



**INTERNATIONAL TECHNOLOGIST IN MICROBIOLOGY**  
 WORK EXPERIENCE DOCUMENTATION FORM (Routes 2 & 4)

**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 Technologist in Microbiology 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 Microbiology: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
 Date employment **ended** in Microbiology: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
 How many hours per week in Microbiology? \_\_\_\_\_ (average, if necessary)

**2. DIRECTIONS:** Please review the work experience of this applicant. Please place an **X** by each area in which this applicant has demonstrated proficiency under your supervision by using **The Guidelines for Evaluating Experience of a Candidate for International Technologist in Microbiology**. (NOTE: Experience is required in **3** of the 6 areas listed below.)

_____ Bacteriology	_____ Mycobacteriology
_____ Molecular Microbiology	_____ Parasitology
_____ Mycology	_____ Virology

**3. BY SIGNING THIS FORM, I AS LABORATORY MANAGEMENT\* OR EMPLOYER VERIFY THAT THIS APPLICANT HAS PERFORMED SATISFACTORILY IN THE MICROBIOLOGY 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](mailto:ascpinternational@ascp.org)**

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

## GUIDELINES FOR EVALUATING EXPERIENCE OF A CANDIDATE

### INTERNATIONAL TECHNOLOGIST IN MICROBIOLOGY

To qualify for certification as an International Technologist in Microbiology, the applicant should be proficient in **ALL** of the tests and procedures indicated in **3** of the 6 areas of experience listed below. The International Technologist in Microbiology should have the equivalent microbiology knowledge of a graduate of an accredited Medical Laboratory Scientist program.

AREA OF EXPERIENCE	EXTENT OF EXPERIENCE
<b>BACTERIOLOGY</b>	<ul style="list-style-type: none"> <li>• Specimen evaluation and processing</li> <li>• Microscopic examination of specimens</li> <li>• Media selection</li> <li>• Culture evaluation</li> <li>• Manual, automated, and/or molecular methods for detection and identification of microorganisms</li> <li>• Antibiotic susceptibility testing</li> <li>• Instrument preventive maintenance and troubleshooting</li> <li>• Quality assurance / laboratory safety</li> <li>• Problem solving / troubleshooting</li> </ul>
<b>MOLECULAR MICROBIOLOGY</b>	<ul style="list-style-type: none"> <li>• Specimen evaluation and processing</li> <li>• Prevention of nucleic acid contamination</li> <li>• Nucleic acid extraction methods (manual and automated)*</li> <li>• Manual and automated detection, identification, and quantitation methods</li> <li>• Instrument preventative maintenance and troubleshooting</li> <li>• Quality assurance / laboratory safety</li> <li>• Problem solving / troubleshooting</li> </ul>
<b>MYCOLOGY</b>	<ul style="list-style-type: none"> <li>• Specimen evaluation and processing</li> <li>• Microscopic examination of specimens</li> <li>• Media selection</li> <li>• Culture evaluation</li> <li>• Manual, automated, and/or molecular methods for detection and identification of microorganisms</li> <li>• Instrument preventive maintenance and troubleshooting</li> <li>• Quality assurance / laboratory safety</li> <li>• Problem solving / troubleshooting</li> </ul>
<b>MYCOBACTERIOLOGY</b>	<ul style="list-style-type: none"> <li>• Specimen evaluation and processing</li> <li>• Microscopic examination of specimens</li> <li>• Media selection</li> <li>• Culture evaluation</li> <li>• Manual, automated, and/or molecular methods for detection and identification of microorganisms</li> </ul>

	<ul style="list-style-type: none"> <li>• Instrument preventive maintenance and troubleshooting</li> <li>• Quality assurance / laboratory safety</li> <li>• Problem solving / troubleshooting</li> </ul>
<b>PARASITOLOGY</b>	<ul style="list-style-type: none"> <li>• Specimen evaluation and processing</li> <li>• Quality assurance / laboratory safety</li> <li>• Microscopic and macroscopic examination of specimens</li> <li>• Manual, automated, and/or molecular methods for detection and identification of microorganisms</li> <li>• Problem solving / troubleshooting</li> </ul>
<b>VIROLOGY</b>	<ul style="list-style-type: none"> <li>• Specimen evaluation and processing</li> <li>• Quality assurance / laboratory safety</li> <li>• Manual, automated, and/or molecular methods for detection, identification, and quantitation of microorganisms</li> <li>• Problem solving / troubleshooting</li> </ul>

**\*PROFICIENCY MAY BE DEMONSTRATED THROUGH PERFORMANCE, OBSERVATION, OR SIMULATION.**