In keeping with our ongoing commitment to assure the continued competence of medical laboratory personnel, the ASCP Board of Certification (BOC) developed the Credential 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).

TABLE OF CONTENTS

- CMP: What You Need To Do 1
- Required CMP Participation 1
- Voluntary Participation 2
- Point Allocation 2
- Steps for Completing CMP 2
- Failure to Participate 2
- Documentation for Audit 2
- CMP Requirements 3
- CMP Point Allocation 4
- Guidelines for Earning CMP Points 5
- Suggested List of Providers 7
- Declaration and Completion of CMP 8
- Online Declaration Form Process 8
- Deadline Dates 8
- Change of Name and Address 8
- Successful Completion of CMP 8
- Audit Procedure 9
- Required Documentation 9
- Successful Completion of CMP after Audit 9
- Unsuccessful Audit 9
- Audit Appeals Process 10
- Inactive Status for Required CMP Participation 10
- Reinstatement for Expired Certification 10
- Frequently Asked Questions 11
- Completing International CMP – Step by Step 12

All program requirements, processes and fees as stated in this booklet are subject to change without prior notice. Revised 1/2018
The goal of the Credential Maintenance Program (CMP) is to demonstrate to the public that laboratory professionals with this designation are performing continuing education (CE) activities to stay current in their practice.

**Required CMP Participation**

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

- International Histotechnician (HT)
- International Medical Laboratory Technician (MLT)
- International Phlebotomy Technician (PBT)
- International Technologist in Blood Banking (BB)
- International Technologist in Chemistry (C)
- International Technologist in Cytogenetics (CG)
- International Cytotechnologist (CT)
- International Technologist in Gynecologic Cytology (CTgyn)
- International Technologist in Hematology (H)
- International Histotechnologist (HTL)
- International Technologist in Microbiology (M)
- International Technologist in Molecular Biology (MB)
- International Medical Laboratory Scientist (MLS)
- International Medical Technologist (MT)
- Científico de Laboratorio Médico Internacional (CLM)
- International Specialist in Blood Banking (SBB)
- International Specialist in Chemistry (SC)
- International Specialist in Cytotechnology (SCT)
- International Specialist in Cytometry (SCYM)
- International Specialist in Hematology (SH)
- International Specialist in Microbiology (SM)
- International Specialist in Molecular Biology (SMB)

The Credential 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 documenting your required CE activities obtained before your certification revalidation period begins will not be accepted. For example, if your validation dates are January 1, 2015 through January 31, 2018, 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 FAQ5 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 credential [e.g., MLT(ASCP)CM] for the three year period your certification 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., MLS(ASCP)CM] when your certification expires.
Voluntary Participation

Individuals ASCP\(^2\) 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 March 15, 2018, activities obtained March 16, 2015 through March 15, 2018 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., MLT(ASCP)\(^2\)CM] for the three year period your certification 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 credential. However, you will still continue to use your certification credential and your original certification remains valid, since this is a voluntary program for those ASCP\(^2\) 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.

Steps for Completing the CMP

1. Review the online International CMP booklet for program requirements at this link: www.ascp.org/cmp
2. Within 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 your declaration form is selected for audit.
3. One month prior to your certification end date, complete the required declaration process at www.ascp.org/cmp. Faxed /emailed declaration forms will not be accepted. Application fees are not refundable.
4. 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, you will be required to 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., MLT(ASCP)\(^2\)CM].

Failure to Participate in CMP

If you were ASCP\(^2\) 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\(^2\) certification credential 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 declaration forms 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.)
### INTERNATIONAL CMP REQUIREMENTS

<table>
<thead>
<tr>
<th>Certification Category</th>
<th>CMP required for individuals certified beginning in the year indicated</th>
<th>Total Number of Points Required</th>
<th>Points Distribution*</th>
</tr>
</thead>
</table>
| International MT/MLS, CLM, MLT | 2012                                                          | 36                            | • 1 point in laboratory or patient safety (i.e., quality control, quality assurance)  
• 2 points in each of the following: blood banking, chemistry, hematology, microbiology  
• Remaining points in area(s) of laboratory specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest |
| International BB, C, CG, CT, CTgyn, H, HT, HTL, M, MB | 2012                                                          | 36                            | • 1 point in laboratory or patient safety (i.e., quality control, quality assurance)  
• 2 points in area of specialty  
• Remaining points in area of specialty, management, education, or other related laboratory areas of interest |
| International PBT              | 2012                                                          | 9                             | • 1 point in laboratory or patient safety (i.e., quality control, quality assurance)  
• 2 points in phlebotomy  
• Remaining points in area of specialty, management, education, or other related laboratory areas of interest |
| International SBB, SC, SCT, SCYM, SH, SM, SMB | 2012                                                          | 36                            | • 1 point in laboratory or patient safety (i.e., quality control, quality assurance)  
• 10 points in area of specialty  
• Remaining points in area of laboratory specialty, management, education, or other related laboratory areas of interest |

* It is the responsibility of the certificant to assign all CMP points to the required areas for recertification.

---

**For MT/MLS/CLM & 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 BB, C, CG, CT, CTgyn, H, HT, HTL, M, MB**

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.

