciences, computer management, or education) Courses must be lab related. CEs should not exceed 50% of the total number of required CMP points.	1 quarter hour 1 semester hour	10 15 (points not to exceed 50% of total required)
4. Teleconferences, subscription, or online self-instructional courses for which ACCME, CMLE, ACCENT, PACE, or other professional society credits are awarded	1 contact hour (50-60 minutes)	1
5. Completion of advanced BOC certification or qualification: Specialist/Diplomate certification Categorical or higher level certification Qualification (These points cannot be used for recertification points in the category for which they were received. See FAQ on page 15.)		25 12 12
6. Competence Assessment by employer (must use ASCP/BOC Employer Assessment Form)		2 (per year/max 4 pts.)
7. Research & preparation for presentation or workshop (first time only)	each contact hour of presentation (50-60 minutes)	3
8. Authoring journal articles for peer-reviewed publications		5
9. Authoring a book (over 300 pages) (under 300 pages) (chapter in a book)		21 14 7
10. Editing a book		5
11. Doctoral dissertation		10
12. Master's thesis		4
13. Presenting posters/exhibits		3
14. Serving on examination committees		3 (per year)
15. Serving on committees/boards related to the profession (national, state, regional, local)		2 (per year)
16. Role of on-site inspector/paper reviewer for laboratory accreditation (CAP, The Joint Commission, AABB, COLA, state agency) or training program accreditation (NAACLS, CAAHEP)		2 (per year)

* Activities must be related to area of specialty and safety as indicated. ** ACCME (Accreditation Council for Continuing Medical Education), ASCP CMLE (American Society for Clinical Pathology-Continuing Medical Laboratory Education), AACC ACCENT (American Association for Clinical Chemistry-ACCENT programs), ASCLS PACE (American Society of Clinical Laboratory Science-PACE programs).

PLEASE NOTE: Because of the large volume of continuing education programs available, the Board of Certification will not respond to requests for approval of individual programs. If the program meets the criteria as described above, it will be accepted for CMP points. Program provider must assign points or contact hours.



GUIDELINES FOR EARNING CMP POINTS

The CMP Requirements chart on page 3 outlines the number of points required to complete the Certification Maintenance Program. The CMP Point Allocation chart on page 4 lists the activities for which points are awarded. The numbers listed below relate directly to the numbered activities in the CMP Point Allocation chart.

1. Formal continuing education courses

These courses may be completed through the programs/organizations listed on the chart as well as through other professional societies such as those listed under Suggested List of Providers on page 7. Courses offered by state/regional/local societies and chapters are acceptable as well as courses offered through the continuing education departments of colleges and universities. Courses offered by organizations approved by state licensing boards are also acceptable.

Please Note: Because of the large volume of continuing education courses available, the Board of Certification will not respond to requests for approval of individual programs or courses. If the program/course meets the criteria listed, it will be accepted for CMP points. Program provider must assign points or contact hours.

2. Employer-offered coursework

Structured programs, workshops, and inservices offered through your employer or sponsored by a vendor will all qualify for the CMP. (This does not include routine staff meetings or job orientation.) Points or contact hours are assigned by employer/vendor.

3. College/university coursework

Courses in the biological/chemical/medical sciences, computer management, or education. (Course must be lab related.) CEs should not exceed 50% of the total number of required CMP points for your category.

4. Teleconference, subscription, or online self-instructional courses

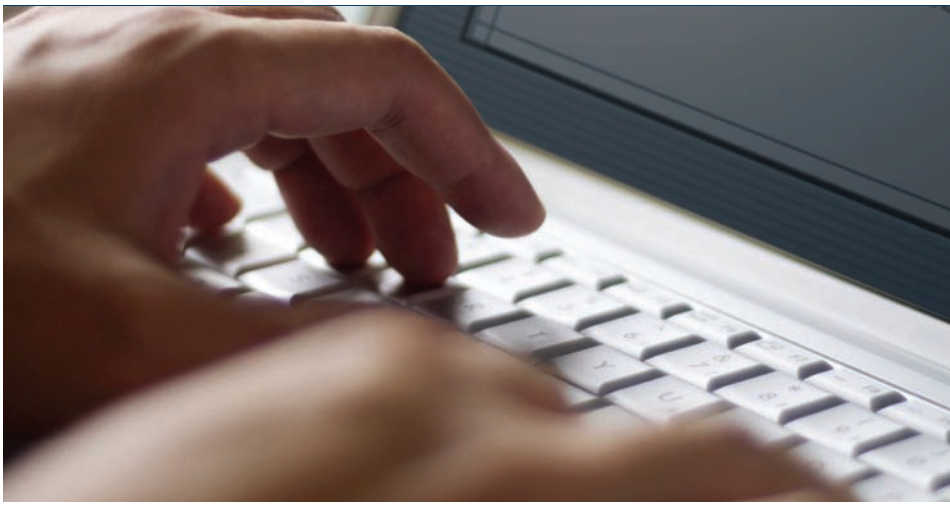
These courses are acceptable based on any of the following criteria:

