

## **CMP**

## INTERNATIONAL CERTIFICATION MAINTENANCE PROGRAM

International Medical Laboratory Technician

International Medical Technologist

International Phlebotomy
Technician

International Technologist in Gynecologic Cytology

International Technologist in Molecular Biology

Tecnólogo Médico Internacional en español









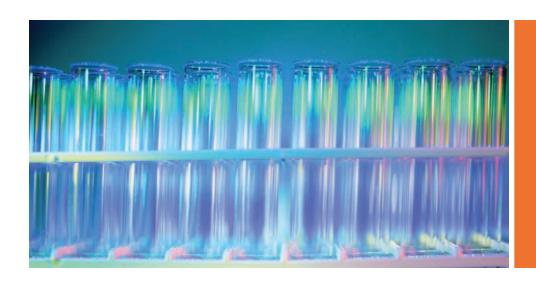
In keeping with our ongoing commitment to assure the continued competence of medical laboratory personnel, the ASCP Board of Certification (BOC) developed the Certification Maintenance Program (CMP). This booklet will acquaint you with the requirements of the CMP and will provide you with everything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

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

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

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# International CMP: What you need to do

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

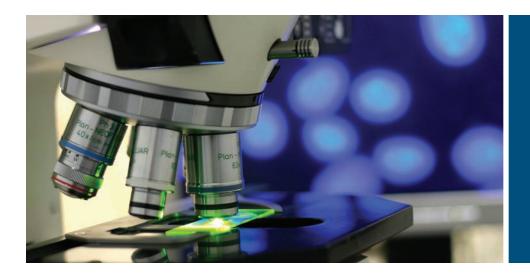
The International Certification Maintenance Program is **required** for all individuals who became newly certified on or after January 1, 2012 in the following categories:

- International Medical Laboratory Technician
- International Medical Technologist
- International Phlebotomy Technician
- International Technologist in Gynecologic Cytology
- International Technologist in Molecular Biology
- Tecnólogo Médico Internacional en español

The Certification Maintenance Program (CMP) as described in this booklet must be completed every three years to maintain certification. To successfully complete the program, documented activities demonstrating continued competence must be

completed prior to the certificate expiration date. A Declaration Form, along with the required CMP fee(s) must be submitted one month prior to the expiration date shown on your wall certificate for certification renewal.

Activities obtained before your certification revalidation period begins will not be accepted. For example, if your validation dates are January 1, 2012 through January 31, 2015, you will need to complete your continuing competence activities between those dates. Since completed Declaration Forms should be submitted one month prior to the expiration date, activities recorded prior to completion may be subject to audit. (See FAQ on page 11.) Points can only be used for one recertification cycle. Upon successful completion of the program, you are required to use the initials "CM" in superscript, after your certification initials [e.g., MT(ASCPi)CM] for the period your Certification Maintenance certificate is valid. If you were certified on or after January 1, 2012 and do not participate in the Program, your certification is invalid and you will not be permitted to use the certification designation after your name [e.g., MT(ASCPi)CM] when your certification expires.





- 1. Review your CMP booklet as soon as you receive it.
- 2. Over the next three years, complete the appropriate continuing education activities as outlined in this booklet to achieve your goals and attain the required CMP points. Save all certificates of completion and any other documentation of completion, in the event you are selected for audit.
- 3. One month prior to the ending validation date on your certificate, complete the required Declaration Form and mail it in with the required \$75 fee or complete the online declaration process at www.ascp.org/cmp to pay by credit card. Faxed Declaration Forms will not be accepted. Application fees are not refundable.
- Please retain all original certificates of attendance or any other type of support documentation in the event your Declaration Form is selected for audit.
- 5. If you receive notification that your declaration is being audited, please submit copies of the certificates of completion and any other supporting documentation at that time.
- 6. Upon successful completion of the program, you will receive a new wall certificate valid for three years and you will continue to use the initials "CM" in superscript after your certification initials to indicate you have successfully maintained your certification [e.g., MT(ASCPi)<sup>CM</sup>].

## Failure to Participate in CMP

If you were certified on or after January 1, 2012, and do not participate in the CMP, your certification will no longer be valid after the three year time period printed on the wall certificate and you will no longer be permitted to use the ASCP<sup>i</sup> certification designation after your name. Information on reinstatement of expired certification is located on page 10.

