US ASCP BOC certification categories* under the Credential Maintenance Program (CMP) are accredited by the American National Standards Institute (ANSI),

*with the exception of MLA
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).]

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.

REQUISITED CMP PARTICIPATION

The U.S. Credential Maintenance Program (CMP) is required for all individuals who became ASCP certified on or after January 1, 2004 and for all active NCA certificants who are not ASCP certified prior to January 1, 2004 in the following categories:

- Apheresis Technician (AT)
- Cytotechnologist (CT)
- Donor Phlebotomy Technician (DPT)
- Histotechnician (HT)
- Histotechnologist (HTL)
- Medical Laboratory Assistant (MLA)
- Medical Laboratory Scientist (MLS)
- Medical Laboratory Technician (MLT)
- Pathologists’ Assistant (PA)*
- Phlebotomy Technician (PBT)
- Technologist in Blood Banking (BB)
- Technologist in Chemistry (C)
- Technologist in Cytogenetics (CG)
- Technologist in Hematology (H)
- Technologist in Immunology (I)
- Technologist in Microbiology (M)
- Technologist in Molecular Biology (MB)

* The Credential Maintenance Program is required for all Pathologists’ Assistants who are ASCP certified.

The Credential Maintenance Program is required for all individuals who became ASCP certified on or after January 1, 2006 in the following categories:

- Diplomate in Laboratory Management (DLM)
- Hemapheresis Practitioner (HP)
- Specialist in Blood Banking (SBB)
- Specialist in Chemistry (SC)
- Specialist in Cytotechnology (SCT)
- Specialist in Cytometry (SCYM)
- Specialist in Hematology (SH)
- Specialist in Immunology (SI)
- Specialist in Laboratory Safety (SLS)
- Specialist in Microbiology (SM)
- Specialist in Molecular Biology (SMB)
- Specialist in Virology (SV)

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 certification expiration date. A declaration form documenting your required CEs, along with the CMP application fee(s) must be submitted at least one month prior to the expiration date shown on your wall certificate for certification renewal.

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 at least one month prior to the certification expiration date, activities recorded prior to completion may be subject to audit. (See FAQ8 on page 13.) Points can only be used for one certification cycle. Upon successful completion of the program, you are required to use the initials “CM” in superscript, after your certification credential [e.g., MLS(ASCP)CM] for the three year period your certification is valid. If you 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 certified prior to January 2004 or those who received ASCP certification prior to the dates indicated on the chart on page 3, 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 June 15, 2018, activities obtained June 15, 2015 through June 15, 2018 would be acceptable.

Upon successful completion of the program, you are required to use the initials “CM” in superscript, after your certification credential [e.g., MLS(ASCP)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 participation on a voluntary basis. For example, if you are certified as a Medical Technologist MT(ASCP) and you do not participate in the program, your initials will revert back from MLS(ASCP)CM to MT(ASCP), with no expiration.

Retired certification categories are eligible for CMP.

Individuals with Multiple Certifications

A declaration form must be completed for each category that requires participation in the CMP to demonstrate maintenance of competence. You may use the same activities for more than one category of certification, provided they fit the criteria for the certification and are completed within the required time frame. For example, the same activity (worth 1 point) in Laboratory or Patient Safety may be used for both MLS and BB. A fee of $15 per each additional certification will be required following the application fee for the initial certification, when expiration dates are the same or within three months of each other and certifications are renewed at the same time. (For detailed information, see FAQ4 on page 13.)

Synchronizing Multiple Certifications

Certificants with multiple certifications may be eligible to synchronize the end dates of their certification cycles. A completed declaration may be submitted at an earlier date within the three-year cycle to coincide with another certification cycle as long as the three-year cycle for any one certification category is not exceeded. (For detailed information, see FAQ3 on page 12.)

Point Allocation

Continuing education 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 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 expiration date, complete the online 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 support 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., MLS(ASCP)CM]

Failure to Participate in CMP

If you were ASCP certified on or after January 1, 2004, or as indicated in the chart on page 3, 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 certification credential after your name. Information on reinstatement for expired certification is located on page 11.
U.S. CMP REQUIREMENTS

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 form 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.)

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

For categorical technicians and technologists (AT, BB, C, CG, CT, H, HT, HTL, I, M, MB)
Minimum of 36 points to include: 1 point minimum in safety, 2 points minimum in the area in which you are certified, and remaining points in area(s) of specialty, management, education, or other related laboratory areas of interest.

For Phlebotomy Technicians/Generalist Assistant (DPT/PBT & MLA)
Minimum of 9 points, 1 point minimum in safety, 2 points minimum in the area in which you are certified, and remaining points in area(s) of specialty, management, education, or other related laboratory areas of interest.