- ACCME, CMLE, ACCENT, PACE credits are awarded, or
- they are offered by a professional society (including state, regional or local chapter), or
- the course is accepted by a state licensing board, or
- the course is offered through a university or college.

5. Completion of advanced ASCP certification or qualification

These points cannot be used for recertification points in the category for which they were received. See FAQ on page 15.

Achievement of a Specialist or Diplomate certification in the following categories is acceptable for 25 CMP points: Hemapheresis Practitioner (HP), Pathologists' Assistant (PA), Specialists in Blood Banking (SBB), Chemistry (SC), Cytotechnology (SCT), Hematology (SH), Laboratory Safety (SLS), Microbiology (SM), Virology (SV) and Diplomate in Laboratory Management (DLM).



Categorical certification or higher level certification

Achievement of a categorical or higher level certification is acceptable for 12 CMP points: Histotechnologist (HTL), Technologists in Blood Banking (BB), Chemistry (C), Cytogenetics (CG), Hematology (H), Microbiology (M), Molecular Pathology (MP) and Molecular Biology (MB).

Qualifications are also worth 12 CMP points

Achievement of a qualification is acceptable for 12 CMP points: Qualifications in Cytometry (QCYM), Immunohistochemistry (QIHC) and Laboratory Informatics (QLI).

6. Competence assessment by employer

You may receive up to 2 CMP points per year (maximum of 2 years/4 points) by submission of an Employer Assessment Form (ASCP/BOC form required). Your employer must complete the required Employer Assessment Form to document your con-

tinued competency in the area(s) of your employment. The date of the assessment must be included on this form. (Form available at www.ascp.org/cmp)

7. Research & preparation for presentation or workshop

You may receive 3 CMP points for each contact hour of a presentation/workshop you prepare and deliver, for the first time only. (Beyond the scope of your job.) Subsequent presentations of the same workshop are not awarded any points.

8. Authoring journal articles for peer-reviewed publications

Points are awarded for writing articles in peer-reviewed journals in the laboratory field or in journals for professional associations in the areas of education and management.

9/10. Authoring a book/chapter or editing a book

Refer to Point Allocation on page 4 for specific points awarded.

11/12. Doctoral dissertation or master's thesis

Refer to Point Allocation on page 4 for specific points awarded.

13. Presenting a poster or exhibit

Points are awarded for posters or exhibits presented at national, state, regional, or local laboratory professional association meetings.

14/15. Serving on examination committees or other committees/boards related to the profession, including national, regional, state, and local professional organizations or committee appointments at your place of employment

See page 4 for specific points awarded.

16. Lab inspector for CAP/The Joint Commission/AABB/COLA/state agency or on-site inspector/paper reviewer for NAACLS/CAAHEP

See page 4 for specific points awarded.

“I liked that the CMP challenged me to keep reading across multiple disciplines within the laboratory sciences field.”

WALTER OLIVEIRA, MLS(ASCP)^{CM}SI



SUGGESTED LIST OF PROVIDERS

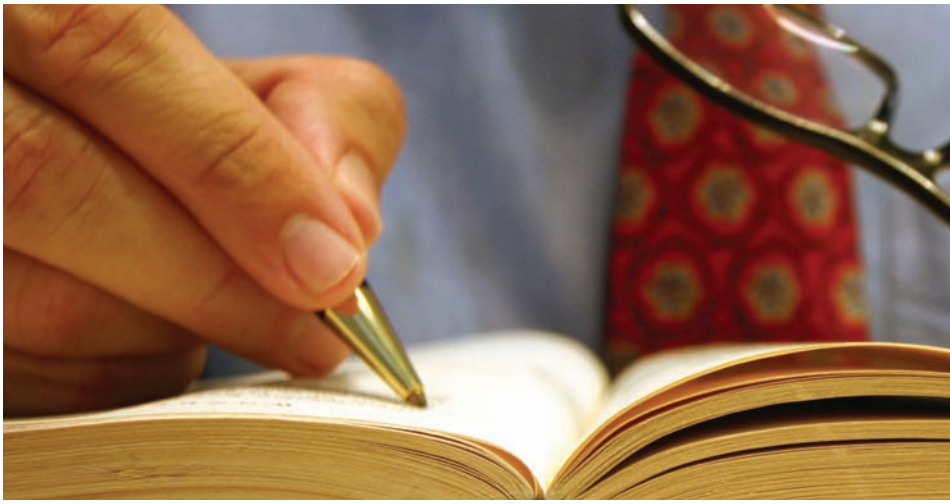
Below is a partial list of providers who offer continuing education activities including workshops, teleconferences, subscription programs, online courses, etc.