## Documentation for Audit

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

#### **Voluntary Participation**

Individuals ASCPi certified prior to January 2012, are not required to participate in the program; however, voluntary participation is encouraged since continuing education provides many personal and professional benefits. If you choose to participate in this program, activities obtained three years prior to the date you submit your Declaration Form to the Board of Certification office are considered acceptable activities. For example, if you submit your Declaration Form in June 15, 2014, activities obtained June 16, 2011 through June 15, 2014 would be acceptable. Upon successful completion of the program, you are required to use the initials "CM" in superscript, after your certification initials [e.g., MT(ASCPi)CM] for the period your Certification Maintenance certificate is valid. If you choose not to continue your participation in the program, you are no longer permitted to use the superscript "CM" after your certification initials. However, you will still continue to use your certification initials and your original certification remains valid, since this is a voluntary program for those ASCPi certified prior to 2012.

#### **Point Allocation**

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

#### INTERNATIONAL CMP REQUIREMENTS

Certification Category	CMP required for individuals certified beginning in the year indicated	Total Number of Points Required	Points Distribution*
International MT, MLT	2012	36	<ul> <li>1 point in laboratory or patient safety</li> <li>2 points in each of the following: blood banking, chemistry, hematology, microbiology</li> <li>Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest</li> </ul>
International MB, CTgyn	2012	36	<ul> <li>1 point in laboratory or patient safety</li> <li>2 points in area of specialty</li> <li>Remaining points in area of specialty, management, education, or other related laboratory areas of interest</li> </ul>
International PBT	2012	9	<ul> <li>1 point in laboratory or patient safety</li> <li>2 points in phlebotomy</li> <li>Remaining points in area of phlebotomy, management, education, or other related areas of interest</li> </ul>

<sup>\*</sup> It is the responsibility of the certificant to assign all CMP points to the required areas for recertification.

#### For MT & MLT

Minimum of 36 points to include: 2 points minimum required in each domain (blood banking, chemistry, hematology, microbiology), 1 point minimum in laboratory or patient safety and remaining points in area(s) of laboratory specialty, immunology, molecular diagnostics, management, education, and/or other related laboratory areas of interest.

#### For MB, CTgyn

Minimum of 36 points to include: 1 point minimum in laboratory or patient safety, 2 points minimum in the area of specialty, and the remaining points in the specialty, management, education, and/or other related areas of interest.

#### For PBT

Minimum of 9 points, 1 point minimum in laboratory or patient safety, 2 points in phlebotomy, and remaining points in phlebotomy, management, education, and/or other related areas of interest.

### INTERNATIONAL CMP POINT ALLOCATION

1 CMP POINT = 1 CONTACT HOUR

Ac	tivities*	Contact/Credit Hours	CMP Points
1.	Formal continuing education courses: **ACCME, ASCP CMLE, AACC, professional societies (including state, regional and ACCENT, ASCLS PACE, CE programs sponsored by other local societies and chapters, universities and colleges or continuing education courses sponsored by national or international professional societies)	1 contact hour (50-60 minutes)	1
2.	Employer-offered courses (in-service, instrument training, vendor-sponsored, etc.)	1 contact hour (50-60 minutes)	1
3.	College/university coursework e.g., (biological/chemical/medical science, computer management, or education) Courses must be lab related, management related or in the Education Department	15 contact hours (1 contact hour is equal to 1 CMP point)	15 (points not to exceed 50% of total required)
4	Teleconferences, subscription, or online self-instructional courses for which ACCME, CMLE, ACCENT, PACE, or other professional society credits are awarded	1 contact hour (50-60 minutes)	1
5.	Completion of advanced BOC certification: U.S. Specialist/Diplomate certification Categorical or higher level certification		25 12
6.	Employer assessment (must use ASCP/BOC Employer Assessment Form)		2 (per year/max 4 pts.)
7.	Presentation or workshop (first time only)	each contact hour of presentation (50-60 minutes)	3
8.	Authoring journal articles for peer-reviewed publications		5
9.	Authoring a book related to the laboratory profession (over 300 pages) (under 300 pages) (chapter in a book)		21 14 7
10.	Editing a book related to the laboratory profession		5
11.	Doctoral dissertation		10
12.	Master's thesis		4
13.	Presenting posters/exhibits		3
14.	Serving on committees/boards related to the profession (national, state, regional, local)		3 (per year)
15.	Serving on a BOC Advisory Board		2 (per year)
16.	Role of on-site inspector/paper reviewer for laboratory accreditation (CAP, The Joint Commission, AABB, COLA, state/government agency, WHO, ISO, SANAS, UKAS, and other national/international accrediting bodies who are full members of ILAC	(c)	2 (per year)

