

Submitting an electronic transcript through National Student Clearinghouse

You may be using the studentclearinghouse.org ordering system, or one through your academic institution. While some of the screens may appear slightly different, the information below should assist in the ordering of an electronic transcript to be sent to the ASCP Board of Certification.

You should submit transcripts only after you have submitted an application, including payment.

1. When asked to “Select Transcript and Delivery Details,” click on the dropdown for “Who are you sending your transcript to?”

The screenshot shows a progress bar at the top with three steps: 1. Enter Personal Information, 2. Select Transcript and Delivery Details (current step), and 3. Confirm Order and Checkout. Below the progress bar is the title 'Select Transcript and Delivery Details'. Underneath, there is a section for 'Recipient' with a note: 'All fields required, unless otherwise indicated'. A paragraph of text explains FERPA requirements. Below this is a dropdown menu labeled 'Who are you sending your transcript to?'. At the bottom of the form are two buttons: 'CANCEL ORDER' and 'CONTINUE'.

2. When you click on the dropdown, select **Education Organization, Application Service and Scholarships**.

This screenshot is similar to the previous one but shows the dropdown menu for 'Who are you sending your transcript to?' open. The menu lists four options: 'College or University', 'Education Organization, Application Service and Scholarships' (which is highlighted), 'Employer or Other', and 'Myself'. The 'CONTINUE' button is visible at the bottom right of the form area.

3. You will be asked to provide the name of the organization to which you wish to send your transcript.

1 Enter Personal Information ————— 2 Select Transcript and Delivery Details ————— 3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Education Organization, Application Service and Scholarships ▼

Select Organization ▼
Select Organization is required

CANCEL ORDER CONTINUE

4. Select the **ASCP Board of Certification**.

5. When a new line appears to provide the department, select **Records/Transcripts** from the list.

1 Enter Personal Information ————— 2 Select Transcript and Delivery Details ————— 3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Education Organization, Application Service and Scholarships ▼

Select Organization ▼
ASCP Board of Certification ▼

Department ▼
Records/Transcripts ▼

Following these instructions will ensure that your transcript is delivered quickly and accurately to ASCP Board of Certification staff to facilitate the processing of your application.