

## Step by step process to start the ASCP certification application process



Go to ASCP homepage and login from the right side of page.

You can login using your username or user ID that was assigned when you created your account. Your password is case sensitive. After a successful login you will see a welcome message in red with your name. (*You must already have a user account to register for ASCP certification exams; if not create a user account*)



Find 'The BOR Certification Process' section on the page and click on text.



Click on the link 'Get Certified' from menu on left side of your screen.



Go to step 3 and click on the link 'Apply Online'. You will see a screen as shown below. (*Be sure to check box "I have carefully and completely reviewed the Procedures for Certification and Examination".*)

### Apply for ASCP Board of Registry Certification Examination

I have carefully and completely reviewed the [Procedures for Certification and Examination](#) \* along with the eligibility requirements for the certification category I have chosen to ensure that I have met all the requirements as specified. I understand that application fees are non-refundable.

\*ASCP<sup>i</sup> International applicants should check the box above to indicate they have reviewed the [international section of the website](#) for international certification procedures and eligibility requirements. ASCP<sup>i</sup> applicants are not required to read and do not follow the above "Procedures for Certification and Examination."

You may only apply for one category in a three month period

- U.S Certification
- International Certification
- Licensure Exams

Select the certification examination\*

Select route you are applying for\*:  [Help me decide](#)



Select the appropriate certification and route you are apply for; and click the 'Submit' icon to continue. The 'Customer Contact Information' screen is displayed. All fields with an asterisk must be completed; then click the continue icon when done. You see the 'Demographic Information' displayed. Provide only information denoted with an asterisk; then click the 'Continue' icon when done.

## step 6

Next, you will see the 'Education History (Certification) page; click the 'Add Education' icon to add your education and click 'Submit' icon to continue.

## step 7

Next, you will see the 'Employment History page (Certification) page; click the 'Add Employer' icon to add employment details and click the 'Submit' icon to continue.

## step 8

Next, the 'Legal Statement' will be displayed as shown below. Please provide the contact information of two individuals likely to know your address at all times and check the agree box to accept terms of the certification application. Click the 'Submit' icon when you are done.

### Legal Statement

The Board of Registry will be mailing or emailing you time-sensitive documents; it is imperative that we are able to contact you at all times. List below two individuals who are likely to know your address at all times, giving name, address, email address, city and state, zip code and telephone number:

Contact 1 \* : American Society for Clinical Pathology, Board of Registry, 33 W. Monroe Street, Suite 1600, Chicago, IL

Contact 2 \* : American Society for Clinical Pathology, Board of Registry, 33 W. Monroe Street, Suite 1600, Chicago, IL

I declare that I have examined this application, and that to the best of my knowledge and belief it is true, correct and complete. By submitting and typing my name on this application, I acknowledge that this application will be reviewed and processed, and that the examination will be conducted in accordance with the rules and policies adopted by the ASCP Board of Registry. I agree to hold harmless the members, examiners, officers and agents of the ASCP Board of Registry from any and all actions that they may take, or refrain from taking, pursuant to such rules and policies. I certify that all information contained in this application, as well as any information that I submit in support of this application, is true and correct to the best of my knowledge and belief. I authorize representatives of the ASCP Board of Registry to verify the accuracy of any information contained in, or supplied in support of, this application from any person or persons having knowledge of such information. I recognize that admission to take the certification examination, and certification if granted, are based on the

Agree

Submit

Cancel

## step 9

Finally, your 'Shopping Cart' screen will be displayed as shown; click the checkout icon. You will see the details of your order and payment information located at the bottom of page. Provide required payment information and click "Place my Order" to complete your purchase.

If you experience any problems contact ASCP Customer Services at 800.267.2727, option 2.

### Shopping Cart

Code	Title	Rate	Unit Amount	Qty	Sub-Total
EXAMTC	BOR Exam Technologist	LIST	\$200.00	1	\$200.00



Promo Code:

Please note that discounts, if any, will appear during the Checkout process.

