



INTERNATIONAL HISTOTECHNICIAN WORK EXPERIENCE DOCUMENTATION FORM (Route 2)

PART I (TO BE COMPLETED BY APPLICANT)

Applicant's Name

Address

Email Address

PART II (MUST BE COMPLETED AND SIGNED BY LABORATORY MANAGEMENT* OR EMPLOYER IN ORDER TO BE ACCEPTABLE)

SUBJECT: VERIFICATION OF WORK EXPERIENCE FOR EXAMINATION ELIGIBILITY

This individual, identified above, has applied for the Board of Certification International Histotechnician examination. In order to establish this applicant's eligibility for certification, the following information is necessary:

1. PLEASE COMPLETE: EMPLOYMENT (INCLUDING ON-THE-JOB TRAINING)

Date employment **started** in Histotechnology: Month _____ Day _____ Year _____

Date employment **ended** in Histotechnology: Month _____ Day _____ Year _____

How many hours per week in Histotechnology? _____ (average, if necessary)

2. DIRECTIONS: Please review the experience of this applicant. Please place an **X** by each area in which this applicant has performed satisfactorily under your supervision by using **The Guidelines for Evaluating Experience of a Candidate for Histotechnology**. (NOTE: It is the applicant's responsibility to ensure work experience is documented in **all FIVE** areas required for eligibility.)

_____ Fixation

_____ Staining

_____ Processing

_____ Laboratory Operations

_____ Embedding / Microtomy

3. BY SIGNING THIS FORM, I AS LABORATORY MANAGEMENT* OR EMPLOYER VERIFY THAT THIS APPLICANT HAS PERFORMED SATISFACTORILY IN EACH OF THE HISTOTECHNOLOGY AREAS CHECKED ON THIS FORM.

(Please Print) Laboratory Management* or Employer Name

Title

Laboratory Management* or Employer Signature

Date

Laboratory Management* or Employer Email Address

Institution Telephone Number

Institution

Institution Address

BE SURE TO INCLUDE A LETTER OF AUTHENTICITY FROM YOUR LABORATORY MANAGEMENT* OR EMPLOYER WITH THIS WORK EXPERIENCE DOCUMENTATION FORM. THE LETTER OF AUTHENTICITY MUST BE PRINTED ON ORIGINAL LETTERHEAD. IT MUST STATE THAT THE WORK EXPERIENCE DOCUMENTATION FORM WAS COMPLETED, SIGNED AND DATED BY YOUR LABORATORY MANAGEMENT* OR EMPLOYER. WORK EXPERIENCE DOCUMENTATION FORMS RECEIVED WITHOUT LETTERS OF AUTHENTICITY ARE UNACCEPTABLE. PLEASE MAIL OR EMAIL THESE FORMS TO ASCP INTERNATIONAL: ascpinternational@ascp.org

**Management is defined as someone in a management role who can verify technical experience.*

GUIDELINES FOR EVALUATING EXPERIENCE OF A CANDIDATE

HISTOTECHNOLOGY

To qualify for certification as an international histotechnician, the applicant should be competent to perform **ALL** of the tests and procedures indicated. Competency may be demonstrated through direct observation of performance or review of results. The international histotechnician should have the equivalent knowledge and skill to those of a graduate of an accredited Histotechnology program:

AREA OF EXPERIENCE	EXTENT OF EXPERIENCE
FIXATION	<ul style="list-style-type: none"> • Tissue Identification • Parameters (e.g., pH, time, temperature) • Reagents • Selection, preparation, and use of fixatives for various applications • Troubleshooting/problem solving of fixation artifacts
PROCESSING	<ul style="list-style-type: none"> • Selection, preparation, and use of decalcification reagents • Selection of appropriate processing methods for: <ul style="list-style-type: none"> ○ Routine histology ○ Immunohistochemistry ○ Cytology • Operation and maintenance of a tissue processor
EMBEDDING / MICROTOMY	<ul style="list-style-type: none"> • Embedding <ul style="list-style-type: none"> ○ Tissue identification and orientation ○ Operation and maintenance of an embedding center • Microtomy <ul style="list-style-type: none"> ○ Paraffin ○ Frozen • Operation and maintenance of a microtome / water bath and cryostat
STAINING	<ul style="list-style-type: none"> • Selection of appropriate control material • Reagent preparation • Operation and maintenance of staining equipment • Mounting and coverslipping procedures • Identification of tissue structures and their staining characteristics • Routine staining (i.e., H&E) • Special staining <ul style="list-style-type: none"> ○ Carbohydrates and amyloid ○ Connective tissue ○ Microorganisms ○ Pigments and minerals
LABORATORY OPERATIONS	<ul style="list-style-type: none"> • Operation, preventive maintenance, and corrective action for equipment • Troubleshooting • Quality control • Application of laboratory safety protocols