This list is only a partial list to assist you in planning your activities. State/regional/local professional societies and other organizations recognized by state licensing boards may not be represented on this list; however, courses provided by these groups are acceptable for CMP points.

- ASCP CMLE—American Society for Clinical Pathology (CE Update, Check Sample, LabQ, Teleconferences, Workshops for Laboratory Professionals)
- AABB
- AACC “ACCENT”—American Association for Clinical Chemistry
- AGT — Association of Genetic Technologists
- AMA—American Medical Association
- AMT—American Medical Technologists
- ASCLS PACE—American Society of Clinical Laboratory Science
- ASC—American Society of Cytopathology
- ASCT—American Society for Cytotechnology

- ASFA—American Society for Apheresis
- ASH—American Society of Hematology
- ASM—American Society of Microbiology
- CACMLE—Colorado Association for Continuing Medical Laboratory Education
- CAP—College of American Pathologists
- CLMA—Clinical Laboratory Management Association
- CMEA—Continuing Medical Education Association
- CSMLS—Canadian Society for Medical Laboratory Science
- Excell
- The Joint Commission
- NSH—National Society for Histotechnology
- The American Red Cross

PLEASE NOTE: Because of the large volume of continuing education programs available, the Board of Certification will not respond to requests for approval of individual programs. If the program meets the criteria described under Guidelines for Earning CMP Points, it will be acceptable for CMP Points. Program provider must assign points or contact hours.



DECLARATION AND COMPLETION OF CMP

The CMP points, required to complete the program, must be obtained within the three-year period specified on your certificate. Copies of certificates of participation, program syllabi, copies of publications, or any other type of documentation of your continuing competence activities, should be retained and should only be submitted if requested as part of an audit.

Declaration

When you have completed the required CMP points, complete the Declaration Form in its entirety, filling in all appropriate sections. If a section does not apply to you, indicate so by placing "N/A" in the appropriate spot. It is the responsibility of the certificants to allocate all CMP points in the required areas for certification. Sign and date the form and return it to the Board of Certification office along with a check/money order for the required fee. (Refer to the website at www.ascp.org/cmp for current fee information, and to download and print the declaration form or complete the online declaration process and pay by credit card.)

DO NOT INCLUDE any documentation of your continuing competence activities with the Declaration Form. This documentation will only be required if your Declaration Form is selected for auditing purposes.

Deadline Dates

The completed and signed Declaration Form should be submitted at least one (1) month prior to the ending validation date on your certificate. (e.g., February 28, 2012 for the ending validation date of March 31, 2012).

Change of Name/Address

If you change your address, notify the ASCP Board of Certification Office online by going to: www.ascp.org/bocfeedback; fax 312.541.4845 or mail to the address listed below. Name and address changes should NOT be made online through the ASCP web site. Name changes must be accompanied by a photo copy of your marriage license or court order and faxed to 312.541.4845, mailed to ASCP Board of Certification, 33 W. Monroe St., Suite 1600, Chicago, IL 60603, or scanned and emailed to www.ascp.org/bocfeedback.

Mailing Information

Please send your Declaration Form and fee by check/money order to:

ASCP Board of Certification
3335 Eagle Way
Chicago, IL 60678-3335

Please send your audit documentation & name and address changes to:

ASCP Board of Certification
33 West Monroe Street, Suite 1600
Chicago, IL 60603-5617

If your Declaration Form is chosen for audit, you will be notified by mail. (See detailed information on the auditing procedures on the next page.) Do not use the Eagle Way address for Federal Express, Express mail, certified, registered or any overnight courier service.

Successful Completion of CMP

If your Declaration Form is accepted without audit, you will receive a new wall certificate valid for three years. The designation "CM", as a superscript, is required after your certification initials to indicate that you have successfully maintained your certification [e.g., MLS(ASCP)^{CM}].

