

January 2012 – June 2012

PLEASE KEEP THIS BOOKLET UNTIL YOU SUCCESSFULLY
PASS THE CERTIFICATION EXAMINATION.

ASCP BOARD OF CERTIFICATION

U.S. (only) Procedures for Examination & Certification



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)



ASCP
**BOARD OF
CERTIFICATION**

The ASCP Board of Certification is an administratively independent certification agency that prepares relevant standards and develops procedures that will assure the competence of non-physician medical laboratory personnel.

The ASCP Board of Certification certifies those individuals who meet the academic and clinical prerequisites and who achieve acceptable performance levels on examinations.

The Board of Certification does not discriminate among applicants as to age, gender, race, religion, national origin, disability, marital status or sexual orientation.

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ASCP BOARD OF CERTIFICATION

About the ASCP Board of Certification

Founded in 1928 by the American Society for Clinical Pathology (ASCP), the Board of Certification is widely accepted as the most influential leader in the field of certification of medical laboratory professionals. To date over 460,000 individuals have been certified. The Board of Governors of the ASCP Board of Certification has 25 members:

- Five pathologists (nominated by the ASCP)
- Five laboratory professionals (nominated by the ASCP)
- Four representatives from the American Society for Clinical Laboratory Science (ASCLS)
- Two representatives from the Association of Genetic Technologists (AGT)
- One representative from each of the following eight participating specialty societies:
 - American Association for Clinical Chemistry; AABB; American Association of Pathologists' Assistants; American College of Microbiology; American Society of Cytopathology; American Society of Hematology; Clinical Laboratory Management Association; National Society for Histotechnology
- One public member

Accreditation

The ASCP Board of Certification is accredited by the American National Standards Institute (ANSI) for the following certification categories: Medical Laboratory Scientist (MLS), Medical Laboratory Technician (MLT), Phlebotomy Technician (PBT), Cytotechnologist (CT), Histotechnician (HT), Histotechnologist (HTL), Technologist in Molecular Biology (MB), Pathologists' Assistant (PA), and Specialist in Cytotechnology (SCT).

ANSI awards accreditation to personnel certification agencies that meet the International ISO Standard 17024.

Certification and Maintenance of Certification

Certification is the process by which a non-governmental agency or association grants recognition of competence to an individual who has met certain predetermined qualifications, as specified by the agency or association.

The ASCP Board of Certification provides a mechanism for these individuals to be recognized as having the necessary competence to perform the medical laboratory roles they seek. This mechanism is called certification.

ASCP BOC certification is time-limited for three years. To remain valid, certification must be maintained by completing the Certification Maintenance Program (CMP) as described on pages 26 – 27.

Certification Process

- Step 1** Meet the eligibility requirements for the appropriate examination category as shown on pages 4 to 16 before submitting your application.
- Step 2** Complete the appropriate application form (see page 21) and submit the following:
- Completed application form
 - Appropriate application fee (check or credit card)
Application fees are non-refundable
 - Necessary documentation required to verify your eligibility (see pages 18-20).
- Step 3** Receive an admission letter to take the examination on computer at a Pearson Professional Center within a **three-month period**, upon determination of your examination eligibility.
- Step 4** Schedule an appointment to take the examination within the **three-month period** indicated on your admission letter.
- Step 5** Take the examination at the Pearson Professional Center of your choice. (Appendix A, page 28)
Immediately after you complete the examination, you will see your preliminary pass/fail result on the computer screen.
- Step 6** Receive your final examination scores within ten (10) business days of the date of your examination.
- Step 7** Receive your certificate in approximately 4-6 weeks verifying your certification upon passing the examination, valid for three years, and the Certification Maintenance Program packet containing information on maintaining your certification.

Congratulations on your decision to apply for certification by the ASCP Board of Certification, the certification agency representing the majority of the laboratory community. We wish you success on your examination.

Applicants with a Disability

Notify the ASCP Board of Certification office in writing at the time of application if you wish to request testing modifications.

An applicant who wishes to request modifications in the examination environment because of a disability must notify the ASCP Board of Certification office in writing at the time of application and provide appropriate documentation about the disability and the needed modification. The ASCP Board of Certification will consider modification of the testing conditions on a case-by-case basis.

The ASCP Board of Certification will work directly with the applicant and proctors at the test centers to make modifications in the testing environment which make it possible for an individual with a disability to take an examination under conditions which will accurately reflect the individual's aptitude or achievement level. Such modifications may include providing auxiliary aids and services to an applicant with a disability.

Certification Categories and Application Fees

Application fees are non-refundable. Be sure you meet the eligibility requirements as stated and are able to provide the appropriate documentation before submitting your application form and fee.

The Board of Certification does not establish eligibility of any candidate from information that is supplied via e-mail, correspondence, fax, telephone calls or online chats alone. Our office must base all decisions on a review and verification of information supplied through formal application for examination.

Category of Examination	Application Fee
Phlebotomy Technician, PBT(ASCP)	\$125
Donor Phlebotomy Technician, DPT(ASCP)	\$125
Histotechnician, HT(ASCP)	\$185
Medical Laboratory Technician, MLT(ASCP)	\$185
Medical Laboratory Scientist, MLS(ASCP)	\$210
Cytotechnologist, CT(ASCP)	\$210
Histotechnologist, HTL(ASCP)	\$210
Technologist in Blood Banking, BB(ASCP)	\$210
Technologist in Chemistry, C(ASCP)	\$210
Technologist in Cytogenetics, CG(ASCP)	\$210
Technologist in Hematology, H(ASCP)	\$210
Technologist in Microbiology, M(ASCP)	\$210
Technologist in Molecular Biology, MB(ASCP)	\$210
Specialist in Blood Banking, SBB(ASCP)	\$260
Specialist in Chemistry, SC(ASCP)	\$260
Specialist in Cytotechnology, SCT(ASCP)	\$260
Specialist in Hematology, SH(ASCP)	\$260
Specialist in Microbiology, SM(ASCP)	\$260
Pathologists' Assistant, PA(ASCP)	\$500
Diplomate in Laboratory Management, DLM(ASCP)	\$375

The requirements and fees stated in this booklet are subject to change without notice.

Examination Eligibility Requirements

TECHNICIAN CERTIFICATION

DPT(ASCP) Donor Phlebotomy Technician

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: PBT (ASCP) certification AND 25 successful donor collections in the U.S., Canada or an accredited laboratory* within the last year; **OR**

Route 2: High school graduation (or equivalent) AND completion of an acceptable donor phlebotomy structured program within The Joint Commission or CAP accredited institution, AND 50 successful donor collections in the U.S., Canada or an accredited laboratory* within the last two years; **OR**

Route 3: High school graduation (or equivalent) AND completion of one year full time acceptable experience as a donor phlebotomy technician in an accredited facility in the U.S., Canada or an accredited laboratory* within the last two years; **OR**

Route 4: High school graduation (or equivalent) AND successful completion of RN, LPN or other accredited allied health professional/occupational education AND donor phlebotomy training with 50 successful donor collections in the U.S., Canada or an accredited laboratory*.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.)

HT(ASCP) Histotechnician

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: Successful completion of a NAACLS accredited Histotechnician program within the last 5 years prior to the date of application for examination; **OR**

Route 2: At least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry (**must include credit hours in both**), or an associate degree from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry (**must include credit hours in both**), AND

one year full time acceptable experience in a histopathology (clinical, veterinary, industry or research) laboratory in the U.S., Canada or an accredited laboratory* within the last ten years.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).

Laboratory Experience

To fulfill the experience requirement for the Histotechnician examination, you must have experience, within the last ten years, in the following areas:

- Fixation
- Microtomy
- Processing
- Staining

MLT(ASCP) Medical Laboratory Technician

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a college/university accredited by a recognized regional or national accreditation agency, AND successful completion of a NAACLS accredited MLT program within the last 5 years; **OR**

Route 2: An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology AND CLA(ASCP)* certification; **OR**

Route 3: An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology AND successful completion of a 50 week U.S. military medical laboratory training course;** **OR**

Route 4: An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology AND

The PBT(ASCP) Phlebotomy Technician category requires applicants to satisfy one of six different routes.

three years full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology, and Clinical Microscopy in the U.S., Canada or an accredited laboratory*** within the last ten years.

