

## International Credential Maintenance Program

### INTERNATIONAL CMP REQUIREMENTS

Certification Category	CMP required for individuals certified beginning in the year indicated	Total Number of Points Required	Points Distribution*
<b>International MT/MLS, CLM, MLT</b>	2012	36	<ul style="list-style-type: none"> <li>• 1 point in laboratory or patient safety (i.e., quality control, quality assurance)</li> <li>• 2 points in each of the following: blood banking, chemistry, hematology, microbiology</li> <li>• Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest</li> </ul>
<b>International BB, C, CG, CT, CTgyn, H, HT, HTL, M, MB</b>	2012	36	<ul style="list-style-type: none"> <li>• 1 point in laboratory or patient safety (i.e., quality control, quality assurance)</li> <li>• 2 points in area of specialty</li> <li>• Remaining points in area of specialty, management, education, or other related laboratory areas of interest</li> </ul>
<b>International PBT</b>	2012	9	<ul style="list-style-type: none"> <li>• 1 point in laboratory or patient safety (i.e., quality control, quality assurance)</li> <li>• 2 points in phlebotomy</li> <li>• Remaining points in area of specialty, management, education, or other related laboratory areas of interest</li> </ul>
<b>International SBB, SC, SCT, SCYM, SH, SM</b>	2012	36	<ul style="list-style-type: none"> <li>• 1 point in laboratory or patient safety (i.e., quality control, quality assurance)</li> <li>• 10 points in area of specialty</li> <li>• Remaining points in area of laboratory speciality, management, education, or other related laboratory areas of interest</li> </ul>

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

# International Credential Maintenance Program

## INTERNATIONAL CMP POINT ALLOCATION

1 CMP POINT = 1 CONTACT HOUR

Activities*	Contact/Credit Hours	CMP Points
1. Formal continuing education courses: **ACCME, ASCP CMLE, AACC, professional societies (including state, regional and ACCENT, ASCLS PACE, CE programs sponsored by other local societies and chapters, universities and colleges or continuing education courses sponsored by national or international professional societies)	1 contact hour (50-60 minutes)	1
2. Employer-offered courses (in-service, instrument training, vendor-sponsored, etc.)	1 contact hour (50-60 minutes)	1
3. College/university coursework e.g., (biological/chemical/medical science, computer management, or education) Courses must be lab related, management related or in the Education Department	15 contact hours (1 contact hour is equal to 1 CMP point)	15 (points not to exceed 50% of total required)
4. Teleconferences, subscription, or online self-instructional courses for which ACCME, CMLE, ACCENT, PACE, or other professional society credits are awarded	1 contact hour (50-60 minutes)	1
5. Completion of advanced BOC certification <small>(These points cannot be used for recertification points in the category for which they were received. See FAQ4 on page 11.)</small>		
Specialist/Diplomate certification		25
Categorical or higher level certification		12
Qualification		12
6. Employer assessment (must use ASCP/BOC Employer Assessment Form)		2 (per year/max 4 pts.)
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)		1 (per year/max 3 pts.)
8. Research and preparation for presentation or workshop (first time only)	each contact hour of presentation (50-60 minutes)	3 (points not to exceed 50% of total required)

## International Credential Maintenance Program

### INTERNATIONAL CMP POINT ALLOCATION CONTINUED

1 CMP POINT = 1 CONTACT HOUR

Activities*	Contact/Credit Hours	CMP Points
9. Authoring journal articles for peer-reviewed publications		5
10. Authoring a book related to the laboratory profession (over 300 pages)		21
(under 300 pages)		14
(chapter in a book)		7
11. Editing a book related to the laboratory profession		5
12. Doctoral dissertation		10
13. Master's thesis		4
14. Presenting posters/exhibits		3 (per year)
15. Serving on committees/boards related to the profession (national, state, regional, local)		3 (per year)
16. Serving on a BOC Advisory Board		2 (per year)
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)		2 (per year)

\* Activities must be related to area of specialty and safety as indicated.

\*\* ACCME (Accreditation Council for Continuing Medical Education), ASCP CMLC (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 pro-grams. If the program meets the criteria as described above, it will be accepted for CMP points. Program provider must assign points or contact hours.**

# International Credential Maintenance Program

## 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. If your documentation is provided in a language other than English, translated English copies will be required.

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

# International Credential Maintenance Program

## AUDIT PROCEDURE CONTINUED

### 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 6060  
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)<sup>CM</sup>].

### 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.