AUDIT PROCEDURE

To ensure the integrity of the Certification Maintenance Program, the ASCP Board of Certification will review and audit a percentage of declaration forms each year. If you are selected for audit, you will be notified by mail and requested to submit documentation of all activities submitted for the program.

Required Documentation

The following documents are required to verify your continuing competence activities:

Activity	Documentation
Formal continuing education courses, teleconferences, subscription or online courses where formal continuing education credits are awarded	Certificate of Participation including: Name of Participant, Title of Program, Name of Provider, Date of Program, Number of contact hours/CMLE
Employer-offered courses, in-service programs, sponsored courses	Letter/certificate/signed attendance from vendor-employer containing above information
Formal college/university coursework	Official Transcript (No Copies)
Competence assessment by employer	Employer Assessment Form completed by the employer documenting competence in particular laboratory specialty(ies) and date of assessment (form available at www.ascp.org/cmp)
Research & preparation for presentation or workshop	Copy of syllabus, program or letter from organization that indicates content, length of teaching time and name of the organization
Authoring a book or book chapter, doctoral dissertation	Title page of publication and table of contents containing author name
Editing a book	Copy of cover or inside page containing editor names
Presenting posters/exhibits	Abstract identifying poster session, meeting program or brochure identifying presentation
Journal articles, master thesis	Copy of publication
Serving on examination committees, committees or boards related to the profession	Letter from organization verifying participation, in what capacity and dates of service
Role of on-site inspector for NAACLS/CAAHEP accredited programs or laboratory inspections for CAP/ The Joint Commission/AABB/COLA/state agency	Letter from organization (NAACLS, CAAHEP, The Joint Commission, CAP, etc.) verifying your role as an inspector and the dates of inspection

Submission Procedures

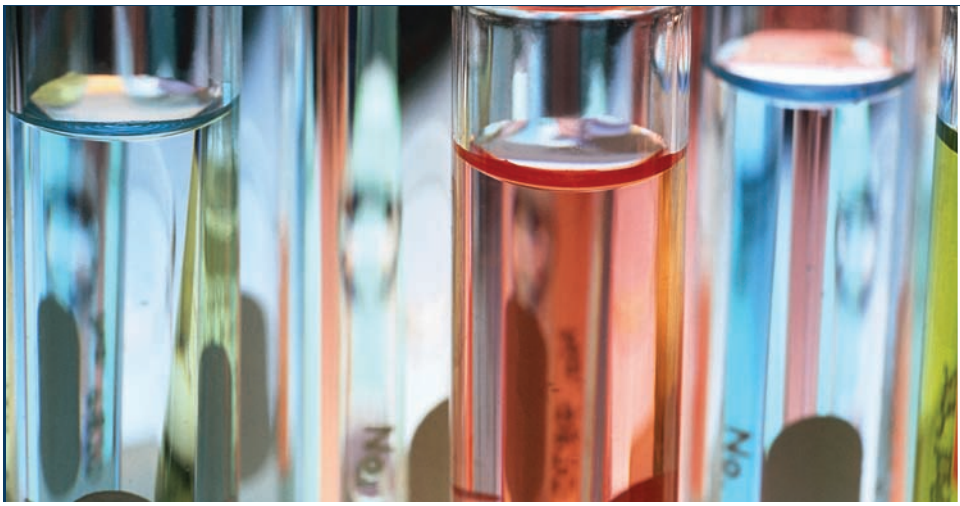
You will be requested to submit copies of the documents listed for all of the continuing competence activities you completed to acquire the necessary CMP points. DO NOT SUBMIT original documents, except for official college/university transcripts.

Successful Completion of CMP after Audit

Upon successful completion of the auditing process, you will receive a new certificate valid for three years. The designation “CM”, as a superscript, is required after your certification initials to indicate that you have successfully maintained your certification [e.g., MLS(ASCP)^{CM}].

Unsuccessful Audit

If your declaration is audited and you are unable to submit documentation of your continuing maintenance activities or you were unable to complete the required CMP points due to extenuating circumstances, you may submit a letter of appeal to the ASCP Board of Certification.



AUDIT APPEALS PROCESS

Audit Appeals Procedure

To appeal an unsuccessful audit, you must submit a letter to the Board of Certification. This letter must describe in detail the reasons for your inability to complete the program and include documentation supporting your request.

Extenuating circumstances likely to be considered include: serious, incapacitating illness over one year in duration; or military assignment overseas over a one year duration in a location with no access to online workshops. Financial hardship and personal/family-related responsibilities are not considered extenuating circumstances.