* *CLA(ASCP) certification was discontinued in 1982. Only applicants previously certified CLA(ASCP) may apply under Route 2.*

** *An official or notarized documentation of your military code (NEC, MOS, or AFSC code or ER.B), certificate verifying completion of training, letter from Program Director documenting program completion date, or notarized copy of your DD214 form must be submitted with your application form.*

*** *laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).*

PBT(ASCP) Phlebotomy Technician

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: High school graduation (or equivalent) AND completion of a NAACLS approved phlebotomy program or a phlebotomy program approved by the California Department of Public Health* within the last five years; **OR**

Route 2: High school graduation (or equivalent) AND completion of an acceptable two-part formal structured phlebotomy program in the U.S., Canada or an accredited laboratory** within the last five years. This two-part program, to be arranged by the program director, must consist of: 40 clock hours of classroom training, including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations (e.g., safety, quality control, etc.) AND 100 clock hours of clinical training and orientation in an accredited laboratory** with a minimum performance of 100 successful, unaided blood collections including venipunctures and skin punctures; **OR**

Route 3: High school graduation (or equivalent) AND completion of one year full time acceptable work experience as a phlebotomy technician in an accredited laboratory** within the last five years. This experience must include venipunctures and skin punctures. (Full time experience is considered thirty-five hours per week. Refer to page 19 to determine full time equivalence of part time work experience); **OR**

Route 4: High school graduation (or equivalent) AND successful completion of RN, LPN or other acceptable accredited allied health professional/occupational education which includes phlebotomy training and orientation in an accredited laboratory** with a minimum performance of 100 successful, unaided blood collections including venipunctures and skin punctures. Applicants must submit a notarized copy of their current state/provincial license for RN or LPN or a notarized copy of a certificate of completion from the accredited allied health program they completed along with the application form; **OR**

Route 5: MT/MLS(ASCP) or MLT(ASCP) certification; **OR**

Route 6: DPT(ASCP) certification AND a minimum performance of 100 successful unaided non-donor blood collections including venipunctures and skin punctures in an accredited laboratory** within the last 5 years.

* *If you have completed a California Dept. of Public Health approved phlebotomy program, a training documentation form is required. This form must be completed by your program official and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by your program official and include the date and signature of the program official verifying the accuracy of the information on the form. If you are applying for California Licensure, you must also include the release form.*

** *laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).*

Examination Eligibility Requirements

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MLS(ASCP) Medical Laboratory Scientist

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: A baccalaureate degree from a regionally accredited college/university including courses in biological science, chemistry and mathematics AND successful completion of a NAACLS accredited Medical Laboratory Science program within the last 5 years; OR

Route 2: MLT(ASCP) certification AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND two years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy in the U.S., Canada or an accredited laboratory* within the last ten years; OR

Route 3: CLA(ASCP)** certification, AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one

semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND four years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy in the U.S., Canada or an accredited laboratory* within the last ten years; OR

Route 4: A baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND five years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy in the U.S., Canada or an accredited laboratory* within the last ten years.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).

** CLA(ASCP) certification was discontinued in 1982. Only applicants previously certified as CLA(ASCP) may apply under Route 3.

BB(ASCP) Technologist in Blood Banking

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: MT/MLS(ASCP) certification AND a baccalaureate degree from a regionally accredited college/university; **OR**

Route 2: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 3: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND successful completion of a structured program in blood banking under the auspices of a NAACLS accredited Medical/Clinical Laboratory Science Program. The structured program in blood banking must be equivalent to the curriculum for blood banking in the Medical/Clinical Laboratory Science Program; **OR**

The Board of Certification provides excellence in certification of laboratory professionals on behalf of patients worldwide.

Route 4: Master's or doctorate in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory sciences or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 5: Baccalaureate degree or post baccalaureate degree in medical/clinical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences, AND successful completion of a NAACLS accredited educational program** in medical/clinical laboratory science.

* *Laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).*

** *A training documentation form is required (www.ascp.org). This form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the form.*

Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Blood Banking examination, you must have clinical laboratory experience within the last ten years in all of the following procedures:

Serologic Testing

- ABO and Rh typing
- Antibody detection and identification
- Crossmatching
- Test for other blood group antigens
- Direct antiglobulin tests

Routine Problem Solving

- Transfusion reactions
- Immune hemolytic anemias
- Hemolytic disease of the fetus and newborn
- Rh immune globulin studies

Quality Control/Quality Assurance

- Reagents, equipment

Laboratory Operations

Donor Collection, Processing and Testing (Proficiency may be demonstrated through performance, observation or simulation)

- Donor selection, preparation and collection
- Processing or reconfirmation testing
- Component preparation for storage and administration

C(ASCP) Technologist in Chemistry

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: MT/MLS(ASCP) certification AND a baccalaureate degree from a regionally accredited college/university; **OR**

Route 2: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 3: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND successful completion of a structured program in chemistry under the auspices of a NAACLS accredited Medical/Clinical Laboratory Science Program. The structured program in chemistry must be equivalent to the curriculum for chemistry in the Medical/Clinical Laboratory Science Program; **OR**

Route 4: Master's degree (or equivalent) in chemistry or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 5: Baccalaureate degree or post baccalaureate degree in medical/clinical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30

semester hours (45 quarter hours) in the biological, chemical and/or medical sciences, AND successful completion of a NAACLS accredited educational program** in medical/clinical laboratory science.

* *laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).*

** *A training documentation form is required (www.aspc.org). This form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the form.*

Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Chemistry examination, you must have clinical laboratory experience within the last ten years in 5 of the 8 procedures listed:

- Carbohydrates
- Electrolytes
- Enzymes
- Heme compounds
- Lipids/lipoproteins
- Non-protein nitrogen compounds
- Proteins
- Point-of-care

Experience is also required within the last ten years in 3 of the 5 procedures below:

- Blood gases
- Quality control program management
- Therapeutic drug monitoring
- Toxicology
- Vitamins/hormones

CG(ASCP) Cytogenetics

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: Baccalaureate degree from a regionally accredited college/university including courses in biological science, chemistry and mathematics, AND

successful completion of a NAACLS accredited cytogenetics education program within the last 5 years; **OR**

Route 2: Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or baccalaureate degree including 30 semester hours (45 quarter hours) of college course work in the biological, chemical and/or medical sciences from a regionally accredited college/university AND one year full time acceptable work experience within the last three years in a cytogenetics laboratory* in the U.S., Canada or an accredited laboratory;** **OR**

Route 3: Graduate level degree (Master's or Doctorate) in Genetics or Molecular Biology from a regionally accredited college/university AND nine months full time acceptable work experience within the last three years in an accredited cytogenetics laboratory* in the U.S., Canada or an accredited laboratory**.

* *A cytogenetics laboratory is defined as one capable of providing individuals with knowledge and practical experience in cytogenetics, including culturing, harvesting, staining, microscopy, chromosome analysis and molecular genetics (e.g., FISH).*

** *laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).*

CT(ASCP) Cytotechnologist

To be eligible for this examination category, an applicant must satisfy the requirements of the following route:

Route 1: Baccalaureate degree or higher from a regionally accredited college/university AND successful completion of a CAAHEP accredited Cytotechnology program within the last 5 years.

H(ASCP) Technologist in Hematology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: MT/MLS(ASCP) certification AND a baccalaureate degree from a regionally accredited college/university; **OR**

Route 2: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 3: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND successful completion of a structured program in hematology under the auspices of a NAACLS accredited Medical/Clinical Laboratory Science Program. The structured program in hematology must be equivalent to the curriculum for hematology in the Medical/Clinical Laboratory Science Program; **OR**

Route 4: Master's degree (or equivalent) in biology, chemistry or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 5: Baccalaureate degree or post baccalaureate degree in medical/clinical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences, AND successful completion of a NAACLS accredited educational program** in medical/clinical laboratory science.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).

** A training documentation form is required (www.ascp.org). This form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the form.

Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Hematology examination, you must have clinical laboratory experience within the last ten years in all of the following procedures:

- Blood smear, evaluation and differential
- Complete blood count

- Routine coagulation tests (e.g., PT, APTT, D-dimer)
- Quality Control: performance and evaluation

Experience is also required within the last ten years in 2 of the 3 procedures listed:

- Instrument maintenance
- Miscellaneous tests (e.g., ESR, sickle screen, manual cell count, reticulocyte)
- Other coagulation tests (e.g., fibrinogen, factor assays)

HTL(ASCP) Histotechnologist

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry (must include credit hours in both) AND successful completion of a NAACLS accredited Histotechnician or Histotechnology program within the last 5 years; **OR**

Route 2: Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry (must include credit hours in both) AND one year full time acceptable experience in a histopathology, (clinical, veterinary, industry or research) laboratory in the U.S., Canada or an accredited laboratory* within the last ten years.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).