For Pathologists’ Assistants (PA)
Minimum of 45 points to include: 1 point minimum in safety, 20 points minimum in anatomic pathology, and remaining points in anatomic pathology, management, education, or other clinical specialties.

For diplomates (DLM) and specialists (HP, SBB, SC, SCT, SCYM, SH, SI, SLS, SM, SMB, SV)
Minimum of 36 points to include: 1 point minimum in safety, 10 points minimum in area of specialty, 10 points in area of specialty, management, education, or other related laboratory areas of interest.

<table>
<thead>
<tr>
<th>Certification Category</th>
<th>Total Number of Points Required</th>
<th>Points Distribution**</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLS/MT, MLT</td>
<td>2004 36</td>
<td>• 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 lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest</td>
</tr>
<tr>
<td>AT, BB, C, CG, CT, H, HT, HTL, I, M, MB</td>
<td>2004 36</td>
<td>• 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in area in which you are certified • Remaining points in area of specialty, management, education, or other related laboratory areas of interest</td>
</tr>
<tr>
<td>DPT, PBT, MLA</td>
<td>2004 9</td>
<td>• 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in area in which you are certified • Remaining points in area of specialty, management, education, or other related laboratory areas of interest</td>
</tr>
<tr>
<td>PA</td>
<td>All who are ASCP Certified 45</td>
<td>• 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 20 points in anatomic pathology • Remaining points in the area(s) of anatomic pathology, management, education, or other clinical specialties</td>
</tr>
<tr>
<td>DLM, HP, SBB, SC, SCT, SCYM, SH, SI, SLS, SM, SMB, SV</td>
<td>2006 36</td>
<td>• 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</td>
</tr>
</tbody>
</table>

* And for all active NCA certificants not ASCP certified prior to January 1, 2004.
** It is the responsibility of the certificant to allocate all CMP points in the required areas for recertification.

Effective 1/1/2022 The PA(ASCP) CMP requirements will increase from 45 to 60 points by adding 15 additional points in advanced cancer anatomic pathology and one point in medical ethics.

U.S. CREDENTIAL MAINTENANCE PROGRAM
# U.S. CMP Point Allocation

1 CMP Point = 1 Contact Hour = 1 CMLE Credit

<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)</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 sciences, computer management, or education) Courses must be lab related. CEs should not exceed 50% of the total number of required CMP points.</td>
<td>1 quarter hour 1 semester hour</td>
<td>10 15</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 or qualification: Specialist/Diplomate certification Categorical or higher level certification Qualification (These points cannot be used for recertification points in the category for which they were received. See FAQ 9 on page 13.)</td>
<td></td>
<td>25 12 12</td>
</tr>
<tr>
<td>6. Competence Assessment by employer (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 Documentation Form)</td>
<td></td>
<td>1 (per year/max 3 pts.)</td>
</tr>
<tr>
<td>8. Research &amp; preparation for presentation or workshop (first time only) each contact hour of presentation (50-60 minutes)</td>
<td></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 (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</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 an active BOC committee or qualification workgroup</td>
<td></td>
<td>3 (per year)</td>
</tr>
<tr>
<td>16. Serving on committees/boards related to the profession (national, state, regional, local)</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 agency) or training program accreditation (NAACLS, CAAHEP)</td>
<td></td>
<td>2 (per year)</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 professional societies such as those listed under 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 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.) 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 licensing board, or
   d. the course is offered through a university or college.

5. **Completion of advanced ASCP certification or qualification**
   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 FAQ8 on page 13.)
Categorical certification or higher level certification
Achievement of a categorical or higher level certification is acceptable for 12 CMP points: Histotechnologist (HTL), Technologists in Blood Banking (BB), Chemistry (C), Cytogenetics (CG), Hematology (H), Microbiology (M) and Molecular Biology (MB).

Qualifications are also worth 12 CMP points
Achievement of a qualification is acceptable for 12 CMP points: Qualifications in Apheresis (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.

15/16. Serving on active examination committees/qualification workgroups, or other 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.

17. Lab inspector for CAP/The Joint Commission/AABB/COLA/state agency or on-site inspector/paper reviewer for NAACLS/CAAHEP
See page 4 for specific points awarded.

“I liked that the CMP challenged me to keep reading across multiple disciplines within the laboratory sciences field.”

WALTER OLIVEIRA, MLS(ASCP)CMS!
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 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
- APA — 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
- CSMLS—Canadian Society for Medical Laboratory Science
- 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.
DECMATION 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.

