

In keeping with our ongoing commitment to assure the continued competence of medical laboratory personnel, the ASCP Board of Registry 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 ASCP CMP website (www.ascp.org/certification/cmp).

All requirements and fees stated in this program are subject to change without prior notice.

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Folder Inserts

Declaration Form
Employer Assessment Form
CMP Voucher

Frequently Asked Questions

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 ASCP CMP designation is assuring the public and their peers that they are maintaining their competence throughout their career. Nearly all of the continuing education course required by employers and regulatory agencies are accepted by ASCP.

Q: Please provide some clarification regarding the Certification Maintenance Program, ASCP membership, certification, and registration. Please explain to me the difference between certification, registration and ASCP 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 Registry 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. ASCP membership is voluntary. Certification and maintenance of certification are not contingent upon membership in ASCP.

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

A: Points accumulated toward meeting the CMP must be obtained between the years of certification validation. (i.e. if the certification validation period is January 2004 through January 2007, all points must be completed within this validation period of January 2004 - January 2007.) Thus, any points obtained before or after your certification validation period will not be acceptable and cannot be carried over to a later period.

CMP: What You Need To Do

In January 2004, the Board of Registry implemented the Certification Maintenance Program, which required participation every three years for newly certified individuals in the entry level categories. In January 2006, the Certification Maintenance Program was expanded to include all certification categories offered by the Board of Registry. Individuals certified prior to 2004 may participate on a voluntary basis.

The goal of the program is to demonstrate to the public that laboratory professionals with this new designation are performing activities to stay current in their practice.

Certified 2004 and Beyond

The Certification Maintenance Program is required for all individuals who were certified on or after January 1, 2004 in the following categories:

- Apheresis Technician (AT)
- Cytotechnologist (CT)
- Donor Phlebotomy Technician (DPT)
- Histotechnician (HT)
- Histotechnologist (HTL)
- Medical Laboratory Technician (MLT)
- Medical Technologist (MT)
- Phlebotomy Technician (PBT)
- Technologist in Blood Banking (BB)
- Technologist in Chemistry (C)
- Technologist in Hematology (H)
- Technologist in Microbiology (M)
- Technologist in Molecular Pathology (MP)

The Certification Maintenance Program is required for all Pathologists' Assistants (PA) 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:

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

For individuals certified beginning in January 2004, January 2005 or January 2006, as indicated above, the certification will expire after a three-year period. 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 at least two months prior to the certificate expiration date. A Declaration Form (provided in the pocket of this booklet), along with the required CMP fee or, if applicable, CMP voucher must be submitted no sooner than three months prior to the expiration date shown on your certificate for certification renewal.

Activities may not be carried over from one period to the next. For example, if your validation dates are January 1, 2004 through January 31, 2007, you will need to complete your continuing competence activities between those dates. Activities obtained before your certification validation period will not be accepted. Upon successful completion of the program, you are required to use the initials "CM" in superscript, after your certification initials [e.g. MT(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., MT(ASCP)] when your certification expires.

Voluntary Participation

Individuals certified prior to January 2004 or those who received 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 Registry office are considered acceptable activities. For example, if you submit your Declaration Form in December 2007, activities obtained December 2004 through December 2007 would be acceptable. Upon successful completion of the program, you may use the initials "CM" in superscript, after your certification initials [e.g., MT(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 certified prior to 2004.

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 activities 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 Safety may be used for both MT and C. A fee of \$15 per each additional certification will be required following the \$50 charge for the initial certification. (For detailed information, see FAQ on page 11).

Point Allocation

Activities are awarded points based on the Guidelines on page 5.

Steps for Completing the CMP

1. Review your CMP packet of information as soon as you receive it.
2. Over the next three years, complete the appropriate activities as outlined in this packet to achieve your goals and attain the required CMP points. Save all certificates of completion and any other documentation of completion.
3. No sooner than two to three months prior to the ending validation date on your certificate, complete the required Declaration Form(s) and mail it in with the required \$50 fee or voucher. (Vouchers may be used if you have been an ASCP Member for 3 consecutive years.) **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.
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 certificate valid for three years and you will be permitted 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 certificate 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 10.

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 8 & 9 for further information.)