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

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



## GUIDELINES FOR EARNING CMP POINTS

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

#### 1. Formal continuing education courses

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

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

#### 2. Employer-offered coursework

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

#### 3. College/university coursework

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

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

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

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

#### 5. Completion of advanced ASCP certification

These points cannot be used for recertification points in the category for which they were received. See FAQ on page 11.

Achievement of a Specialist or Diplomate certification in the following categories is acceptable for 25 CMP points: Specialists in Blood Banking (SBB), Chemistry (SC), Cytotechnology (SCT), Hematology (SH), Microbiology (SM), and Diplomate in Laboratory Management (DLM).



#### Categorical certification or higher level certification

Achievement of a categorical or higher level certification is acceptable for 12 CMP points:

U.S. Categorical Certifications

- Histotechnologist, HTL(ASCP)
- Technologist in Blood Banking, BB(ASCP)
- Technologist in Chemistry, C(ASCP)
- Technologist in Cytogenetics, CG(ASCP)
- Technologist in Hematology, H(ASCP)
- Technologist in Microbiology, M(ASCP)
- Technologist in Molecular Biology, MB(ASCP)

International Categorical Certifications

- International Technologist in Molecular Biology, MB(ASCP<sup>i</sup>)
- International Technologist in Gynecologic Cytology, CTgyn(ASCPi)

#### 6. Competence assessment by employer

You may receive up to 2 CMP points per year (maximum of 2 years/4 points) by submission of an Employer Assessment Form (ASCP/BOC form required). Your employer must complete the required Employer Assessment Form to document your continued competency in the area(s) of your employment. The date of the assessment must be included on this form. (Form available at www.ascp.org/cmp)

#### 7. Research & preparation for presentation or workshop

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

#### 8. Authoring journal articles for peerreviewed publications

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

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

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

#### 11/12. Doctoral dissertation or master's thesis

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

#### 13. Presenting a poster or exhibit

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

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

See page 4 for specific points awarded.

#### 15. Serving on a BOC Advisory Board

See page 4 for specific points awarded.

## 16. Lab inspector for CAP/The Joint Commission/AABB/COLA/state agency, etc

See page 4 for specific points awarded.



#### SUGGESTED LIST OF PROVIDERS

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

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

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

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

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



#### **DECLARATION AND COMPLETION OF CMP**

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

#### **Declaration**

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

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

#### **Deadline Dates**

The completed and signed Declaration Form should be submitted one (1) month prior to the ending validation date on your certificate. (e.g., February 28, 2015 for the ending validation date of March 31, 2015).

#### Change of Name/Address

If you change your address, notify the ASCP Board of Certification office online by going to: www.ascp.org/bocfeedback; fax 312.541.4845 or mail to the Monroe Street address listed below. Name changes must be accompanied by documentation (i. e., a copy of your marriage certificate or court order) and faxed to 312.541.4845, mailed to ASCP Board of Certification, 33 W. Monroe St., Suite 1600, Chicago, IL 60603, or scanned and emailed to www.ascp.org/bocfeedback.

#### **Contact Information**

Please send your Declaration Form and fee by check/money order to: ASCP Board of Certification 3335 Eagle Way Chicago, IL 60678-1033

#### OR

Complete the online Declaration Form and pay by credit card at this link: www.ascp.org/cmp.

#### **Audit**

If your Declaration Form is chosen for audit, you will be notified by email. (See detailed information on the auditing procedures on the next page.)

## Successful Completion of CMP

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

#### **AUDIT PROCEDURE**

To ensure the integrity of the International Certification Maintenance Program, the ASCP Board of Certification will review and audit a percentage of declaration forms each year. If you are selected for audit, you will be notified by email and requested to submit documentation of all activities submitted for the program. If your documentation is provided in a language other than English, translated English copies may be requested.

#### **Required Documentation**

The following documents are required to verify your continuing competence activities. If your documentation is provided in a language other than English, translated English copies may be requested.