**For SBB, SC, SCT, SCYM, SH, SM, SMB**

Minimum of 36 points to include: 1 point in laboratory or patient safety, 10 points minimum is area of specialty, and remaining points in area of specialty, management, education and/or other related laboratory areas of interest.
# INTERNATIONAL CMP POINT ALLOCATION

1 CMP POINT = 1 CONTACT HOUR

<table>
<thead>
<tr>
<th>Activities*</th>
<th>Contact/Credit Hours</th>
<th>CMP Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Formal continuing education courses: <strong>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)</strong></td>
<td>1 contact hour (50-60 minutes)</td>
<td>1</td>
</tr>
<tr>
<td>2. Employer-offered courses (in-service, instrument training, vendor-sponsored, etc.)</td>
<td>1 contact hour (50-60 minutes)</td>
<td>1</td>
</tr>
<tr>
<td>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</td>
<td>15 contact hours (1 contact hour is equal to 1 CMP point)</td>
<td>15 (points not to exceed 50% of total required)</td>
</tr>
<tr>
<td>4. Teleconferences, subscription, or online self-instructional courses for which ACCME, CMLE, ACCENT, PACE, or other professional society credits are awarded</td>
<td>1 contact hour (50-60 minutes)</td>
<td>1</td>
</tr>
<tr>
<td>5. Completion of advanced BOC certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialist/Diplomate certification</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Categorical or higher level certification</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Qualification</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>6. Employer assessment (must use ASCP/BOC Employer Assessment Form)</td>
<td></td>
<td>2 (per year/max 4 pts.)</td>
</tr>
<tr>
<td>7. Documentation of Clinical Teaching. Teaching students during their clinical rotation within the scope of an accredited laboratory training program (must use ASCP BOC Clinical Teaching Document Form)</td>
<td></td>
<td>1 (per year/max 3 pts.)</td>
</tr>
<tr>
<td>8. Research and preparation for presentation or workshop (first time only)</td>
<td>each contact hour of presentation (50-60 minutes)</td>
<td>3 (points not to exceed 50% of total required)</td>
</tr>
<tr>
<td>9. Authoring journal articles for peer-reviewed publications</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>10. Authoring a book related to the laboratory profession (over 300 pages) (under 300 pages) (chapter in a book)</td>
<td></td>
<td>21 14 7</td>
</tr>
<tr>
<td>11. Editing a book related to the laboratory profession</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>12. Doctoral dissertation</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>13. Master's thesis</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>14. Presenting posters/exhibits</td>
<td></td>
<td>3 (per year)</td>
</tr>
<tr>
<td>15. Serving on committees/boards related to the profession (national, state, regional, local)</td>
<td></td>
<td>3 (per year)</td>
</tr>
<tr>
<td>16. Serving on a BOC Advisory Board</td>
<td></td>
<td>2 (per year)</td>
</tr>
<tr>
<td>17. 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)</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

* 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 Credential 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 through the continuing 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 in-services 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, computer 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

Achievement of a Specialist or Diplomate certification is acceptable for 25 CMP points.

These points cannot be used for recertification points in the category for which they were received. (See FAQ4 on page 11.)
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 Chemistry, C(ASCPI)
- International Technologist in Gynecologic Cytology, CTgyn(ASCPI)
- International Technologist in Cytogenetics, CG(ASCPI)
- International Technologist in Hematology, H(ASCPI)
- International Histotechnologist, HTL(ASCPI)
- International Technologist in Microbiology, M(ASCPI)
- International Technologist in Molecular Biology, MB(ASCPI)
- International Specialist in Microbiology, SM(ASCPI)

Qualifications are also worth 12 CMP points
Achievement of a qualification is acceptable for 12 CMP points: Qualifications in Apheretics (QIA), Immunohistochemistry (QIHC), Laboratory Informatics (QLI), Laboratory Safety (QLS).

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. One form per year submitted. (Form available at www.ascp.org/cmp)

7. Documentation of Clinical Teaching
You may receive up to 1 CMP point per year (maximum of 3 years/3pts) by submission of a clinical Teaching Documentation Form (ASCP BOC form required) for teaching students during their clinical rotation within the scope of an accredited laboratory training program. Documentation form must be approved and signed by employer to receive credit. (Form available at www.ascp.org/cmp)

8. 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. Total points for presentations/workshops may not exceed 50% of the total number of required points for your category.

9. Authoring journal articles for peer-reviewed 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.

10/11. Authoring a book/chapter or editing a book
Refer to Point Allocation on page 4 for specific points awarded.

12/13. Doctoral dissertation or master’s thesis
Refer to Point Allocation on page 4 for specific points awarded.

14. Presenting a poster or exhibit
Points are awarded for posters or exhibits presented at national, state, regional, or local laboratory professional association meetings.

15. 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.

16. Serving on a BOC Advisory Board
See page 4 for specific points awarded.

17. Lab inspector for CAP/The Joint Commission/AABB/COLA/state agency, etc
See page 4 for specific points awarded.
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
- AAPA—American Association of Pathologists’ Assistants
- 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 valid three-year period of certification. 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.