CMP Requirements

Certification Category	CMP required for individuals certified beginning in the year indicated	Total Number of Points Required	Points Distribution
MT, MLT	2004	36	<ul style="list-style-type: none"> • 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
AT, CT, HT, HTL, BB, C, H, M, MP	2004	36	<ul style="list-style-type: none"> • 1 point in safety • 2 points in area in which you are certified • Remaining points in area of specialty, management, education or other related laboratory areas of interest
PBT, DPT	2004	9	<ul style="list-style-type: none"> • 1 point in safety • 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 safety • 20 points in anatomic pathology • Remaining points in the area(s) anatomic pathology, management, education or other clinical specialties
SBB, SC, SCT, SH, SLS, SM, SV, HP, DLM	2006	36	<ul style="list-style-type: none"> • 1 point in safety • 10 points in area of specialty • Remaining points in area of laboratory specialty, management, education or other related laboratory areas of interest

For generalists (MT & MLT)

minimum of 36 points to include: 2 points minimum required in each domain (blood banking, chemistry, hematology, microbiology), 1 point minimum in safety 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, CT, HT, HTL, BB, C, H, M, MP)

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 (PBT & DPT)

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

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.

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 ACCENT, ASCLS PACE, CE programs sponsored by other professional societies (including state, regional and 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 (science, computer management, education or any other science related courses)	1 quarter hour 1 semester hour	10 15
4. Teleconferences, subscription or online self-instructional courses for which ACCME, CMLE, ACCENT, PACE or other professional society credits are awarded (see page 5)	1 contact hour (50-60 minutes)	1
5. Completion of advanced ASCP certification or qualification: Specialist/Diplomate certification Categorical or higher level certification Qualification		25 12 12
6. Competence Assessment by employer (must use ASCP/BOR Employer Assessment Form)		2 (per year/max 4 pts.)
7. Research & preparation for presenting a workshop or course (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		2 (per year)
15. Serving on committees/boards related to the profession (national, state, regional, local)		2 (per year)
16. Role of on-site inspector for laboratory accreditation (CAP, JCAHO, AABB, COLA, state agency) or training program accreditation (NAACLS, CAAHEP)		1 (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 Registry 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.

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 6. 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 Registry 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.*

2. Employer-offered coursework—Programs, workshops, and in-services 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.)

3. College/university coursework—Courses in the natural sciences, management, education, or other science related courses.

4. Teleconference, subscription, or online self-instructional courses—These courses are acceptable based on any of the following criteria:

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

5. Completion of advanced ASCP certification or qualification—Achievement of a Specialist or Diplomate certification in the following categories is acceptable for 25 CMP points: Hemapheresis Practitioner (HP), 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—Histotechnologist (HTL), Technologists in Blood Banking (BB), Chemistry (C), Hematology (H), Microbiology (M) and Molecular Pathology (MP) [e.g. Histotechnologist (HTL) for Histotechnician (HT) is acceptable for 12 CMP points].

Qualifications are also worth 12 CMP points—Qualifications in Cytometry (QCYM), Immunohistochemistry (QIHC), Laboratory Compliance (QLC), Laboratory Informatics (QLI) and Point of Care Testing Evaluator (QPOCTE).

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/BOR form required). Your employer must complete the required Employer Assessment Form to document your continued competency in the area(s) of your employment. The date of the assessment must be included on this form.

7. Presentation of a workshop or course—You may receive 3 CMP points for each contact hour of a presentation/workshop you prepare and deliver for the first time only. (Not within 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, local professional organizations or committee appointments at your place of employment**—
See page 4 for specific points awarded.
16. **Lab inspector for JCAHO/CAP/AABB/ COLA/ state agency or on-site inspector for NAACLS/CAAHEP**—
See page 4 for specific points awarded.

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**—American Association of Blood Banks
- **AACC “ACCENT”**—American Association for Clinical Chemistry
- **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**
- **JCAHO**—Joint Commission on the Accreditation of Healthcare Organizations
- **NSH**—National Society for Histotechnology
- **The American Red Cross**

Please Note: *Because of the large volume of continuing education programs available, the Board of Registry 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.*

“The ASCP CMP packet is thorough and offers
a wide range of activities that can be counted
toward my qualifications.”

Walter Oliveira, MT(ASCP)^{CMSE}

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 enclosed 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. Sign and date the form and return it to the Board of Registry office along with a check/money order, credit card information (or if applicable CMP voucher) for the required fee. (Refer to the website at www.ascp.org/certification/cmp for current fee information.)

DO NOT INCLUDE any documentation of your continuing competence activities with this 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 two (2) months prior to the ending validation date on your certificate. (e.g., January 30, 2007 for the ending validation date of March 31, 2007). This will ensure that your new certificate will arrive prior to the expiration of your current certificate.

Change of Name/Address

If you change your address, notify the ASCP Board of Registry Office by email to bor@ascp.org; 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 or mailed to ASCP Board of Registry, 33 W. Monroe St., Suite 1600, Chicago, IL 60603.