Your letter of appeal and all supporting documentation will be reviewed and you will be notified of the decision.

Inactive Status for Individuals Certified Beginning in 2004

If you wish to request inactive status for one year, you must submit a \$40 fee, a letter describing in detail the reasons for your inactive status and documentation of extenuating circumstances for your request.

Extenuating circumstances likely to be considered include: serious, incapacitating illness over one year in duration; or military assignment overseas over a one year duration in a location with no access to online workshops. Financial hardship and personal/family-related responsibilities are not considered extenuating circumstances.

“I had a great experience with the CMP program. I think that we, as medical professionals, owe it to the public to maintain and build upon our knowledge of laboratory testing.”

JOAN K. KOSIEK, MT(ASCP)SH, MB^{CM}



To be reinstated after one year, you must submit a completed Declaration Form documenting all points earned within the previous three years as required for your certification category. You will also be required to pay the current CMP fee(s) (available at www.ascp.org/cmp).

At the end of one year, if you fail to participate and do not submit compelling reasons for continuing inactive status as described under the Appeals Procedure, your certification will no longer be valid and you may no longer use the ASCP certification designation after your name.

Reinstatement for BOC Individuals Certified Beginning in 2004

If you allow your certification to expire and then seek reinstatement, you must submit a completed Declaration Form documenting all points earned within the previous three years as required by your certification category. You must also pay a reinstatement fee of \$50 plus the current CMP fee.

If your certificate has lapsed for ten (10) or more years, you will be required to retake and pass the certification examination for reinstatement of your certification.

Reinstatement for Lapsed NCA Certificants

Lapsed NCA certificants may be reinstated under the Board of Certification (BOC) by completing the BOC Certification Maintenance Program (CMP) and submitting the current reinstatement fee of \$50 plus the current CMP fee.

If after initial reinstatement, your certificate has lapsed for ten (10) or more years, you will be required to retake and pass the certification examination for the reinstatement of your certification.

“The CMP turned out to be a lot easier to complete than I expected it to be. I had more points than I needed just by taking the continuing education programs offered in my hospital over the three year period.”

TAMMY BUTLER, PBT(ASCP)^{CM}



FREQUENTLY ASKED QUESTIONS

Q: Is the Certification Maintenance Program required for all categories of certification?

A: The Certification Maintenance Program is required for newly certified individuals and active NCA certificants who are not ASCP certified prior to January 1, 2004 in the following categories. (Note: If ASCP certified prior to 2004, CMP is voluntary):

- Apheresis Technician (AT)
- Cytotechnologist (CT)
- Donor Phlebotomy Technician (DPT)
- Histotechnician (HT)
- Histotechnologist (HTL)
- Medical Laboratory Scientist (MLS)
- Medical Laboratory Technician (MLT)
- Pathologists' Assistant (PA)*
- Phlebotomy Technician (PBT)
- Technologist in Blood Banking (BB)
- Technologist in Chemistry (C)
- Technologist in Cytogenetics (CG)
- Technologist in Hematology (H)
- Technologist in Microbiology (M)
- Technologist in Molecular Biology (MB)

* The Certification Maintenance Program is required for all Pathologists' Assistants who are ASCP certified.

As of January 1, 2006, the Certification Maintenance Program has been expanded to include all certifications offered by the Board of Certification.

Q: If I become certified but fail to complete or participate in the Certification Maintenance Program (CMP), what happens? Will my ASCP certification be revoked?

A: Certifications issued on or after January 1, 2004 are valid for three years. If someone fails to participate in CMP, their certification will no longer be valid after the certification validation date indicated on their certificate. They are no longer permitted to use the certification initials [e.g., MLS(ASCP)] after their name since their certification is no longer valid. Individuals ASCP certified prior to 2004 may continue to use the certification initials since this is a voluntary program for those certified prior to 2004; however, these individuals will no longer be permitted to use the "CM" designation.

Q: I am participating in the CMP for both my MLS(ASCP)^{CM} and SBB(ASCP)^{CM} certifications. The CM end date for my SBB is October 2013 and the end date for my MLS is March 2014. Instead of having to remember and keep track of CMP points for two separate expiration dates, can I have only one date to remember?

A: Yes, certificants with multiple certifications may synchronize the completion of their CMP renewal process if they choose to do so. A completed declaration may be

submitted at an earlier date within the three year cycle to coincide with another certification cycle as long as the three-year cycle for any one certification category is not exceeded.

