

ASCP BOC INFORMATION REGARDING COVID-19

The ASCP BOC takes the health and wellness of our constituents very seriously. We understand that you may be concerned about how the ongoing health crisis may impact your program, eligibility, application, or exam date. The ASCP BOC thanks you for your understanding as we work to best support all constituents. Please check this page often for updates.

The ASCP offices will be closed, Thursday, November 25 and Friday, November 26 in observance of the Thanksgiving holiday. Our office will reopen Monday, November 29. We wish you and your family a happy and safe holiday.

Pearson VUE Testing Sites:

- [Pearson VUE sites \(Revised 11/18/2021\)](#)
- [Scheduling an Exam at a Pearson VUE site](#)
- [Valid ID Required \(Revised 4/23/2021\)](#)

Applicants:

- [I have already scheduled my exam](#)
- [I have been made eligible but not yet scheduled an exam date](#)
- [I have submitted an application, but have not yet submitted documentation](#)
- [How to submit documentation forms and letters of authenticity to the ASCP BOC](#)
- [How to submit transcripts to the ASCP BOC](#)
- [Mailing address \(only to be used if you are unable to submit transcripts electronically\)](#)
- [I sent my transcript more than 45 business days ago, and it has still not been processed](#)
- [Will you review my documents before I submit an application?](#)
- [I need to request accommodations for a disability](#)
- [I have taken and failed the exam. When can I schedule my re-take?](#)

General Concerns:

- [Certification Requirements Remain Unchanged](#)
- [No Remote Proctoring of Exams at this Time](#)

Students and Program Directors

- [Students](#)
- [Program Directors](#)

Credential Holders

- **AVAILABLE NOW!** [CMP COVID-Related CE Form](#)

PEARSON VUE SITES – REVISED 11/18/2021

Pearson VUE continues to operate testing locations within the U.S., Canada, and internationally, following all local and federal guidelines. Due to the volatility of COVID-19, government guidelines may change frequently. **As this may impact testing capacity and operations at Pearson VUE sites, check [Country Specific testing information](#) often.**

As of December 1, 2021, all Pearson testing locations in the U.S. and U.S. territories are required to follow CDC guidance as it relates to masking and distancing requirements. It is the candidate's responsibility to self-check the requirements for their specific testing location before arriving and, if required, bring a face mask that fully covers the nose and mouth and meets Pearson's requirements. If a candidate appears at the test center without a mask, they may be denied testing and will need to reapply and submit a new application fee to test at a later date. It is the **candidate's responsibility** to review the [latest health and safety requirements at Pearson VUE test centers](#) before appearing for their scheduled exam as requirements may change quickly..

VALID IDENTIFICATION REQUIRED (rev. 4/23/21)

Pearson Vue temporarily allowed expired government ID's to be presented due to the challenges in renewing IDs during COVID-19 closures. As of **May 1, 2021**, Pearson VUE and the ASCP BOC will resume the policy requiring a valid (not expired) ID be presented in order to test. See the [ASCP BOC website](#) for complete details about acceptable forms of identification.

SCHEDULING AN EXAM AT A PEARSON VUE SITE

There continue to be a high volume of exam candidates looking for testing availability. The ASCP BOC has extended eligibility windows for all candidates in order to accommodate the changing situation, and to allow for candidates to test at a time when they are able to do so safely. All applications will remain active and valid through the eligibility window. **The status of Pearson VUE global test delivery is changing rapidly due to the spread of COVID-19. Please check this page, as well as the [Pearson COVID-19 page](#), often for updates.**

I HAVE ALREADY SCHEDULED MY EXAM

Check [the Pearson VUE website](#) for current information. If your Pearson VUE testing center will be closed, they will automatically cancel your appointment and notify you through email.

If the Pearson VUE testing location remains open, and for any reason you are unable to make your scheduled testing time, you **must** cancel or reschedule your appointment. **If you do not successfully cancel or reschedule your appointment at least 24 hours prior to your exam date and time, you will be required to reapply, and submit payment of another application fee, before you are able to test.** Please note that you have **not** successfully canceled or rescheduled your appointment unless you receive a confirmation directly from Pearson Vue. See the [ASCP BOC website](#) for complete information.