Mailing Information

Please send your Declaration Form & Fee /Credit Card info. to:

**ASCP Board of Registry
3335 Eagle Way
Chicago, IL 60678-3335**

Please send your Declaration Form & Voucher to:

**ASCP Board of Registry
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.)

Successful Completion of CMP

If your Declaration Form is accepted without audit, you will receive a new certificate valid for three years and a CMP packet for the next time period. The designation “CM”, as a superscript, is required after your initials to indicate that you have successfully maintained your certification [e.g., MT(ASCP)^{CM}].

Audit Procedure

To ensure the integrity of the Certification Maintenance Program, the ASCP Board of Registry 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/certification/cmp)
Presentation of workshop or course	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, doctoral dissertation	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/ JCAHO/AABB/COLA/state agency	Letter from organization (NAACLS, CAAHEP, JCAHO, 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 on the previous page for all of the continuing competence activities you completed to acquire the necessary CMP points. DO NOT SUBMIT original documents.

Successful Completion of CMP After Audit

Upon successful completion of the auditing process, you will receive a new certificate valid for three years and a CMP packet for the next time period. The designation “CM”, as a superscript, is required after your initials to indicate that you have successfully maintained your certification [e.g., MT(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 Registry.

“I had a great experience
with the ASCP 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, MP^{CM}

Audit Appeals Process

Audit Appeals Procedure

To appeal an unsuccessful audit, you must submit a letter to the Board of Registry Board of Governors. 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 of over one year's 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 of the Board.

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 of over one year's duration in a location with no access to online workshops. Financial hardship and personal/family-related responsibilities are not considered extenuating circumstances.

To be reinstated after one year, you must submit a Declaration Form and copies of the documentation of 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/certification/cmp).

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

Reinstatement for Individuals Certified Beginning in 2004

If you allow your certification to expire and then seek reinstatement, you must submit a Declaration Form and documentation of 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(s).

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.

“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 in the following categories. (Note: If certified prior to 2004, CMP is voluntary):

- Apheresis Technician (AT)
- Cytotechnologist (CT)
- Donor Phlebotomy Technician (DPT)
- Histotechnician (HT)
- Histotechnologist (HTL)
- Medical Laboratory Technician (MLT)
- Medical Technologist (MT)
- Phlebotomy Technician (PBT)
- Technologist in Blood Banking (BB)
- Technologist in Chemistry (C)
- Technologist in Hematology (H)
- Technologist in Microbiology (M)
- Technologist in Molecular Pathology (MP)

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

Q: Please provide some clarification regarding the Certification Maintenance Program, ASCP membership, certification, and registration. Please explain to me the difference between certification, registration, and ASCP membership?

A: Certification by the ASCP Board of Registry requires completion of the eligibility requirements and successful completion of the appropriate certification examination. Previously, certification did not have an expiration date. Individuals who became certified in 2004 and beyond will be required to maintain their certification through the Certification Maintenance Program (CMP) every three years.

ASCP membership is voluntary. Certification and maintenance of certification are not contingent upon membership in ASCP.

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 may no longer be permitted to use the certification initials [e.g., MT(ASCP)] after their name since their certification is no longer valid. Individuals 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 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 \$50 application fee. A separate Declaration Form must be submitted for each certification.

“I am proud to display the CMP certificate
and have people understand that
continuing education is a priority for me.”

Joan K. Kosiek, MT(ASCP)SH, MP^{CM}

Example 1: Voluntary participation for two certifications (MT & 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 MT and SBB categories in the same time frame with.

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 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 MT 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 MT and SBB certification categories allows an individual the opportunity to use the same points acquired in blood banking for the MT and SBB categories as well.

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

MT obtained in 1999 & SM obtained in August 2006 valid through August 2009

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 with.

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 certifications categories (certifications obtained after 2004):

Certification validation periods:

MT – 2004 – 2007 – 2010

SBB 2009 – 2012

Option A: Participate in only one of the required categories (SBB). Consequences to MT 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 MT and SBB categories. MT 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 assigned 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 2004 through January 2007, all points must be completed within this validation period). Thus, any points obtained before or after your certification validation period will not be acceptable and cannot be carried over to a later period.

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 Registry 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, provided by Credentials, Inc. (Please see our website <http://www.ascp.org/certification/verificationofcertification/> 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: If I have further questions regarding this program, whom do I contact?

A: Contact the ASCP Board of Registry Office:

bor@ascp.org

www.ascp.org/cmp

Phone: 800.267.2727

(Follow the following prompts for CMP: for a Service Rep. press 1, for the BOR press 2, for CMP press 2 again)

Fax: 312.541.4845

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

Tammy Butler, PBT(ASCP)^{CM}



American Society for
Clinical Pathology
Board of Registry

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

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