For Example: Two CMP expiration dates:
SBB-October 2013
MLS-March 2014

Step 1

Choose the earliest expiration date of the two certifications. Why the earliest date? Because you must complete all required CMP points for your category within a three year period. If you choose March 2014, your SBB certification would expire before then.

Step 2

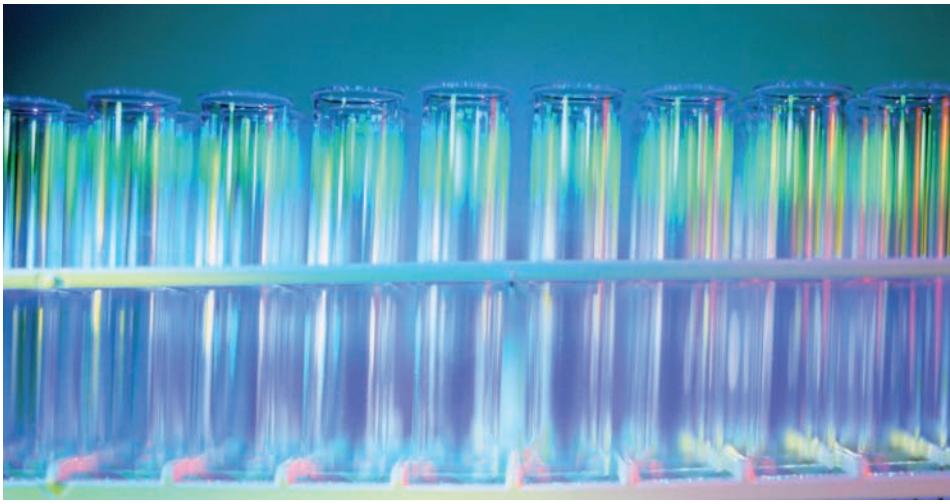
Complete the required points for both MLS and SBB before October 2013. (Remember, you may use some of the same points for more than one certification category.)

Step 3

Submit Declaration Forms for both the MLS and SBB before October 2013. (Pay \$75 for the first CMP declaration and \$15 for the second form.)

Step 4

Your certifications for both MLS and SBB will now expire in October 2016.



Q: I have multiple certifications; how do I determine which CMP certification categories I should participate in?

A: We have provided the following scenarios to aid you in your decision. Individuals with multiple certifications may participate in the Certification Maintenance Program for

more than one certification category. Points earned from any activity may be applied to multiple categories, provided they fit the criteria for the certification and are completed within the required time frame. Participation in more than one certification category will require a \$15 fee per

category in addition to the initial CMP application fee, when certifications are renewed at the same time. Expiration dates must be the same or within three months of each other. A separate Declaration Form must be submitted for each certification.

Example 1: Voluntary participation for two certifications (MLS & SBB) categories which were issued prior to 2004 or 2006:

Option A: Participate in only one of the categories with no consequence relating to other category.

Option B: Participate in both the MLS and SBB categories in the same time frame.

MLS

36 Points Required

- 1 point in safety
- 2 points in each of the following:
 - blood banking
 - chemistry
 - hematology
 - microbiology
- Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education or other related laboratory areas of interest

SBB

36 Points Required

- 1 point in safety
- 10 points in area of specialty
- Remaining points in area(s) of lab specialty, management, education or other related laboratory areas of interest

Participating in both MLS and SBB

36 Points Required

- 1 point in safety
- 2 points in each of the following:
 - blood banking (2)
 - chemistry (2)
 - hematology (2)
 - microbiology (2)
- 8 additional points in blood banking (to make up 10 points in area of specialty under SBB)
- Remaining points (19) in area(s) of lab specialty, immunology, molecular diagnostics, management, education or other related laboratory areas of interest

Participation in both the MLS and SBB certification categories allow an individual the opportunity to use the same points acquired in blood banking for the MLS and SBB categories as well.

Example 2: Voluntary participation and required CMP for two certification categories.

MT obtained in 1999 and SM obtained in August 2010 valid through July 2013.

Option A: Participate in only the required category (SM). Individual is only required to meet the designated SM activities, with no consequences to MT certification. SM activities require:

- 1 point safety, 10 points in microbiology (area of specialty)
- 25 remaining points in specialty, education, management etc.
- 36 Total points

Option B: Participate in both the MT and SM categories in the same time frame.

