



# MEDICAL LABORATORY ASSISTANT WORK EXPERIENCE DOCUMENTATION FORM (Routes 3, 4, 5, & 6)

## PART I (TO BE COMPLETED BY APPLICANT)

Applicant's Name

Last Four Digits of Applicant's Social Security #

Address

Email Address

Daytime Telephone Number

## PART II (MUST BE COMPLETED AND SIGNED BY THE IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\* IN ORDER TO BE ACCEPTABLE)

### SUBJECT: VERIFICATION OF WORK EXPERIENCE FOR EXAMINATION ELIGIBILITY

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

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

Date employment **started** as a medical laboratory assistant: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Date employment **ended** as a medical laboratory assistant: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

How many hours per week worked as a medical laboratory assistant? \_\_\_\_\_

#### 2. DIRECTIONS: Please review the work experience of this applicant. Please place an **X** next to each area to verify the applicant has performed satisfactorily in **ALL** of the following areas under your supervision:

\_\_\_\_\_ Specimen Preparation and Processing (processes related to the handling, transport, and processing of specimens)

\_\_\_\_\_ Support for Clinical Testing (e.g., slide preparation and staining, microbiology setup and plating, reagent preparation, instrument loading, result reporting, inventory maintenance, quality control)

\_\_\_\_\_ Laboratory Operations (regulatory applications, waste disposal, safety, equipment maintenance)

#### 3. BY SIGNING THIS FORM, I AS THE IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\* VERIFY THAT THIS APPLICANT HAS PERFORMED SATISFACTORILY AS A MEDICAL LABORATORY ASSISTANT.

(Please Print) Immediate Supervisor or Laboratory Management\* Name & Certification(s)

Title

Immediate Supervisor or Laboratory Management\* Signature

Date

Telephone Number

Email Address

Institution

City, State

Zip Code

**BE SURE TO INCLUDE A LETTER OF AUTHENTICITY FROM YOUR IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\* WITH THIS WORK EXPERIENCE DOCUMENTATION FORM. THE LETTER OF AUTHENTICITY MUST BE PRINTED ON ORIGINAL LETTERHEAD. IT MUST STATE THAT THE WORK EXPERIENCE DOCUMENTATION FORM WAS COMPLETED, SIGNED AND DATED BY YOUR IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\*.**

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