Clinical Laboratory Experience

To fulfill the experience requirement for the Histotechnologist examination, you must have experience, within the last ten years, in the following areas:

- Fixation
- Microtomy
- Processing
- Staining

M(ASCP) Technologist in Microbiology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: MT/MLS(ASCP) certification AND a baccalaureate degree from a regionally accredited college/university; **OR**

Route 2: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited

college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory* within the last ten years; OR

Route 3: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND successful completion of a structured program in microbiology under the auspices of a NAACLS accredited Medical/Clinical Laboratory Science Program. The structured program in microbiology must be equivalent to the curriculum for microbiology in the Medical/Clinical Laboratory Science Program; OR

Route 4: Master's degree (or equivalent) in microbiology, or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory* within the last ten years; OR

Route 5: Baccalaureate degree or post baccalaureate degree in medical/clinical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences, AND successful completion of a NAACLS accredited educational program** in medical/clinical laboratory science.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.).

** A training documentation form is required (www.ascp.org). This form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the form.

Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Microbiology examination, you must have experience, within the last ten years, in 3 of 6 of the following areas:

- Bacteriology
- Molecular Microbiology
- Mycobacteriology
- Mycology
- Parasitology
- Virology

MB(ASCP) Technologist in Molecular Biology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: ASCP certified as a technologist (MT/MLS, CG, CT, HTL, BB, C, H, I or M) or specialist (SBB, SC, SCT, SH, SI, SM or SV) AND a baccalaureate degree from a regionally accredited college/university; OR

Route 2: Baccalaureate degree from a regionally accredited college/university including courses in biological science, chemistry and mathematics, AND successful completion of a NAACLS accredited diagnostic molecular science program, within the last 5 years; OR

Route 3: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable experience in a molecular biology laboratory* in the U.S., Canada or an accredited laboratory within the last five years;** OR

Route 4: Graduate level degree (Master's or Doctorate) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field from a regionally accredited college/university AND six months acceptable clinical laboratory experience in molecular diagnostics* in the U.S., Canada or an accredited laboratory** within the last five years.

* A molecular biology laboratory is defined as one capable of providing individuals with knowledge and practical experience in all aspects of molecular analysis including, but not limited to, recombinant DNA technologies, polymerase chain reaction, and hybridization techniques.

** laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.)

Specialist Certification



PA(ASCP) Pathologists' Assistant

To be eligible for this examination category, an applicant must satisfy the following route:

Route 1: Baccalaureate degree from a regionally accredited college/university AND successful completion of a NAACLS accredited Pathologists' Assistant program within the last five years.

SBB(ASCP) Specialist in Blood Banking

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: Baccalaureate degree from a regionally accredited college/university including biological science, chemistry and mathematics courses AND successful completion of a CAAHEP accredited Specialist in Blood Bank Technology program within the last 5 years; OR

Route 2: MT/MLS(ASCP) or BB(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory*

within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

Route 3: Master's or doctorate degree in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university AND three years of full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory* within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

Route 4: Doctorate degree in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university AND two years of post-doctoral fellowship in blood banking in the U.S. or Canada within the last ten years.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.)

To assure the continued competence of medical laboratory personnel, the Certification Maintenance Program (CMP) was developed. 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.

Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Blood Banking examination, you must have clinical laboratory experience within the last ten years in all of the following procedures:

Serologic Testing

- ABO and Rh typing
- Antibody detection and identification
- Crossmatching
- Direct antiglobulin tests
- Tests for other blood group antigens

Routine Problem Solving

- Transfusion reactions
- Immune hemolytic anemias
- Hemolytic disease of the fetus and newborn (HDFN)
- Rh immune globulin evaluation

Quality Control/Quality Assurance

- Reagents, equipment
- Laboratory operations

Donor Collection, Processing and Testing (Proficiency may be demonstrated through performance, observation or simulation)

- Donor selection, preparation and collection
- Processing or confirmatory testing
- Component preparation for storage and administration

SC(ASCP) Specialist in Chemistry

SH(ASCP) Specialist in Hematology

SM(ASCP) Specialist in Microbiology

To be eligible for these examination categories, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: MT/MLS(ASCP) certification or appropriate ASCP categorical certification (C, H, M), AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable clinical laboratory experience in the specialty in the U.S., Canada or an accredited laboratory* within

the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

Route 2: Master's degree (or equivalent) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND three years full time acceptable clinical laboratory experience in the specialty in the U.S., Canada or an accredited laboratory* within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

Route 3: Doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral clinical fellowship in the specialty in the U.S. or Canada, or two years of full time acceptable clinical laboratory experience in the specialty in the U.S., Canada or an accredited laboratory* within the last ten years. These two years of experience must be acquired post baccalaureate degree.

For SC (Specialist in Chemistry) ONLY

Route 4: MT/MLS(ASCP) certification AND a doctorate in Chemistry, Biology, Immunology, Microbiology, Allied Health, Clinical Laboratory Sciences, or an appropriately related field, from a regionally accredited college/university, AND two years full time laboratory experience in chemistry (e.g., clinical, research) in the U.S. or Canada or an accredited laboratory* within the last 10 years.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.)

Chemistry—Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Chemistry examination, you must have clinical laboratory experience within the last ten years in 8 of the 12 procedures listed:

- Blood gases
- Carbohydrates
- Electrolytes
- Enzymes
- Heme compounds
- Hormones/vitamins

- Lipids/lipoproteins
- Non-protein nitrogen compounds
- Proteins
- Therapeutic drug monitoring
- Toxicology
- Point-of-care

Experience is also required in 2 of the 6 procedures listed:

- New test development
- Procurement of laboratory equipment
- Quality control program management
- Regulatory compliance
- Supervisory experience
- Teaching

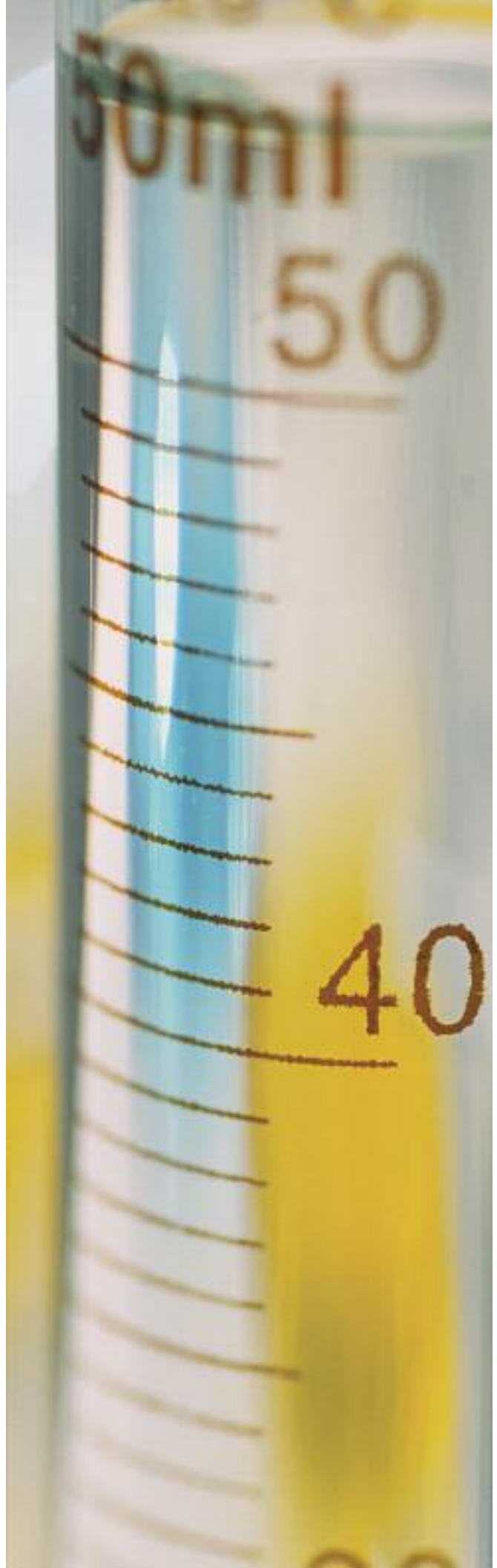
Hematology—Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Hematology examination, you must have clinical laboratory experience within the last ten years in all of the following procedures:

- Blood smear, evaluation and differential
- Complete blood count
- Instrument maintenance
- Miscellaneous tests (e.g., ESR, sickle screen, manual cell count, reticulocyte)
- Quality control: performance and evaluation
- Routine coagulation tests (e.g., PT, APTT, D-dimer)
- Other coagulation tests (e.g., fibrinogen, factor assays)

Experience in performing, supervising or teaching 5 of the 12 procedures listed is also required:

- Advanced coagulation (e.g., inhibitor assays)
- Body fluid evaluation
- Bone marrow prep or evaluation
- Budgeting/inventory control/purchasing
- Cytochemical stains
- Flow cytometry
- Hemoglobinopathy evaluation
- Method evaluation
- Personnel management
- Platelet function studies
- PT/PTT mixing studies
- QA/QI



New test centers are available throughout the world at Pearson Test Sites.