MT

36 Points Required

- 1 point in safety
- 2 points in each of the following:
 - blood banking
 - chemistry
 - hematology
 - microbiology
- Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education or other laboratory related areas of interest

SM

36 Points Required

- 1 point in safety
- 10 points in area of specialty
- Remaining points in area(s) of lab specialty, management, education or other related laboratory areas of interest

Participating in both MT and SM

36 Points Required

- 1 point in safety
- 2 points in each of the following:
 - blood banking (2)
 - chemistry (2)
 - hematology (2)
 - microbiology (2)
- 8 additional points in microbiology (to make up 10 points in area of specialty under SM)
- Remaining points (19) in area(s) of lab specialty, immunology, molecular diagnostics, management, education or other related laboratory areas of interest

Example 3: Required CMP participation for two certification categories (certifications obtained after 2004):

Certification validation periods:

MLS – 2004 – 2007 – 2010

SBB – 2009 – 2012

Option A: Participate in only one of the required categories (SBB). Consequences to MLS certification: certification is invalid. SBB activities require:

- 1 point safety
- 10 points in blood banking (area of specialty)
- 25 remaining points in specialty, education, management etc.
- 36 Total points

Option B: Participate in both the MLS and SBB categories. MLS in 2007, 2010 and SBB in 2012. As described in the examples on the previous page, some of the same points may be used for both certifications.

Q: Will individuals be allowed to start the program before the certification date?

A: Points accumulated toward meeting the CMP requirements must be obtained between the years of certification validation. (e.g., if the certification validation period is January 2009 through January 2012, all points must be completed within this validation period). Thus, any points

obtained before your re-certification validation period begins will not be accepted.

Q: As a Laboratory Supervisor, I verify the certification of my staff. Currently I am provided with their certification category and year of certification. What can I expect in terms of certification verification status for those who do not comply with the CMP who were certified beginning in 2004?

A: The Board of Certification will verify the certification category and the certification validation period. An original certificate indicating validation dates is also acceptable as verification of certification (copies are not acceptable), as well as certification received through our online service. (Please see our website: www.ascp.org/verification for further information.)



Q: Cytotechnologists in California must document 24 hours of approved CE every two years in order to maintain their California CT license. Will all California CTs also be required to document and submit the same hours to ASCP in order to maintain their ASCP CT certification?

A: Cytotechnologists certified in January 2004 and beyond are required to complete 36 points of continued competency activities every three years. Activities accepted by the California State Licensure Board will be considered acceptable activities for the CMP.

Q: I am attending a conference at the end of the last month of my recertification cycle. Because I need to submit my completed Declaration one month before my certification expires, may I document these points on my Declaration even though I have not yet completed them?

A: Yes. You may document points scheduled to be earned in the last month of your recertification cycle on your Declaration for the current cycle ahead of time. In this case, your declaration may be subject to audit.

Q: Can I use the 25 points I received for earning my specialist certification from the BOC towards my certification requirements?

A: The BOC awards CMP points for the completion of an advanced BOC certification or qualification. These points may be used one time only towards recertification for any certification other than the one for which the points were awarded.

For example, if an MLS certificant earns a specialty certification such as an SBB certification, 25 points will be awarded and can be used to meet the MLS recertification requirements. Likewise, if an HT certificant earns a specialty certification such as a PA, the 25 points earned cannot be used to meet the PA recertification requirements.

Q: I am interested in why the CMP was initiated when every place I have been employed requires us to have yearly continuing education and regulatory agencies require continuing proof of our competency.

A: Many places do not require employees to participate in obtaining continuing education courses and the requirements are inconsistent among those that do. Additionally, not all states require that medical laboratory professionals obtain a state license to work in the laboratory. We feel that this program will demonstrate on a national level that everyone who is awarded the CMP designation is assuring the public and their peers that they are maintaining their competence throughout their career. Nearly all of the continuing education courses required by employers and regulatory agencies are accepted by the BOC.

Q: Please provide some clarification regarding the Certification Maintenance Program, membership, certification, and registration. Please explain to me the difference between certification, registration and membership? There seems to be some confusion and perhaps a misperception that the CMP will be used to ensure ASCP membership.

A: Certification by the ASCP Board of Certification requires completion of the eligibility requirements and successful completion of the appropriate certification examination. Previously certification did not have an expiration date. Individuals who become certified in 2004 and beyond will be required to maintain their certification through the Certification Maintenance Program (CMP) every three years. Membership is voluntary. Certification and maintenance of certification are not contingent upon membership in any association.

Q: If I have further questions regarding this program, whom do I contact?