Activity	Documentation
Formal continuing education courses, teleconferences, subscription or online courses where formal continuing education credits are awarded	Certificate of Participation including: Name of Participant, Title of Program, Name of Provider, Date of Program, Number of contact hours/CMLE
Employer-offered courses, in-service programs, sponsored courses	Letter/certificate/signed attendance from vendor-employer containing above information
Formal college/university coursework	University Transcript/Mark Sheet
Assessment by employer	Employer Assessment Form completed by the employer documenting competence in particular laboratory specialty(ies) and date of assessment (form available at www.ascp.org/cmp)
Presentation or workshop	Copy of syllabus, program or letter from organization that indicates content, length of teaching time and name of the organization
Authoring a book or book chapter, doctoral dissertation	Title page of publication and table of contents containing author name
Editing a book	Copy of cover or inside page containing editor names
Presenting posters/exhibits	Abstract identifying poster session, meeting program or brochure identifying presentation
Journal articles, master thesis	Copy of publication
Serving on committees or boards related to the profession	Letter from organization verifying participation, in what capacity and dates of service
Role of on-site inspector/paper reviewer for laboratory accredition	Letter from organization (The Joint Commission, CAP, etc.) verifying your role as an inspector and the dates of inspection

#### **Submission Procedures**

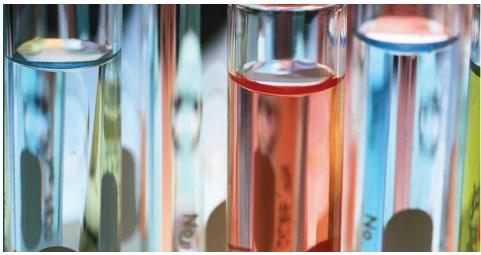
You will be requested to email/mail copies of the documents listed for all of the continuing competence activities you completed to acquire the necessary CMP points. If your documentation is provided in a language other than English, translated English copies may be requested.

## Successful Completion of CMP after Audit

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

#### **Unsuccessful Audit**

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





#### **AUDIT APPEALS PROCESS**

#### **Audit Appeals Procedure**

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

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

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

#### Inactive Status for Individuals Certified Beginning in 2012

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

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

\* The inactive status fee will be waived for individuals residing in countries requiring mandatory military service when that is the basis for inactive status. Documentation is required. To be reinstated after inactive status has expired, you must submit a completed Declaration Form documenting all points earned within the extended period granted to you as required for your certification category. You will also be required to pay the current CMP fee(s) (available at www.ascp.org/cmp).

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

#### Reinstatement for BOC Individuals Certified Beginning in 2012

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

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



#### FREQUENTLY ASKED QUESTIONS

- Q: If I become certified but fail to complete or participate in the Certification Maintenance Program (CMP), what happens? Will my ASCP certification be revoked?
- A: International certifications issued on or after January 1, 2012 are valid for three years. If someone fails to participate in CMP, their certification will no longer be valid after the certification validation date indicated on their wall certificate. They are no longer permitted to use the certification initials [e.g., MT(ASCPi)CM] after their name since their certification is no longer valid. Individuals ASCPi certified prior to 2012 may continue to use the certification initials since this is a voluntary program for those certified prior to 2012; however, these individuals will no longer be permitted to use the "CM" designation.
- Q: Will individuals be allowed to start the program before the assigned date?
- A: Points accumulated toward meeting the CMP requirements must be obtained between the years of certification validation. (e.g., if the certification validation period is January 2012 through January 2015, all points must be completed within this validation period). Thus, any points obtained before your re-certification validation period begins will not be accepted.

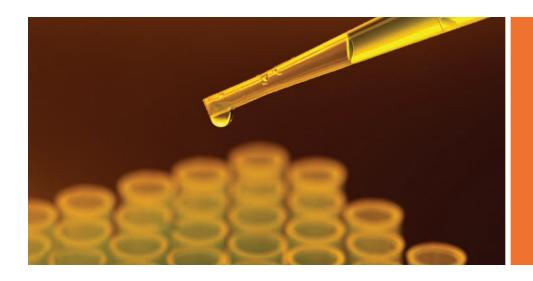
- Q: As a Laboratory Supervisor, I verify the certification of my staff. Currently I am provided with their certification category and year of certification. What can I expect in terms of certification verification status for those who do not comply with the CMP who were ASCPi certified beginning in 2012?
- A: The Board of Certification will verify the certification category and the certification validation period. An original wall certificate indicating validation dates is also acceptable as verification of certification (copies are not acceptable), as well as certification received through our online service. (Please see our website: www.ascp.org/verification for further information.)
- Q: Can I use the 25 points I received for earning my specialist certification from the BOC towards my certification requirements?
- A: The BOC awards CMP points for the completion of advanced BOC certification or qualification. These points may be used one time only towards recertification for any certification other than the one for which the points were awarded