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
- 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

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

Upon successful completion of the Credential Maintenance Program (CMP) you will receive a new wall 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].
AUDIT PROCEDURE

To ensure the integrity of the 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 mail and requested to submit supporting 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:

<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>Official Transcript (No Copies)</td>
</tr>
<tr>
<td>Competence assessment by employer</td>
<td>Employer Assessment Form completed by the employer documenting competence</td>
</tr>
<tr>
<td></td>
<td>in particular laboratory specialty</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/cmp">www.ascp.org/cmp</a>)</td>
</tr>
<tr>
<td>Research &amp; 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 BOC examination committees, committees or boards related</td>
<td>Letter from organization verifying participation, in what capacity and dates</td>
</tr>
<tr>
<td>to the profession</td>
<td>of service</td>
</tr>
<tr>
<td>Role of on-site inspector for NAACLS/CAAHEP accredited programs or</td>
<td>Letter from organization (NAACLS, CAAHEP, The Joint Commission, CAP, etc.)</td>
</tr>
<tr>
<td>laboratory inspections for CAP/ The Joint Commission/AABB/COLA/state</td>
<td>verifying your role as an inspector and the dates of inspection</td>
</tr>
<tr>
<td>agency</td>
<td></td>
</tr>
</tbody>
</table>

Submission Procedures
You will be notified if your Declaration Form is chosen for audit. You will be requested 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. DO NOT SUBMIT original documents, except for official college/university transcripts. Audit documentation should be mailed to the following address:

ASCP Board of Certification
33 West Monroe Street, Suite 1600
Chicago, IL 60603
Attn: CMP Audit

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”, in a 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.

U.S. CREDENTIAL MAINTENANCE PROGRAM
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; or military assignment overseas over a one year duration 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 of extenuating circumstances for your request.

Extenuating circumstances likely to be considered include: serious, incapacitating illness over one year in duration; or military assignment overseas over a one year duration 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.

“I had a great experience with the CMP program. I think that we, as medical professionals, owe it to the public to maintain and build upon our knowledge of laboratory testing.”

JOAN K. KOSIEK, MT(ASCP)SH, MB(ASCP)
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.

Reinstatement for Expired BOC Certificants
If you allow your certification to expire and then seek reinstatement, you must submit a completed 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.

Reinstatement for NCA Certificants

Lapsed NCA Certificants at Time of Unification
Certificants whose NCA certification transferred to the Board of Certification (BOC) in a lapsed status at the time of the unification (10/23/09), may be reinstated by completing the BOC Credential Maintenance Program (CMP). To reinstate, you must submit a completed declaration form documenting all points earned within the previous three years as required by your certification category and pay the current reinstatement fee in addition to the application fee. Refer to www.ascp.org/cmp for current CMP fee information. Fees are non-refundable.

Effective 11/1/2019, lapsed NCA certificat-ants will be required to retake and pass the certification exam to reinstate their certification. If this applies to you, contact 10yrexpired@ascp.org

Active NCA Certificants at Time of Unification
Certificants whose NCA certification transferred to the Board of Certification (BOC) in an active status at the time of the unification (10/23/09), became re-credentialed with the BOC certification category followed by (ASCP)CM. If you allow your BOC (ASCP)CM certification to expire and then seek reinstatement, you must submit a completed declaration form documenting all points earned within the previous three years as required by your certification category and pay the current reinstatement fee in addition to the application fee. Refer to 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.

“The CMP turned out to be a lot easier to complete than I expected it to be. I had more points than I needed just by taking the continuing education programs offered in my hospital over the three year period.”

TAMMY BUTLER, PBT(ASCP)CM
Q1: If I become certified but fail to complete or participate in the required Credential Maintenance Program (CMP), what happens? Will my ASCP certification be revoked?

A: Certifications subject to mandatory CMP 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., MLS(ASCP)CM] after their name since their certification is no longer valid. Individuals ASCP certified prior to mandatory CMP may continue to use the certification initials since they are participating on a voluntary basis; however, these individuals will no longer be permitted to use the “CM” designation.

Q2: I am participating in the CMP for both my MLS(ASCP)CM and SBB(ASCP)CM certifications. The CM end date for my SBB is October 2017 and the end date for my MLS is March 2018. Instead of having to remember and keep track of CMP points for two separate expiration dates, can I have only one date to remember?

A: Yes, in most cases, certificants with multiple certifications may synchronize the completion of their CMP renewal process if they choose to do so. A completed declaration may be submitted at an earlier date within the three-year cycle to coincide with another certification cycle as long as the three-year cycle for any one certification category is not exceeded.

Q3: I have multiple certifications; how do I determine which CMP certification categories I should participate in?