I HAVE BEEN MADE ELIGIBLE BUT HAVE NOT YET SCHEDULED AN EXAM DATE:

Due to the ongoing health crisis, the ASCP BOC is allowing for an **extended eligibility window**. Your Admission Notification will show your dates of eligibility, and your application will remain active for this eligibility window.

I HAVE SUBMITTED AN APPLICATION BUT HAVE NOT YET SUBMITTED DOCUMENTATION:

The ASCP BOC is requesting that all documentation be submitted electronically. ASCP BOC staff receive a high volume of documents and transcripts daily. **All documents, including transcripts, are continuously processed as received. We appreciate your patience throughout the application process.**

BOC staff will retrieve all transcripts within 10 business days. However, it may take **up to 30 business days** after retrieval for these documents (including transcripts) to be reviewed to determine eligibility, identify deficiencies, or release score results. You will receive an email notification any time the status of your application changes. **Do not submit duplicate documents or email before this time has elapsed as it delays the processing of all applications.** To accommodate this, **the timeframe for required documentation to be received has been extended from 45 to 60 business days.**

Please note that ASCP Customer Relations will **not** be able to provide information regarding the status of submitted documents. You may log in to your ASCP account to check the current status of your application at any time.

HOW TO SUBMIT DOCUMENTATION FORMS AND LETTERS OF AUTHENTICITY TO THE ASCP BOC:

All documentation forms and letters of authenticity must contain original, handwritten signatures and be sent as a PDF to the appropriate email listed below. Pictures are not acceptable. Include your full name, ASCP Customer ID, and exam category in the body of your email. Documentation forms and Letters of Authenticity will not be accepted if mailed.

For ASCP (US) categories of application, the email addresses below are for documentation forms and letters of authenticity .

DocumentationAN.boc@ascp.org – MLT

DocumentationJG.boc@ascp.org – MLS

DocumentationSB.boc@ascp.org – PBT, BB, SBB, C, SC, SCT, H, SH, M, SM, DLM

DocumentationSC.boc@ascp.org – CG, CT, DPT, HT, HTL, MB, MLA, PA, SCYM, SMB, QBR, QIA, QIHC, QLS

For all ASCPi categories of application, the email address below is for documentation forms and letters of authenticity ascpinternational@ascp.org.

HOW TO SUBMIT TRANSCRIPTS TO THE ASCP BOC:

Official transcripts for ASCP categories must be sent **directly from your academic institution** to the ASCP BOC. See <http://www.ascp.org/boc/transcript> for **official transcript** requirements.

The ASCP BOC has partnered with [Parchment](#) and [National Student Clearinghouse](#) to more quickly and efficiently receive electronic transcripts. **If your institution utilizes one of these third party vendors, you must follow the instructions provided to choose the ASCP BOC as the recipient of your electronic transcript.** If you do not follow these instructions, you may be required to order, pay for, and submit another transcript to be processed by the ASCP BOC.

Be aware of the security features your institution implements for electronic transcripts. Your official transcript must remain accessible for the processing of your application and maintained as part of your permanent record. **If access to your electronic transcript expires, you may be required to purchase and submit another official transcript to the ASCP BOC in order to complete your application.**

If your institution manages electronic transcripts independently, they must be sent from an official representative of your academic institution to Transcripts.boc@ascp.org.

Official transcripts or transcript evaluations for all ASCPⁱ categories should be sent to ascpinternational@ascp.org.

MAILING INSTRUCTIONS

If you are **unable** to submit transcripts electronically, please mail them to the address below. **Do not send transcripts through the mail if you have already submitted them electronically as this will slow the processing of all applications, including your own.** Please note that there will be an **additional delay of 2 weeks** in the processing of all transcripts submitted by mail.

Documentation forms and Letters of Authenticity will not be accepted if mailed. Please refer to page 2 for instructions on the electronic submission of these documents.