Microbiology—Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Microbiology examination, you must have experience, within the last ten years, in 4 of 6 of the following areas:

- Bacteriology
- Molecular Microbiology
- Mycobacteriology
- Mycology
- Parasitology
- Virology

SCT(ASCP) Specialist in Cytotechnology

To be eligible for this examination category, an applicant must satisfy the requirements of the following route:

Route 1: CT(ASCP) certification AND a baccalaureate degree or higher from a regionally accredited college/university AND three years of full time acceptable experience in cytology in the U.S., Canada or an accredited laboratory* within the last ten years. These three years of experience must be obtained following CT(ASCP) certification.

* *laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.)*

Diplomate Certification

DLM(ASCP) Diplomate in Laboratory Management

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: MBA or MHA or other management related Master's degree from a regionally accredited college/university AND at least two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 2: Master's degree from a regionally accredited college/university AND ASCP Board of Certification technologist/scientist or specialist certification AND at least two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 3: Baccalaureate degree from a regionally accredited college/university AND ASCP Board of Certification technologist/scientist or specialist certification AND at least four years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 4: Doctorate in medicine, chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field from a regionally accredited college/university AND at least two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 5: Baccalaureate degree in a management or business related field from a regionally accredited college/university AND at least four years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last ten years; **OR**

Route 6: Baccalaureate degree from a regionally accredited college/university AND at least five years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last ten years.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.)

Additional Documents Required for the DLM Examination

If you own your own business, you must submit incorporation papers or other form of ownership documentation.



Experience Requirements for Management

To fulfill the experience requirements for the Diplomate in Laboratory Management examination, you must have experience, within the last ten years, in 20 of the 32 areas listed below:

Financial Management

- Billing and collection
- Budgets
- Capital equipment acquisition
- Cash flow analysis
- Contract negotiations
- Cost analysis
- Financial accounting
- Materials management: inventory control
- Materials management: purchasing
- Reimbursement issues

Marketing Management

- Consumer relations
- Managed care
- Market research
- Product development

Operations Management

- Information technology
- Facilities management
- Data management
- Intra/Interdepartmental relations
- Licensure/accreditation/regulatory
- Performance improvement
- Productivity
- Risk management/medical legal issues
- Safety

Personnel Management

- Conflict resolution
- Counseling /disciplinary action
- Education and training/continuing education
- Job descriptions
- Motivation
- Performance standards/evaluations
- Personnel negotiations
- Staffing/scheduling
- Wage and salary administration

Official Documents Required

Documentation Required

Eligibility to take a certification examination is established by:

- Meeting the stated minimum requirements for the particular category of certification (pages 4-16)
- Submission of the appropriate application form
- Payment of the appropriate application fee
- Submission of all appropriate documentation including official transcripts indicating the appropriate degree

Before your examination eligibility can be determined, you must submit the appropriate documents verifying that you meet the current ASCP Board of Certification requirements.

Verification of Academic Education

If college credits are required for the examination category, you must submit an official transcript or transcript evaluation as described below:

Continuing Education courses are not acceptable in fulfilling the academic requirements.

1. **MT/MLS, MLT, CG, CT, HTL, PA, DMS and SBB applicants from NAACLS/ CAAHEP* accredited programs**—An official transcript from a regionally accredited college/university bearing the seal of the college/university, the signature of the Registrar

and the date your degree was conferred or will be conferred, must be submitted to our office upon completion of all degree requirements. All degree requirements must be completed before you will be allowed to sit for the examination. An official transcript verifying the date your degree was conferred is required before you will be certified.

***NAACLS**—National Accrediting Agency for Clinical Laboratory Sciences

***CAAHEP**—Commission on Accreditation of Allied Health Education Programs

* *Note: Applicants from NAACLS/CAAHEP accredited programs who do not appear OR fail the examination and wish to reapply, will not be sent an admission letter until the ASCP Board of Certification receives an official transcript verifying degree and date of degree conferral.*

2. **Academic work completed at a regionally accredited United States college/university or an accredited Canadian university**—official transcript from the regionally accredited college/university, bearing the embossed seal of the college/university, the signature of the Registrar and the date the degree was conferred, must be submitted to our office in order to determine eligibility.

If the academic requirements state courses are required in biology and chemistry, the courses listed on the official transcript must be in the biology and/or chemistry departments.

Regionally accredited colleges or universities are accredited by one of the following associations:

- MSA—Middle States Association of Colleges and Schools
 NWCCU—Northwest Commission on Colleges and Universities
 NCA-HLC—North Central Association of Colleges and Schools
 NEASC-CIHE—New England Association of Schools and Colleges, Inc.
 SACS/CC—Southern Association of Colleges and Schools/Commission on Colleges
 WASC-ACCJR or ACSCU—Western Association of Schools and Colleges

If you are applying for one of the following certifications, Specialist in Blood Banking (SBB), Specialist in Chemistry (SC), Specialist in Cytotechnology (SCT), Specialist in Hematology (SH), Specialist in Microbiology (SM) or Technologist in Molecular Biology (MB) and were previously certified as a technologist (MT/MLS, CG, CT, BB, C, H, HTL, I, M) on or after January 1, 2000, you are not required to submit an official transcript verifying your baccalaureate degree provided you supply your Certification Number on your application form.

Note: A three year baccalaureate degree from a Canadian University is not acceptable for the technologist/scientist level examinations or higher. A minimum four year baccalaureate degree is required for ALL technologist/scientist and specialist level examination categories.

3. **Academic work completed at colleges and universities outside of the United States and Canada**—the official transcript must be evaluated by an evaluation agency listed in Appendix B on the inside back cover. Only evaluations from these listed agencies will be accepted. Contact the agency directly for information on obtaining an evaluation verifying U.S. degree equivalency and a subject breakdown. The original or notarized copy of the evaluation showing degree equivalency and subject breakdown should be submitted with the application form.

Verification of Experience (if required)

Experience Documentation Forms Documenting Clinical Laboratory Experience

If required for the route under which you are applying, clinical laboratory experience must be completed and documented before you will be determined eligible for examination. Only experience obtained in an accredited laboratory in the United States, in an accredited laboratory in Canada, or in an accredited laboratory* outside of the US or Canada will be acceptable.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.)

CMS—Centers for Medicare and Medicaid Services

To document your clinical laboratory experience (if required):

- Step 1** Experience documentation forms (for the appropriate certification category and route number) must be downloaded and printed from the ASCP website at www.ascp.org/certification. Employer Guidelines must be downloaded for the BB and SBB categories. If you are unable to download these forms, please go to www.ascp.org/bocfeedback to request a printed copy or

call 312-541-4999 and ask for Board of Certification to request printed copies be mailed to you.

- Step 2** The experience documentation forms must be completed by your immediate supervisor or laboratory director and attached to a letter of authenticity signed by this individual verifying the authenticity of the form. This letter must be printed on original letterhead and state that the experience documentation form was completed by the employer, with the date and signature. **Experience documentation forms will be audited to verify authenticity.**
- Step 3** Include the experience documentation form(s) and letter(s) with your application form and fee. A percentage of these forms will be audited and verified with your employer.

Full and Part-Time Work Experience Defined

Full-time experience is defined as a minimum of thirty-five (35) hours per week. Individuals who have part-time experience may be permitted to utilize prorated part-time experience to meet the work experience requirements.

For example, if you are employed 20 hours per week for one year, your experience would be computed as 20 divided by 35 multiplied by 52 weeks, or the equivalent of 29.7 weeks of full-time employment.

Please contact the ASCP Board of Certification office prior to applying if you have any questions concerning part-time experience.

The number of years of experience required must be completed within the time frame, specified in the requirements, calculated from the date of application (e.g., application submitted 3/1/2011; experience acceptable from 3/2011 for a ten-year time frame).

Simultaneous experience at two different places of employment in excess of 35 hours per week is not counted toward the experience requirement.

Foreign Medical Laboratory Science Clinical Training Programs

Foreign medical laboratory science clinical training programs are recognized as equivalent to one year of full time clinical laboratory experience obtained in the United States and may be applied toward one of the five (5) years required for eligibility for the MLS examination or three (3) years required for the MLT examination (provided the training was completed within the last ten years).

The other four years of acceptable clinical laboratory experience for the MLS examination or the other two years of acceptable clinical laboratory experience for the MLT examination must be completed in the United States, Canada or an accredited laboratory*. For all other examination categories, experience must be completed in the United States, Canada or in an accredited laboratory*.

* laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, The Joint Commission, etc.)

