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?”

2. When you click on the dropdown, select Education Organization, Application Service and Scholarships.
3. You will be asked to provide the name of the organization to which you wish to send your transcript.

4. Select the ASCP Board of Certification.

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

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.