A: Individuals with multiple certifications may participate in the Credential Maintenance Program for more than one certification category. Points earned from any activity may be applied to multiple categories, provided they fit the criteria for the certification and are completed within the required time frame. Participation in more than one certification category will require a $15 fee per category in addition to the initial CMP application fee, when certifications are renewed at the same time. Expiration dates must be the same or within three months of each other. A separate declaration form must be submitted for each certification.

Q4: Will individuals be allowed to start the program before the initial certification or re-certification 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.

Q5: 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

For Example: Two CMP expiration dates:
SBB-October 2017
MLS-March 2018

Step 1
Choose the earliest expiration date of the two certifications. Why the earliest date? Because you must complete all required CMP points for your category within a three year period. If you choose March 2018, your SBB certification would expire before then.

Step 2
Contact the BOC office in writing at cmpsynch@ascp.org and explain your intent. Include your full name, customer ID number, and certification categories/numbers.

Step 3
After confirmation from the BOC office, complete the required points for both certification categories before the selected CM end date, in this case October 2017. (Remember you may use some of the same CE points to meet the CMP requirements for more than one certification category.)

Step 4
Submit Declaration Forms* for both MLS and SBB recertification before October 2017. (Submit the current CMP application fee for the first one and $15 application fee for the second form.) If a paper declaration form is required, you will be provided with a PDF copy at the time your request is confirmed by our office.

Step 5
When your declaration forms have been reviewed and approved, your certifications for both MLS and SBB will now expire in October 2020.
comply with the CMP who were certified beginning in 2004?

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.)

Q6: Cytotechnologists in California must document 24 hours of approved CE every two years in order to maintain their California CT license. Will all California CTs also be required to document and submit the same hours to ASCP in order to maintain their ASCP CT certification?

A: Cytotechnologists certified in January 2004 and beyond are required to complete 36 points of continued competency activities every three years. Activities accepted by the California State Licensure Board will be considered acceptable activities for the CMP.

Q7: I am attending a conference at the end of the last month of my recertification cycle. Because I need to submit my completed declaration form one month before my certification expires, may I document these points on my declaration form 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 form for the current cycle ahead of time. In this case, your declaration form may be subject to audit.

Q8: 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 an 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 MLS certificant earns a specialty certification such as an SBB certification, 25 points will be awarded and can be used to meet the MLS recertification requirements. Likewise, if an HT certificant earns a specialty certification such as a PA, the 25 points earned cannot be used to meet the PA recertification requirements.

Q9: I am interested in why the CMP was initiated when every place I have been employed requires us to have yearly continuing education and regulatory agencies require continuing proof of our competency.

A: Certification by the ASCP Board of Certification requires completion of the eligibility requirements and successful completion of the appropriate certification examination. Previously certification did not have an expiration date. Individuals who become certified in 2004 and beyond will be required to maintain their certification through the Credential Maintenance Program (CMP) every three years. Membership is voluntary. Certification and maintenance of certification are not contingent upon membership in any association.

Q10: Please provide some clarification regarding the Credential Maintenance Program, membership and certification. Please explain to me the difference between certification and membership? There seems to be some confusion and perhaps a misperception that the CMP will be used to ensure ASCP membership.

A: Certification by the ASCP Board of Certification requires completion of the eligibility requirements and successful completion of the appropriate certification examination. Previously certification did not have an expiration date. Individuals who become certified in 2004 and beyond will be required to maintain their certification through the Credential Maintenance Program (CMP) every three years. Membership is voluntary. Certification and maintenance of certification are not contingent upon membership in any association.

Q11: If I have further questions regarding this program, whom do I contact?

A: Contact ASCP Customer Service

Phone: 800.267.2727
The Credential Maintenance Program is required for newly certified individuals and active NCA certificants who are not ASCP certified prior to January 1, 2004. (Note: If ASCP certified prior to 2004, CMP is voluntary)
To assist you in setting your goals and determining the appropriate activities to meet these goals and successfully complete the CMP program, please consider the following areas:

- Your current responsibilities
- Areas of professional interest to you (e.g., teaching, management, laboratory compliance, etc.)
- Parts of your job that you enjoy
- Professional strengths
- Areas in which you would like to improve your knowledge
- External factors or trends (professional, societal, or environmental) that will affect your profession

After you have considered all of the above, then establish your goals and determine what activities indicated in this booklet will help you to achieve your goals and complete the Credential Maintenance Program.

SELFSSESSMENT

Goals

Activities
COMPLETING U.S. CMP—STEP BY STEP

Step 1
Review the US 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., MLS(ASCP)CM].

“Having the BOC credentials after my name makes me feel proud. I worked hard for that.”

TAMMY BUTLER, PBT(ASCP)CM
THE ASCP BOARD OF CERTIFICATION MISSION STATEMENT

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

Revised 1/2018