A: Contact the ASCP
Board of Certification Office:

www.ascp.org/bocfeedback
www.ascp.org/cmp
Phone: 800.267.2727
(Follow the following prompts for CMP: for a Service Rep. press 2, for the BOC press 1, for CMP press 3)
Fax: 312.541.4845



SELF - ASSESSMENT

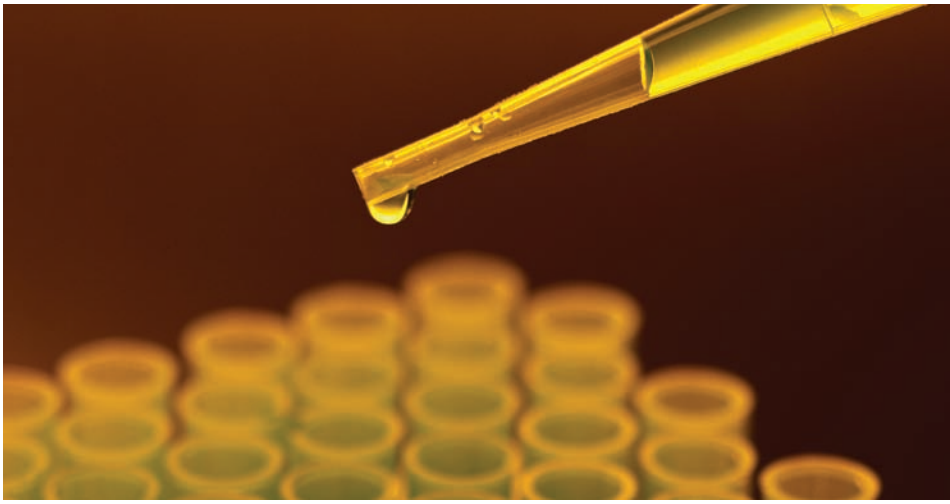
To assist you in setting your goals and determining the appropriate activities to meet these goals and successfully complete the CMP program, please consider the following areas:

- Your current responsibilities
- Areas of professional interest to you (e.g., teaching, management, laboratory compliance, etc.)
- Parts of your job that you enjoy
- Professional strengths
- Areas in which you would like to improve your knowledge
- External factors or trends (professional, societal, or environmental) that will affect your profession

After you have considered all of the above, then establish your goals and determine what activities indicated in this booklet will help you to achieve your goals and complete the Certification Maintenance Program.

Goals

Activities



COMPLETING U.S. CMP – STEP BY STEP

Step 1

Review the CMP information brochure/booklet. (To view the online CMP booklet, please go to www.ascp.org/cmp)

Step 2

Complete the continuing competence activities that are required for your certification category and accumulate and save documentation for these activities during the three-year period following certification/recertification.

Step 3

One month before the ending validation date on your certificate, complete and sign the CMP Declaration Form (PDF copy available online at www.ascp.org/cmp) and mail it to ASCP Board of Certification, 3335 Eagle Way, Chicago, IL 60678-1033 with the \$75 CMP fee or complete the online declaration process and pay by credit card.

DO NOT INCLUDE any documentation of your continuing competence activities with your Declaration Form. This documentation will only be required if your Declaration Form is selected for auditing purposes.

Change of Name/Address: If you have an address or name change, please notify the ASCP Board of Certification office online by going to www.ascp.org/bocdfedback; fax 312.541.4845 or mail ASCP Board of Certification, 33 West Monroe St., Suite 1600, Chicago, IL 60603-5617. Name changes must be accompanied by a photo copy of your marriage license or court order.

Expired Certification: If your certification has expired, please submit your completed and signed declaration form with the current CMP fee and \$50 reinstatement fee.

Step 4

If you receive notification that your Declaration Form is being audited, submit copies of your certificates of completion and any other documentation at that time. Audit Documentation should be mailed to ASCP Board of Certification, 33 West Monroe St., Suite 1600, Chicago, IL 60603-5617.

Step 5

Upon successful completion of the program, you will receive a new certificate valid for three years. The designation “CM”, as a superscript, is required after your certification initials to indicate that you have successfully maintained your certification [e.g., $MLS(ASCP)^{CM}$]

“Having the BOC credentials after my name makes me feel proud. I worked hard for that.”

TAMMY BUTLER, PBT(ASCP)^{CM}



ASCP
BOARD OF
CERTIFICATION

33 West Monroe Street, Suite 1600
Chicago, Illinois 60603
Phone: 800.267.2727

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Web: www.ascp.org/cmp
To contact us online go to:
www.ascp.org/bocfeedback

THE ASCP BOARD OF CERTIFICATION MISSION STATEMENT

To provide excellence in certification of
laboratory professionals on behalf of patients
worldwide.