Mailing address:

ASCP BOC
Attention: Jackie Sanders
33 W. Monroe St, Suite 1600
Chicago, IL 60603

I SENT MY TRANSCRIPT MORE THAN 45 BUSINESS DAYS AGO, AND IT HAS STILL NOT BEEN PROCESSED

We are sorry for the inconvenience, and are doing our absolute best to process all transcripts as quickly as possible in the order received. If it has been less than 45 business days since the transcript was submitted, **do not email us as this will delay the processing of all applications, including yours.**

First, please check for a few things:

- Log in to your ASCP account and “view the status” of your completed BOC application. Review any information included there.
- Did you accidentally have the transcript sent electronically to yourself rather than the ASCP BOC?
 - o Check your junk, spam, and email folders for any emails sent to you. If you ordered your transcript through Parchment or National Student Clearinghouse, go back into the portal and choose to “re-send” the email and password links.

- Was your transcript sent under a different last name than is on your ASCP application?
 - o If so, please send an email to transcripts.boc@ascp.org with the subject line **“Alternate Name”** and include the following information:
 - Your name as it appears on the application, Customer ID, and category of application
 - The institution from which the transcript was sent and the name that appears on the transcript
 - The date and method by which the transcript was sent (mail, electronic; if electronic, provide the order number and provider – NSC, Parchment, school)

- Did you send your transcript in before your application was paid / officially submitted?
 - o If so, please send an email to transcripts.boc@ascp.org with the subject line **“Early Transcript”** and include the following information:
 - Your name as it appears on the application, Customer ID, category of application, **and** date of paid application
 - The institution from which the transcript was sent and the name that appears on the transcript
 - The date and method by which the transcript was sent (mail, electronic; if electronic, provide the order number and provider – NSC, Parchment, school)

Once you have checked the items above, and confirmed that you correctly sent the transcript to the ASCP BOC more than 45 business days ago, follow the instructions below:

- If the transcript was sent **electronically**, **forward your order confirmation** to transcripts.boc@ascp.org and **change the subject line to “Missing Electronic Transcript.”** Include the following information:
 - o Your name as it appears on the application, Customer ID, and category of application

- If the transcript was sent **through the mail**, in paper form, send an email to transcripts.boc@ascp.org with the **subject line “Mailed Transcript”** and include the following information:
 - o Your name as it appears on the application, Customer ID, and category of application
 - o The institution from which the transcript was sent and the date that it was mailed
 - o The name that appears on the transcript

Your email will be reviewed and a response sent within 5 business days.

DOCUMENTATION IS REVIEWED AFTER APPLICATION

The ASCP BOC does not consult with a candidate, review documentation, or determine a candidate’s eligibility prior to application. Eligibility is determined only after a candidate’s application, fee, and all required documentation has been received and all items have been reviewed by an evaluator. Application fees cover the administrative costs of processing applications, including the review of all documentation; application fees are not refundable.

It is the candidate’s responsibility to determine if their education, training and/or experience meet current eligibility requirements and apply for the appropriate category and eligibility route. Once an application is submitted to the BOC for review, the category and route cannot be changed. Eligibility requirements can be found on the ASCP BOC website (www.ascp.org/certification), and the Eligibility Assistant can be used by those applying for an ASCP certification (www.ascp.org/BOCEligibilityAssistant). Documentation should not be submitted before a paid application has been completed.

DOCUMENTATION FOR APPLICANTS WITH A DISABILITY

Applicants requesting a modification in the examination environment due to a disability must notify the ASCP Board of Certification in writing **before** submitting an application. A letter of diagnosis from an appropriate professional specifying the needed modification must be provided. All requests are considered on a case-by-case basis.

The ASCP BOC is temporarily accepting accommodation requests and documentation electronically. Please send necessary information to the documentation email address referenced in the section above based on your category of application.

I TOOK AND FAILED THE EXAM. WHEN CAN I SCHEDULE MY RE-TAKE?

Eligibility windows have been extended due to COVID-19. You do not need to wait until after your current eligibility window ends to re-apply; you may re-apply immediately after you receive your score report. Upon processing your application, the evaluator will determine the appropriate start date of your new eligibility window. Candidates are not permitted to sit for the same examination more than once within 90 days of their eligibility window beginning.