Verification of Training

1. NAACLS or CAAHEP Accredited Programs

If you are currently enrolled in or have completed a NAACLS or CAAHEP accredited training program within the last five years, the printed application form must include the program director's name and the school code number must be indicated.

The education received from a NAACLS or CAAHEP accredited program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience (except Cytotechnologist and Pathologists' Assistant) as stated in the current examination eligibility requirements.

2. Phlebotomy Technician Training

Route 1: If you are applying from a California Dept. of Public Health approved program you must download the appropriate training documentation form from the ASCP web site at: www.ascp.org/certification. If you are unable to download the form, go to www.aspc.org or fax us at 312-541-4845 to request printed copies. The training documentation form must be completed by your program official and attached to a letter, on letterhead, signed by the program official verifying the accuracy of the information on the form, along with your application form.

Route 2: You must download the appropriate training documentation form from the ASCP web site at: www.ascp.org/certification. If you are unable to download the form, go to www.aspc.org or fax us at 312-541-4845 to request printed copies. The training documentation form must be completed by your program director and attached to a letter, on letterhead, signed by the program director verifying the accuracy of the information on the form.

Route 4: You must submit a **notarized** copy of your current state/provincial license for RN or LPN or a **notarized** copy of certificate of completion from the accredited allied health program you completed along with your application form.

3. Military trained MLT applicants

Official or notarized documentation of your military code (NEC, MOS or AFSC code or ER.B), certificate verifying completion of training or letter from Program Director documenting completion date must be submitted with your application form. Refer to page 5 for complete eligibility requirements.

4. Donor Phlebotomy Technician

If you are an LPN or RN, you must submit a **notarized** copy of your current state or provincial license along with your application form.



Application Guidelines for Students from Accredited Training Programs

(Please note these are guidelines only. Mail delivery and the date the Program Director approval is received will affect these dates.)

Program Completion	Submit Application	Program Director Approval by	Exam Eligibility
January 2 – 14	December 1	1st week in January	January 15 – April 15
January 15 – 30	December 15	3rd week in January	February 1 – April 30
February 1 – 14	January 2	1st week in February	February 15 – May 15
February 15 – 29	January 15	3rd week in February	March 1 – May 31
March 1 – 14	February 1	1st week in March	March 15 – June 15
March 15 – 31	February 15	3rd week in March	April 1 – June 30
April 1 – 14	March 1	1st week in April	April 15 – July 15
April 15 – 30	March 15	3rd week in April	May 1 – July 31
May 1 – 14	April 1	1st week in May	May 15 – August 15
May 15 – 31	April 15	3rd week in May	June 1 – August 31
June 1 – 14	May 1	1st week in June	June 15 – September 15
June 15 – 30	May 15	3rd week in June	July 1 – September 30
July 1 – 14	June 1	1st week in July	July 15 – October 15
July 15 – 31	June 15	3rd week in July	August 1 – October 31
August 1 – 14	July 1	1st week in August	August 15 – November 15
August 15 – 31	July 15	3rd week in August	September 1 – November 30
September 1 – 14	August 1	1st week in September	September 15 – December 15
September 15 – 30	August 15	3rd week in September	October 1 – December 31
October 1 – 14	September 1	1st week in October	October 15 – January 15
October 15 – 30	September 15	3rd week in October	November 1 – January 31
November 1 – 14	October 1	1st week in November	November 15 – February 15
November 15 – 30	October 15	3rd week in November	December 1 – February 29
December 1 – 14	November 1	1st week in December	December 15 – March 15
December 15 – 31	November 15	3rd week in December	January 2 – March 31

ASCP Certified Applicants

Although you may be certified in another category, you must resubmit all required documentation necessary to establish your eligibility for the current examination category. Official transcripts must be submitted each time you apply for a new category of certification with the following exception.

If you are applying for one of the following certifications, Specialist in Blood Banking (SBB), Specialist in Chemistry (SC), Specialist in Cytotechnology (SCT), Specialist in Hematology (SH), Specialist in Microbiology (SM) or Technologist in Molecular Biology (MB) and were previously certified as a technologist (MT/MLS, CT, BB, C, H, HTL, I, M) beginning January 2000, you are not required to submit an official transcript verifying your baccalaureate degree provided you supply your Certification Number on your application form.

Completing the Application Form

Step 1: Make sure you have the appropriate application form. Special application forms are required for the following certification categories: Phlebotomy Technician (PBT) and Specialist in Blood Banking (SBB). The application form is valid for only one category of certification. A separate application form must be submitted for each category of examination for which you apply. There are no deadline dates for applications. Applications are processed as they are received.

If you appear at the test center without a valid driver's license with photo or valid state ID with photo, OR the first and last names on your ID do not match the names on your admission letter, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period.

Step 2: Carefully and completely review the eligibility requirements of the certification category you have chosen (pages 4-16) to ensure that you meet all the requirements as specified. **Application fees are non-refundable.**

Step 3: Carefully follow the instructions on the application form, completing all sections as indicated. If you are applying for examination based on completion of a **NAACLS** or **CAAHEP** accredited program, your school code number must be indicated.

Step 4: If applying by mail, an application fee must be included with your application form. All fees must be submitted by check or money order in U.S. currency (**DO NOT SEND CASH**). Make checks payable to "Board of Certification." The ASCP Board of Certification will not accept post-dated checks.

If applying by mail, your application will be returned to you if it is not accompanied by a fee. Purchase Orders or Vouchers will not be accepted for application fees. A check or money order must accompany the application form. **Faxed applications will not be accepted.**

If applying online, payment must be completed by credit card.

Step 5: If clinical laboratory work experience is required, download the appropriate experience documentation forms, have your supervisor complete them and attach a letter of authenticity. **Include the experience documentation form(s) and attached letter(s) with your application form and fee. Faxed experience documentation forms and letters of authenticity will not be accepted.**

Step 6: If college credits/degree are required, contact your college/university and request that an official transcript be mailed to the ASCP Board of Certification at the following address:

ASCP Board of Certification
33 W. Monroe St., Suite 1600
Chicago, IL 60603

Step 7: Mail the following to the ASCP Board of Certification:

- Application form
- Check, money order
- Training/experience documentation forms and attached letters of authenticity (if required)
- Notarized or official certificates of training (if required)

Credit Card Payments for Online Applications

Individuals submitting online applications for U.S. certification examinations must complete the payment process by credit card. Individuals wishing to submit checks or money orders for payment may download the certification application form, complete the form and mail it in with a check or money order.

Mailing Addresses

Applications and application fees **MUST** be mailed using the **UNITED STATES POSTAL SERVICE REGULAR MAIL ONLY. DO NOT** send applications and fees by Fax, Federal Express, UPS, Express Mail, Certified or Registered Mail or any overnight courier service or any other express mail service. **Applications and application fees using express mail service WILL NOT reach the BOC office.**

Application/Fee with documentation (UNITED STATES POSTAL SERVICE REGULAR MAIL ONLY):

Board of Certification
3335 Eagle Way
Chicago, IL 60678-1033

If you choose to apply online, you must apply with a Credit Card.

For Multiple Application Fees:

If multiple applications are being sent with one check, **DO NOT** use the above address. Contact www.ascp.org/bocfeedback for mailing instructions.

General Correspondence and Transcripts WITHOUT checks or money order:

ASCP Board of Certification
33 W. Monroe Street, Suite 1600
Chicago, IL 60603

Change of Name and/or Address

If you change your address, notify the ASCP Board of Certification Office at www.ascp.org/bocfeedback; fax 312-541-4845 or mail to the general correspondence address above. Name and address changes should ONLY be made online through the above ASCP web site address, by fax or correspondence. **All changes must be made directly with the Board of Certification.** 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 Certification, 33 W. Monroe St., Suite 1600, Chicago, IL 60603.

Name and/or address changes may **not** be made at the test center. Name changes or name corrections received in the ASCP Board of Certification office after the day you take the examination will not be reflected on your certificate. A fee will be charged if you request a new certificate.

Application Processing

ACKNOWLEDGEMENT OF APPLICATION

Upon receipt in the ASCP Board of Certification office, your application form and fee will be acknowledged within 6 weeks of date mailed. **Do not contact the Board of Certification office regarding receipt of your application and fee until 30 business days following submission to allow for postal delays.** Online applications paid by credit card will be acknowledged within one business day.

If you do not receive an acknowledgement within 6 weeks from the date you submitted your application please notify our office at: www.ascp.org/bocfeedback OR fax 312-541-4845.