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

- Q: I am attending a conference at the end of the last month of my recertification cycle. Because I need to submit my completed Declaration one month before my certification expires, may I document these points on my Declaration even though I have not yet completed them?
- A: Yes. You may document points scheduled to be earned in the last month of your recertification cycle on your Declaration for the current cycle ahead of time. In this case, your Declaration may be subject to audit.
- Q: If I have further questions regarding this program, whom do I contact?
- A: Contact the ASCP

  Board of Certification Office:

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



## COMPLETING INTERNATIONAL CMP—STEP BY STEP

#### Step 1

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

#### Step 2

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

#### Step 3

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

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

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

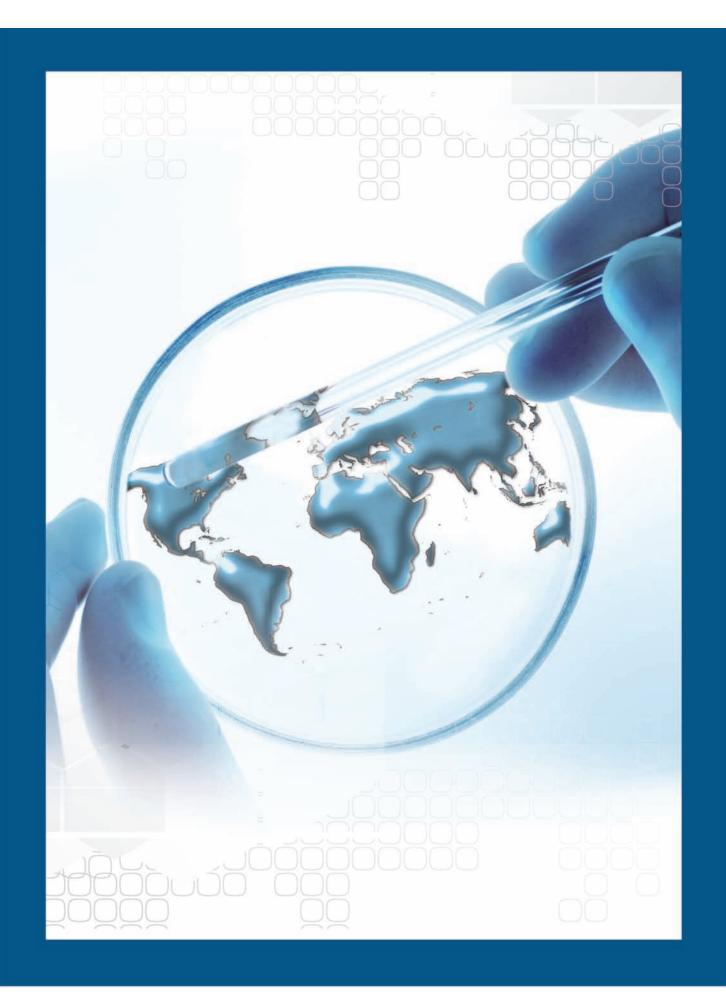
Expired Certification: If your certification has expired, please submit your completed and signed Declaration Form with the current CMP fee and \$50 reinstatement fee.

#### Step 4

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

#### Step 5

Upon successful completion of the pro gram, you will receive a new wall certificate valid for three years. The designation "CM", as a superscript, is required after your certification initials to indicate that you have success fully maintained your certification [e.g., MT(ASCP)CM]





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

(Follow the following prompts for CMP: for a Service Rep. press 2, for the BOC press 1, for CMP press 3)

Fax: 312.541.4845 Web: www.ascp.org/cmp To contact us online go to: www.ascp.org/bocfeedback

# THE ASCP BOARD OF CERTIFICATION MISSION STATEMENT

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