CERTIFICATION REQUIREMENTS REMAIN UNCHANGED:

The BOC is committed to upholding the standards of certification; no changes to eligibility requirements are being made at this time. Applicants must be able to verify completion of all eligibility requirements as written and submit appropriate documentation. For students completing accredited programs, the program itself determines what constitutes acceptable completion of this program; clinical hours are not determined by the ASCP BOC or most accrediting agencies. The ASCP BOC will work with individuals on a case by case basis as needed to ensure that we are doing everything we can to manage the ongoing and rapidly evolving situation.

NO REMOTE PROCTORING OF EXAMS AT THIS TIME:

The ASCP BOC has no intention of moving any certification examinations to remote proctoring at this time. Maintaining the security of exam content, and continued ANSI accreditation, require any changes to exam delivery be made only after thorough investigation and selection of an appropriate vendor. The time required to thoroughly vet vendors, review security procedures, and receive ANSI accreditation would only allow us to begin the QA and testing required to republish exams. The ASCP BOC recognizes that this solution would appear to many to be the best solution. Please be assured that the ASCP BOC has thought carefully about this option.

FOR STUDENTS AND PROGRAM DIRECTORS OF ABHES/CAAHEP/NAACLS ACCREDITED PROGRAMS:

STUDENTS:

The ASCP BOC has always encouraged students to not apply more than six weeks before program completion. If a student is uncertain about when they will be able to complete all components of the program, they should hold off on applying until they are more certain of their program completion date.

PROGRAM DIRECTORS:

We understand there is a lot of uncertainty at this time concerning the impact of COVID-19 and the ability for students to finish the didactic and/or clinical requirements of their program. Unfortunately, many programs are faced with this challenge with no clear-cut resolution. We recommend you join the [BOC Program Director's Facebook group](#) as a place to share ideas with other Program Directors who are dealing with similar situations. For specific questions regarding programs, please reach out to your accrediting agency. (www.abhes.org; www.caahep.org; www.naacls.org)

STUDENTS' ELIGIBILITY:

The ASCP BOC has always encouraged Program Directors not to sign off on a student's eligibility until they are certain they will meet all components of the program, including clinicals and final exams, by the date indicated on the student's application.

If a student's program end date has been pushed back due to COVID-19, please **do not** mark them as "Ineligible" on the EEV. Send a comment from the EEV with the updated end date and a brief explanation of the circumstances. During this time, applications will remain active and valid to accommodate necessary changes.

EXAM SCHEDULING:

We understand that you would like your students to test as soon as possible after program completion. All ASCP BOC examinations are being offered at Pearson VUE testing locations, but please be aware that, due to previous closures and capacity regulations, testing dates may be delayed. We recognize your graduates are essential personnel during this time and are doing all we can to ensure they can test as soon as possible. Please see complete information [above](#).

PASS/FAIL:

We understand that some institutions are investigating the use of Pass/Fail grades during this time. Note that the ASCP BOC accepts the use of "Pass" on an official transcript in lieu of a passing grade, provided the quarter or semester hour credits assigned to the course are also indicated.

FOR CREDENTIAL HOLDERS COMPLETING THE CREDENTIAL MAINTENANCE PROGRAM (CMP):

AVAILABLE NOW! CMP COVID-RELATED CE CLAIM FORM:

The ASCP BOC recognizes the vital work of laboratory professionals in response to the COVID-19 pandemic. We heard your concerns about obtaining continuing education during the pandemic due to increased workloads and limited availability of in-person training or conferences. This prompted us to develop a time-limited opportunity to claim COVID-related CEs completed between 3/1/2020 and 12/31/2021 for up to 12 CMP points towards recertification. For more information about this opportunity please refer to this link: <http://www.ascp.org/cmp/covid-points>.

THE ASCP BOC WILL CONTINUE TO MONITOR THE ONGOING HEALTH SITUATION. IF YOU HAVE QUESTIONS OR CONCERNS NOT ADDRESSED HERE, PLEASE EMAIL PDInfo@ASCP.ORG

Please note that emails sent to PDInfo@ascp.org regarding transcripts, documentation, or the processing of applications will **not** receive a specific response. Please see pages 2 - 4 for information regarding these processes.