Review of Documents

In order to determine your eligibility for examination, documentation verifying completion of all eligibility requirements must be received in our office. You will be notified within 6 weeks of receipt of your application if any documentation is missing. **All required documentation must be submitted to our office within forty-five (45) days of submission of your application or you will be determined ineligible for examination.**

Determination of Eligibility

Upon review of all required documentation, you will be notified of your eligibility status. If you are determined eligible for examination, you will receive an admission letter with instructions for scheduling an appointment to take the examination within the **three-month period following the date of this letter.** All ASCP Board of Certification examinations are administered by computer at Pearson Professional Centers. These centers are listed in Appendix A on page 28. You may schedule an appointment at the computer center of your choice.

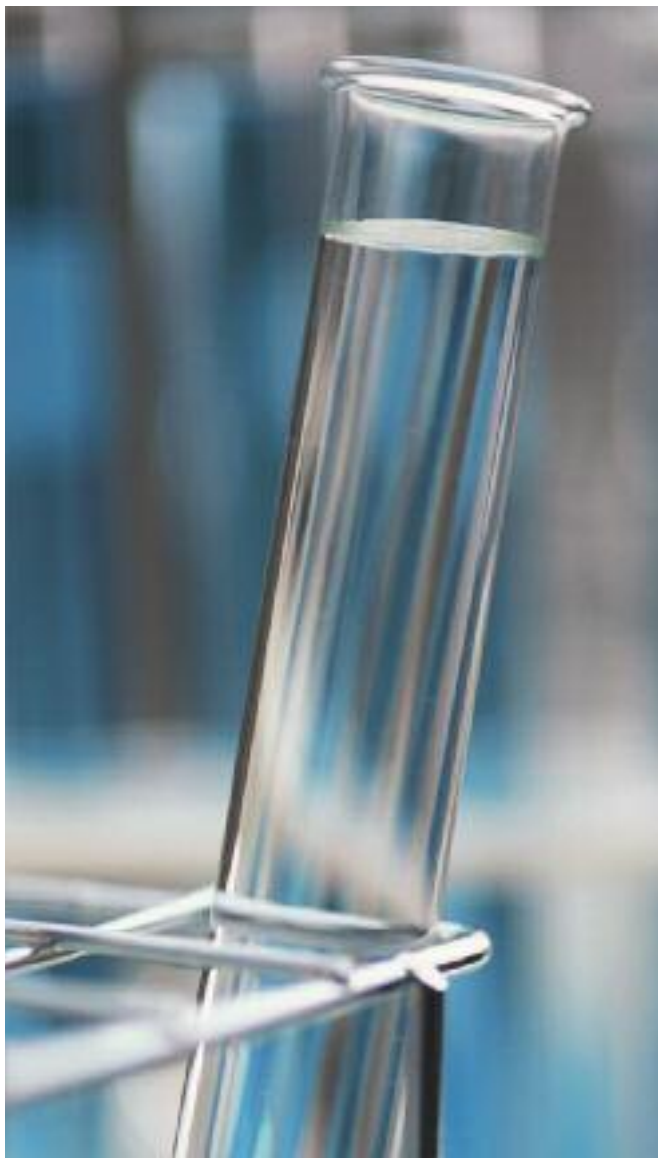
Ineligibility

If you are not determined eligible for examination, you will receive a written notification. Your application will remain on file for three years. Reapplication information is provided on page 23.

Application fees are non-refundable. Be sure you meet the eligibility requirements as stated and are able to provide the appropriate documentation before submitting your application form and fee.

Study Materials

Study materials and recommended reading lists are available to prepare for examination. Visit the ASCP website at www.ascp.org/studymaterials for details.



Scheduling Your Exam

Scheduling Your Appointment

When you receive your Admission Letter, verify all information for accuracy.* You may schedule an appointment to take the examination at your convenience Monday through Saturday within the chosen three month period. (Refer to Appendix A for a list of Pearson Professional Centers.)

* Note: If you appear at the test center without a valid driver's license with photo or valid state ID with photo OR the first and last names do not match, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period.

It is strongly recommended that you contact Pearson registration as early as possible to make your appointment within the three-month examination period. After you have made your appointment, a confirmation letter will be mailed to you. The confirmation letter is not required to sit for the examination.

You **must** take the examination within the three-month examination period indicated on your admission letter.

Application fees are not transferable to another three-month period nor are they refundable.

Applicants are solely responsible for making and keeping their scheduled examination appointment date. To verify your appointment, call Pearson registration.

Rescheduling Appointments

If you wish to reschedule your testing appointment, within the three month period, you must contact Pearson Registration at least one full business day (24 hours) prior to the date and time of the test to reschedule another date within the same three-month period. The Test Cancellation and Change Deadlines for a Scheduled Test are shown below.

Scheduling changes must be made and confirmed by direct contact with Pearson Registration. Leaving a message on voice mail or on a recorder is not sufficient to reschedule your appointment.

Test Day	Last Cancel/Change Day (at least 24 hours before time of appointment)
Monday	Friday of the preceding week
Tuesday	Monday of the same week
Wednesday	Tuesday of the same week
Thursday	Wednesday of the same week
Friday	Thursday of the same week
Saturday	Friday of the same week

If you have successfully rescheduled your test date online, you will receive a confirmation email from Pearson Vue within 24 hours. If you do **not** receive an email, you have **not** successfully rescheduled.

If you call **within 24 hours** (one full business day) of your appointment, you will not be permitted to reschedule and you will be considered a "no show". You will not receive any refund of your application fee nor can it be transferred to another examination period. A full fee will be required to reapply for another three-month period.

Cancellation Policy

You will not receive any refund of your application fee nor can it be transferred to another examination period if you do not make an appointment within the three-month examination period, if you cancel your application OR if you do not appear for your scheduled appointment. **A full fee will be required to reschedule the examination.**

Reapplying for Examination

If you cancel, do not appear, miss your scheduled appointment date or are determined ineligible, you must submit a full application fee to reapply for examination.

Your application in a particular category will remain valid for a period of three years from the date of submission. If you wish to reapply for the same category of examination within this **three year time period**, a full fee should be submitted along with the following information:

- Name (*Maiden name when applicable*)
- Social Security Number (*last four digits only*)
- Home Address
- Email Address
- Date applied
- Date of last examination taken (*if applicable*)
- Examination category

Mail the fee and above information to:

ASCP
3462 Eagle Way
Chicago, IL 60678

After three (3) years from the date of initial application, your application will be withdrawn from our files and it will be necessary for you to submit a new application form with the full fee. You must also meet the current requirements for eligibility in that particular examination category.

Examination Administration

Board of Certification Examinations — Computer Adaptive Testing

The ASCP Board of Certification uses computer adaptive testing (CAT), which is criteria referenced. This means that an examinee's score on the exam is not influenced by the scores of other examinees who take the exam. With CAT, when a person answers a question correctly, the next test question has a slightly higher level of difficulty. The difficulty level of the questions presented to the examinee continues to increase until a question is answered incorrectly. Then a slightly easier question is presented. In this way the test is tailored to the individual's ability level.

Each question, in the test bank is calibrated for level of difficulty, and is assigned a content area that matches with the subtest area of the content outline for a particular examination. The weight (value) given to each question is determined by the level of difficulty. Therefore, the examinee must answer enough difficult questions to achieve a score above the pass point. To pass the certification examination, the examinee's scores must exceed the minimum pass score, previously established by the examination committee.

The examinations (with the exception of PBT and DPT) are scheduled for 2 hours and 30 minutes with 100 questions. The PBT and DPT examinations are scheduled for 2 hours with 80 questions.

Your preliminary test results (pass/fail) will appear on the computer screen. Examination scores will be mailed within ten business days after the examination administration, provided all required documents have been received. Examination results cannot be released by telephone, to anyone.

Your official score report will indicate "pass" or "fail" status and the scaled score on the total examination. A scaled score is statistically derived from the raw score (number of correctly answered questions). Because each examinee has taken a different form of the examination, scaled scores are used so that tests may be compared on the same scale. The minimum passing score is 400. The highest attainable score is 999.

If you were unsuccessful in passing the examination, your scaled scores on each of the subtests will be indicated on this report as well. These subtest scores cannot be calculated to obtain your total score. These scores are provided as a means of demonstrating your areas of strengths and weaknesses in comparison to the minimum pass score.

What to Bring to the Examination Center

When you arrive at the examination center, you must present a drivers license with photo and signature or state identification card with photo and signature, a second personal ID containing your signature and your admission letter to the proctor. Your first and last names on the drivers license/state ID and secondary ID must match your first and last names on the admission letter. Your identification must be valid (not expired) or it will not be accepted.

If you appear at the test center without a valid driver's license with photo or valid state ID with photo OR the first and last names do not match, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period.