Online Declaration Form Process

Within your current three-year cycle you may enter your completed non-ASCP credits in your online ASCP transcript. Any continuing education courses completed through the ASCP will automatically be recorded in your online ASCP transcript. Non-ASCP courses must be properly categorized (i.e., specialty area, title, date, credits awarded).

All courses that have been previously added to your ASCP transcript (provided they are in your three year cycle) will automatically populate into your online CMP Declaration Form. You will then be able to add more credits as necessary or re-categorize any credits to meet your recertification requirements.

All CEUs must be translated and provided in the English language.

Only after your recertification requirements have been met will you be able to submit your online CMP declaration form and fee(s). (Refer to the website at www.ascp.org/cmp for current CMP fee information. Fees are non refundable.)

Please retain supporting documentation for any non ASCP continuing competence activities completed. This documentation will only be required if your Declaration Form is selected for auditing purposes.

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., MLT(ASCP)厘米CM].

Deadline Dates

The completed Declaration Form should be submitted at least one (1) month prior to the ending validation date on your certificate.

One month prior to your certification expiration date you may login to the ASCP website to submit your online CMP declaration form. (e.g., July 1, 2018 for the ending validation date of July 31, 2018). Please allow 30 business days for the processing of your declaration form.

Change of Name/Address

The Board of Certification requires a copy of official documentation to make a name change (e.g., marriage license or court order.)

To make a name change:

• Go to www.ascp.org/login
• Click on "Profile & Settings" link
• Click on "Request Name Change" button
• Complete the form, upload documentation and submit

To update your mailing address or demographic information:

• Go to www.ascp.org/login
• Click on "Profile & Settings" link
• Update information and save
AUDIT PROCEDURE

To ensure the integrity of the International Credential Maintenance Program, the ASCP Board of Certification will review and audit a percentage of declaration forms each year. If your declaration is 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 will be required.

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 will be required.

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

Submission Procedures

You will be notified if your Declaration Form is chosen for audit. You will be requested and given instructions on how to submit 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 will be required.

Successful Completion of CMP after Audit

Upon successful completion of the audit process, you will receive a new certificate valid for three years. The designation “CM”, in superscript, is required after your certification credential to indicate that you have successfully maintained your certification [e.g., MLS(ASCP)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 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 Required CMP Participation

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. 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 ASCP certification designation after your name.

Inactive Status for Mandatory Military Service

Inactive status may be granted to certificants unable to complete their CMP requirements within the three year cycle due to mandatory military service. A certificant may request inactive status by submitting a written request with a copy of the document (PDF) they received requesting they report for service, including the beginning and ending dates. Request and documentation should be submitted as soon as possible.

Written request and PDF document attachment may be emailed to cmpinternational@ascp.org. The $40 Inactive Status fee will be waived for these individuals. Requests for inactive status are reviewed and approved on an individual basis. A certificant’s CMP cycle may be extended based on the timing and length of their military service.

Reinstatement for Expired Certification

If you allow your certification to expire and then seek reinstatement, you must submit a Declaration Form documenting all points earned within the previous three years as required by your certification category. You must also pay a reinstatement fee in addition to the application fee. Refer to the website at www.ascp.org/cmp for current CMP fee information. Fees are non-refundable. The BOC will not grant extensions or waive the reinstatement fee due to the non-receipt of CMP reminder notifications. The certificant is responsible for keeping email and address information up to date in their database record.

If your certification 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

Q1: If I become certified but fail to complete or participate in the Credential 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 credential [e.g., MLT(ASCP)®] after their name since their certification is no longer valid. Individuals ASCP® 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.

Q2: 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 2016 through January 2019, all points must be completed within this validation period). Thus, any points obtained before your re-certification validation period begins will not be accepted.

Q3: 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 ASCP® 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 primary source verification of ASCP certification received through our online service. (Please see our website: www.ascp.org/verification for further information.)

Q4: 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.

Q5: 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.

Q6: If I have further questions regarding this program, whom do I contact?

A: Contact ASCP Customer Service
Phone: 312.541.4848
Email: ascpinternational@ascp.org
COMPLETING INTERNATIONAL CMP—STEP BY STEP

Step 1
Review the International CMP booklet posted on the ASCP website for details and instructions for completing the program. Please visit 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 your certification expiration date, complete the online CMP declaration process and pay the current application fee by credit card. Please allow 30 business days for processing your declaration form.

DO NOT SEND any documentation of your continuing competence activities when you submit your declaration form. This documentation will only be required if your declaration form is selected for audit.

Step 4
You will receive email notifications regarding the status of the processing of your declaration form. You may login to your account at any time to follow and view the status of your recertification application.

Step 5
If you receive notification that your declaration form is deficient or under audit, you will have 30 business days within which to resolve your deficiency/audit. Instructions will be provided in your notification.

Step 6
Upon successful completion of the Credential Maintenance Program, you will receive a new wall certificate valid for three years. The designation “CM”, in superscript, is required after your certification initials to indicate that you have successfully maintained your certification [e.g., MLT(ASCP)CM].
THE ASCP BOARD OF CERTIFICATION MISSION STATEMENT

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