You must report to the test center 30 minutes prior to your scheduled time. Upon check-in Pearson VUE will collect your signature, photographic image and palm vein image. This is a standard procedure at all Pearson Professional Centers. Biometric technology ensures that each candidate will only have a single record in the Pearson VUE system and will help safeguard the integrity of the ASCP Board of Certification examinations. You will be given a checklist of rules to read. Another palm vein image will be taken before you are seated in the examination room and if you leave the room at any time during your examination.

Electronic Devices

Only non-programmable calculators may be brought to the test center. Writing material for calculations will be provided for you by the test center. Cell phones will not be permitted in the examination room.

Reference Materials

Do not bring reference books, notes or other study materials to the test location. If the test proctor determines that you have engaged in inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid; looking at notes/reference books/study guides), your examination session will be terminated and you will be unable to complete your examination. You will need to appeal to the Board of Certification. The Board will review your case and determine the appropriate course of action.

Examination Irregularities

Please view the appeals procedure regarding examination content irregularities and/or examination administration irregularities at www.ascp.org/certification under Step 6, What to Bring to the Examination Center.

Taking the Test

At the beginning of the examination, you must verify that your name and examination category are correct as shown on the computer screen. Next, the directions for entering responses will appear. You should read these directions carefully before beginning the test.

The examinations in all categories consist of multiple choice questions, presented one at a time on the computer screen. Visual material such as graphs or photographs, appear on the computer screen with the question. You answer each question by pressing the letter key (A, B, C or D) corresponding to the letter of the response you select. You may also use the computer mouse to choose and record your answers. Responses may be changed as many times as you wish by pressing the key for a different response number or by using the mouse. When you are satisfied with the response, press the "ENTER" key or click the NEXT key to record it. The next question will then appear.

You must answer each question to the best of your ability when it is presented. However, at the end of the test, you may review some or all of your responses and change them if you wish.

When you have completed reviewing the exam, you will use the END EXAM (E) button on the screen. A message will appear on the screen, asking you to verify that you wish to exit the examination. If you respond using the YES button, your test will be complete.



Examination Results

Mailing of Scores

Examination scores will be mailed to you within 10 business days after you have taken the examination provided all official transcripts verifying the appropriate degree have been received.

Note: Examination results cannot be released by telephone, fax or e-mail to anyone.

DO NOT submit a new application fee to retake the test prior to receiving your examination scores.

Score Report

It is important that you retain the examination score report as this report will be the only document from the Board of Certification that will contain your **Certification Number**. If lost, your certification number can only be obtained through the certification verification service. You will be required to pay a fee for this service.

Release of Scores to Program Officials

If you completed a NAACLS or CAAHEP accredited program, your examination scores will be released to the officials of the program in which you were enrolled unless you instruct the ASCP Board of Certification by certified mail, **no later than 10 days before your examination administration**, to withhold such scores. Requests received after this time cannot be honored.

Mail your request via certified mail to:

ASCP Board of Certification
Certification Activities
33 W. Monroe Street, Suite 1600
Chicago, IL 60603

Request for Examination Scores Mailed to a Third Party

Requests for copies of examination scores mailed to a third party, such as state licensing board or employer, must be submitted by the examinee in writing at the time of application and include the following information: full name, certification category, date of examination, name and address of third party, and signature.

Requests received without a signature, via e-mail, fax or by anyone other than the certified individual, will not be honored. There is no charge for this one-time release of examination scores sent immediately upon successful completion of the examination.

There will be a charge for requests made after the examination administration.

Verification of Computer Examination Results

If you wish to question your computer examination results, you must notify our office in writing within 30 days from the date of receipt of scores. A \$25.00 fee is required. The check or money order must be enclosed with your request. The ASCP Board of Certification does not release or disclose the content or answers for specific test items. Incorrect responses will not be reported when requesting a review.

Re-examination

If you are unsuccessful in passing the examination, information on re-testing will be enclosed with your examination scores. **DO NOT** submit an application fee to retake the examination until you receive your examination scores by mail. You may not reapply to retest within the same three month period.

Maximum Number of Examination Attempts

You are permitted to take the examination in any one particular category a total of five times under one route. If you are unsuccessful after five attempts, you are ineligible for further examination in that category under the same route.

Certification

Certification Benefits

After passing the examination, you will receive a packet of information welcoming you as part of the ASCP certified laboratory team, including:

- Certificate of Certification suitable for framing, valid for three years
- Certification Maintenance Program (CMP) packet

This information will be mailed to you approximately 3 – 5 weeks after the examination scores are mailed.

The initials “CM” in superscript must be used after your certification initials immediately upon receipt of your certification [i.e., MLS(ASCP)^{CM}].

If you passed the Specialist (SBB, SC, SCT, SH, SLS, SM) or Diplomate (DLM) level examinations, you will also be awarded 25 CMLE credits. A certificate documenting 25 CMLE credits will be mailed under separate cover. These credits cannot be used for recertification points in the category for which they are received.

ASCP certification is public record. Inquiries about an individual's certification status will be answered with the category, certification number and certification validation period.

Certification Expiration

Your certification will remain valid for a period of three years, with the validation dates indicated on your certificate. In order to maintain your certification, you must complete the Certification Maintenance Program (CMP), as described below, every three years.

If you fail to complete the CMP as required, your certification will expire and no longer be valid. The ASCP Board of Certification will respond to requests for verification of certification with the dates in which your certification was valid.

Revocation of Certification

Certification, if granted, may be revoked at any time and the applicant may be barred from admission to take future certification examinations if it is established that the information contained in, or supplied in support of, an application for examination is inaccurate in any material respect, if the applicant engages in any inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid) or if the applicant misrepresents or misuses the applicant's certification status at any time.

Certification Maintenance Program (CMP)

Individuals certified in all categories will be required to participate in the BOC Certification Maintenance Program as indicated in the table on the next page in order to maintain their certification status.

The Certification Maintenance Program requires individuals to accrue points as shown in this table. Acceptable activities to document



continued competence may include some or all of the following:

- Formal continuing education courses—continuing education credits awarded by AACME accredited programs, ASCP CMLE approved programs, AACC ACCENT approved programs, ASCLS PACE approved programs, CE programs sponsored by other professional societies and courses taken at regionally accredited colleges/universities.
- Employer offered courses (in-service, instrument training, vendor-sponsored)
- Successful completion of an ASCP Specialist or Diplomate certification (PA, SBB, SC, SCT, SH, SM, SLS or DLM).
- * *Note: The 25.00 CMLE credits awarded you for your successful completion of a specialist, PA or DLM certification cannot be used towards meeting the requirements for the Certification Maintenance Program (CMP) for this same certification.*
- Competence assessment from employer (documentation of continued competency in specific laboratory areas).
- Subscription or online self-instructional courses for which CMLE, ACCENT or PACE credits are awarded.
- Other educational activities—such as research and preparation for presenting a workshop or course, authoring journal articles, presenting posters, etc.

Continuing education credits are equal to one hour per each contact hour. Employer competency assessment and other activities will have assigned hours for each activity.

CMP Requirements

As a first step in the BOC Certification Maintenance Program, you may complete a self-assessment to determine current responsibilities, to identify areas of professional interest, professional strengths and areas for improvement, and to develop professional goals. You may use this self-assessment to identify the technical areas to focus on for continuing competence activities.

Upon completion of the required points, a declaration containing a list of activities completed must be submitted to the Board of Certification once every three years. The declaration may be audited and you may be required to submit documentation upon request. Upon completion of the program, you will receive a dated certificate verifying certification for a three-year period. The initials “CM” in superscript must be indicated after your certification initials [i.e., MLS(ASCP)^{CM}].

Completion of the BOC CMP is mandatory, as shown in the chart below, to maintain your certification.

Certification Category	CMP Required for Individuals Certified Beginning in the Year Indicated	Total Number of Points Required	Points Distribution
MT/MLS, MLT	2004	36	<ul style="list-style-type: none"> • 1 point laboratory or patient 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, CG, H, M, MB	2004	36	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 2 points in areas in which you are certified • Remaining points in area(s) of specialty, management, education or other related laboratory areas of interest
PBT, DPT	2004	9	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 2 points in area in which you are certified • Remaining points in area(s) of specialty, management, education or other related laboratory areas of interest
PA	All ASCP Certified	45	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 20 points in anatomic pathology • Remaining points in the area(s) of anatomic pathology, management, education or other clinical specialties
SBB, SC, SCT, SH, SLS, SM, HP, DLM	2006	36	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 10 points in area of specialty • Remaining points in area(s) of laboratory specialty, management, education or other related laboratory areas of interest

Appendix A

PEARSON PROFESSIONAL CENTERS

(All sites are subject to change. Updated center locations will be sent along with the admission letter) For the most current listing of test centers, check our web site a www.ascp.org/certification.

Alabama

Birmingham
Decatur
Dothan
Mobile
Montgomery

Alaska

Anchorage

Arizona

Chandler
Mesa
Phoenix
Tucson

Arkansas

Fort Smith
Little Rock
Texarkana

California

Anaheim
Fresno
Gardena
Oakland
Ontario
Pasadena
Redding
Roseville/Sacramento
San Dimas
San Diego
San Francisco
San Jose
Santa Maria
Westlake Village/LA

Colorado

Greenwood
Village/Denver
Pueblo
Westminster/Boulder

Connecticut

Norwalk
Wallingford/New Haven
Wethersfield/Hartford

Delaware

Dover
Newark/Wilmington

District of Columbia

Washington

Florida

Deerfield Beach
Gainesville
Jacksonville
Orlando
Pinecrest/Miami
Plantation (Ft. Lauderdale)
Port Charlotte
St. Petersburg
Tallahassee
Tampa

Georgia

Albany
Atlanta (North)
Atlanta (South)
Augusta
Macon
Savannah

Hawaii

Honolulu

Idaho

Boise

Illinois

Chicago
Marion
Peoria
Schaumburg/
Chicago NW
Springfield

Indiana

Evansville
Fort Wayne
Indianapolis
Merrillville
Terre Haute

Iowa

Coralville/Iowa City
Davenport/Quad Cities
Sioux City
West Des Moines

Kansas

Hays
Topeka
Wichita

Kentucky

Lexington
Louisville

Louisiana

Baton Rouge
Metairie
Shreveport

Maine

Bangor
Westbrook/Portland

Maryland

Baltimore
Bethesda
Columbia
Salisbury

Massachusetts

Boston
Springfield
Waltham
Worcester

Michigan

Ann Arbor
Detroit/Southfield
Detroit/Troy
Grand Rapids
Lansing
Marquette

Minnesota

Bloomington
Brooklyn Pk/
Minneapolis NW
Eagan/Minneapolis SE
Hermantown/Duluth
Rochester

Mississippi

Ridgeland/Jackson
Tupelo

Missouri

Columbia
Kansas City
Springfield
St Louis

Montana

Billings
Helena

Nebraska

Lincoln
North Platte
Omaha

Nevada

Las Vegas
Reno

New Hampshire

Dover/Concord

New Jersey

Atlantic City
Lyndhurst/Newark
Somerset
Princeton/Trenton

New Mexico

Albuquerque

New York

Albany
Brooklyn
East Syracuse
Endicott/Binghamton
Lake Success/Queens
Long Island-Islandia
New York/Manhattan
New York/Lower
Manhattan
Rego Park/Queens
Rochester
Staten Island
Utica
Watertown
White Plains
Williamsville/Buffalo

North Carolina

Ashville
Charlotte
Durham
Greenville
Raleigh
Wilmington
Winston-Salem

North Dakota

Bismarck
West Fargo

Ohio

Bath/Akron
Beachwood/Cleveland
East
Cincinnati
Columbus
Dayton
Gahanna/Columbus
South
Maumee/Toledo
Westlake/Cleveland West

Oklahoma

Norman
Oklahoma City
Tulsa

Oregon

Beaverton
Medford
Portland
Salem

Pennsylvania

Allentown
Erie
Harrisburg
Horsham/Philadelphia
Lancaster
Pittsburgh (East)
Pittsburgh (West)
Scranton
Wayne/Philadelphia

Rhode Island

Warwick

South Carolina

Columbia
Greenville
North Charleston

South Dakota

Sioux Falls

Tennessee

Brentwood
Chattanooga
Johnson City
Knoxville
Memphis
Nashville

Texas

Abilene
Amarillo
Austin
Bellaire
Corpus Christi
Dallas
El Paso
Harlingen
Hurst/Fort Worth
Houston SE
Lubbock
Midland
San Antonio
Tyler
Waco

Utah

Draper
Ogden

Vermont

South Burlington

Virginia

Alexandria
Chesapeake
Lynchburg
Newport News
Richmond
Roanoke
Vienna

Washington

Renton/Seattle
Spokane
Yakima

West Virginia

Charleston
Morgantown

Wisconsin

Brookfield/Milwaukee
Eau Claire
Kenosha
Madison
Milwaukee

Wyoming

Casper

U.S. Territories

American Samoa
Pago Pago

Guam

Tamuning

Northern Mariana Island

Saipan

Puerto Rico

San Juan

Virgin Islands

St Thomas

International

Canada

Montreal, Quebec
Toronto, Ontario
Vancouver, B.C.

For the most current list of International Pearson Professional Centers visit www.pearsonvue.com/ascp

For information regarding Military on-site test centers (DANTES) visit www.pearsonvue.com/military/exams

Appendix B

ACCEPTABLE EVALUATION AGENCIES FOR FOREIGN TRANSCRIPTS

AACRAO

Office of International Education Services
One Dupont Circle, NW, Suite #370
Washington, DC 20036-1110
202-296-3359
202-872-8857 FAX

Center for Applied Research, Evaluation & Education, Inc.

P O Box 18358
Long Beach, CA 92817
714-237-9272
714-237-9279 FAX
Email: www.eval_caree@yahoo.com

Education Credential Evaluators, Inc.

P O Box 514070
Milwaukee, WI 53203-3470
414-289-3400
414-289-3411 FAX
Email: eval@ece.org
Website: www.ece.org

Education Evaluators International, Inc.

11 South Angel Street, Suite #348
Providence, RI 02906
401-521-5340
401-437-6474 FAX
evalceducei.com

Foreign Academic Credential Services, Inc.

P O Box 400
Glen Carbon, IL 62034
618-656-5291
618-656-5292 FAX
Email: fasc@aol.com
Website: www.facsusa.com

Foreign Credentials Service of America

1910 Justin Lane
Austin, TX 78757-2411
512-459-8428
512-459-4565 FAX
Email: info@fcsa.biz
Website: www.fcsa.biz

Foundation for International Services, Inc.

14926 35th Avenue West, Suite 210
Lynnwood, WA 98087
425-248-2255
425-248-2262 FAX
Email: info@fis-web.com
Website: www.fis-web.com

Globe Language Services

319 Broadway
New York, NY 10007
212-227-1994 or 212-619-0440
212-693-1489 FAX
Email: info@globelanguage.com
Website: www.globelanguage.com

International Consultants of Delaware, Inc.

3600 Market St.
Philadelphia, PA 19101
215-222-8454
Email: icd@icdel.com

International Education Evaluations, Inc.

7900 Matthews-Mint Hill Rd.
Suite 300
Charlotte, NC 28227
704-772-0109
704-545-2484 FAX
admincforeigntranscripts.com

International Education Research Foundation, Inc.

P O Box 3665
Culver City, CA 90231-3665
310-258-9451
310-342-7086 FAX
Email: info@ierf.org
Website: www.ierf.org

Josef Silny & Associates, Inc.

International Education Consultants
P O Box 248233
Coral Gables, FL 33124
305-273-1616
305-273-1338 FAX
Email: info@silny.com
Website: www.jsilny.com

World Education Services. Inc.

Main Office

P O Box 745
Old Chelsea Station
New York, NY 10113-0745
212-966-6311
212-739-6100 FAX
Email: info@wes.org
Website: www.wes.org

Midwest Office

P O Box 11623
Chicago, IL 60611-0623
312-222-0882
312-222-1217 FAX
Email: midwest@wes.org

A foreign transcript evaluation with subject breakdown is required.

Information on this page is subject to change without notice. For the most current information, visit the ASCP web site at www.ascp.org.

ASCP Board of Certification Examinations

JANUARY 2012 – JUNE 2012

General Certification

Medical Laboratory Scientist (MLS)
Medical Laboratory Technician (MLT)

Categorical Certification

Technologist in Blood Banking (BB)
Technologist in Chemistry (C)
Technologist in Cytogenetics (CG)
Cytotechnologist (CT)
Donor Phlebotomy Technician (DPT)
Technologist in Hematology (H)
Histotechnician (HT)
Histotechnologist (HTL)
Technologist in Microbiology (M)
Technologist in Molecular Biology (MB)
Phlebotomy Technician (PBT)

Specialist Certification

Pathologists' Assistant (PA)
Specialist in Blood Banking (SBB)
Specialist in Chemistry (SC)
Specialist in Cytotechnology (SCT)
Specialist in Hematology (SH)
Specialist in Microbiology (SM)

Diplomate Certification

Diplomate in Laboratory Management (DLM)



ASCP Board of Certification
33 W. Monroe St., Suite 1600
Chicago, IL 60603
312-541-4999
www.ascp.org/bocfeedback