



ASCP
**BOARD OF
CERTIFICATION®**

IMPORTANT
New Information Enclosed

JULY 2018

Please keep this booklet until you successfully pass the certification examination.

www.ascp.org/BOC



U.S. (ONLY) Procedures for Examination & Certification



#0688
ISO/IEC 17024
Personnel Certification Body

Cytotechnologist (CT)^{CM}
Diplomate in Laboratory Management (DLM)^{CM}
Donor Phlebotomy Technician (DPT)^{CM}
Histotechnician (HT)^{CM}
Histotechnologist (HTL)^{CM}
Medical Laboratory Scientist (MLS)^{CM}
Medical Laboratory Technician (MLT)^{CM}
Pathologists' Assistant (PA)^{CM}
Phlebotomy Technician (PBT)^{CM}
Specialist in Blood Banking (SBB)^{CM}

Specialist in Chemistry (SC)^{CM}
Specialist in Cytotechnology (SCT)^{CM}
Specialist in Hematology (SH)^{CM}
Specialist in Microbiology (SM)^{CM}
Technologist in Blood Banking (BB)^{CM}
Technologist in Chemistry (C)^{CM}
Technologist in Cytogenetics (CG)^{CM}
Technologist in Hematology (H)^{CM}
Technologist in Microbiology (M)^{CM}
Technologist in Molecular Biology (MB)^{CM}

The ASCP Board of Certification is an administratively independent certification agency that prepares relevant standards and develops procedures that will assure the competence of non-physician medical laboratory personnel.

The ASCP Board of Certification certifies those individuals who meet the academic and clinical prerequisites and who achieve acceptable performance levels on examinations.

The Board of Certification does not discriminate among applicants as to age, gender, race, religion, national origin, disability, marital status or sexual orientation.

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ABOUT THE ASCP BOARD OF CERTIFICATION

Founded in 1928 by the American Society for Clinical Pathology (ASCP), the Board of Certification is widely accepted as the most influential leader in the field of certification of medical laboratory professionals. To date over 525,000 individuals have been certified. The ASCP Board of Certification understands the importance of impartiality in conducting certification and qualification activities. It manages conflict of interest and ensures objectivity by representative membership on its Board of Governors from other associations and societies. The Board of Governors of the ASCP Board of Certification has 24 members:

- Five pathologists (nominated by the ASCP); including one member of the American Society of Hematology
- Five laboratory professionals (nominated by the ASCP); including one member of the American Association for Clinical Chemistry
- Four representatives from the American Society for Clinical Laboratory Science (ASCLS)
- Two representatives from the Association of Genetic Technologists (AGT)
- One representative from each of the following six additional participating specialty societies:
 - » AABB
 - » American Association of Pathologists' Assistants
 - » American Society for Microbiology
 - » American Society of Cytopathology
 - » Clinical Laboratory Management Association
 - » National Society for Histotechnology
- One public member
- Past Board of Governors Chair

ACCREDITATION

The ASCP Board of Certification is accredited by the American National Standards Institute (ANSI) for certification programs where certificants complete the Credential Maintenance Program (CMP) and hold the following credentials:

Cytotechnologist, CT(ASCP)^{CM}
Diplomate in Laboratory Management, DLM(ASCP)^{CM}
Donor Phlebotomy Technician, DPT(ASCP)^{CM}
Histotechnician, HT(ASCP)^{CM}
Histotechnologist, HTL(ASCP)^{CM}
Medical Laboratory Scientist, MLS(ASCP)^{CM}
Medical Laboratory Technician, MLT(ASCP)^{CM}
Pathologists' Assistant, PA(ASCP)^{CM}
Phlebotomy Technician, PBT(ASCP)^{CM}
Specialist in Blood Banking, SBB(ASCP)^{CM}
Specialist in Chemistry, SC(ASCP)^{CM}
Specialist in Cytotechnology, SCT(ASCP)^{CM}
Specialist in Hematology, SH(ASCP)^{CM}
Specialist in Microbiology, SM(ASCP)^{CM}
Technologist in Blood Banking, BB(ASCP)^{CM}
Technologist in Chemistry, C(ASCP)^{CM}
Technologist in Cytogenetics, CG(ASCP)^{CM}
Technologist in Hematology, H(ASCP)^{CM}
Technologist in Microbiology, M(ASCP)^{CM}
Technologist in Molecular Biology, MB(ASCP)^{CM}

ANSI awards accreditation to personnel certification agencies that meet the International ISO Standard 17024.

CERTIFICATION AND MAINTENANCE OF CREDENTIAL

Certification is the process by which a non-governmental agency or association grants recognition of competence to an individual who has met certain predetermined qualifications, as specified by the agency or association.

The ASCP Board of Certification provides a mechanism for these individuals to be recognized as having the necessary competence to perform the medical laboratory roles they seek. This mechanism is called certification.

ASCP BOC certification is time-limited for three years. To remain valid, certification must be maintained by completing the Credential Maintenance Program (CMP) as described on pages 30 – 31.

CERTIFICATION PROCESS

STEP 1 Meet the eligibility requirements for the appropriate examination category as shown on pages 5-20 before submitting your application. The **BOC Eligibility Assistant** found at this link on the BOC website can help you determine if you meet the current requirements: www.ascp.org/certification.

STEP 2 Complete the online application (see page 25) and submit the following:

- Appropriate application fee (credit card or check)
- **Application fees are non-refundable**
- Necessary documentation required to verify your eligibility (see pages 20 – 23).

STEP 3 Receive notification to take the examination on computer at a Pearson Professional Center within a **three-month period**, upon determination of your examination eligibility.

STEP 4 Schedule an appointment to take the examination within the **three-month period** indicated in your admission notification.

STEP 5 Take the examination at the Pearson Professional Center of your choice. Immediately after you complete the examination, you will see your preliminary pass/fail result on the computer screen.

STEP 6 Receive notification email to login and view your final examination score.

STEP 7 Receive your wall certificate in approximately 4-8 weeks verifying your certification upon passing the examination, valid for three years, and a link to the Credential Maintenance Program (CMP) booklet containing information on maintaining your certification.

Congratulations on your decision to apply for certification by the ASCP Board of Certification, the certification agency representing the majority of the laboratory community. We wish you success on your examination.

APPLICANTS WITH A DISABILITY

Notify the ASCP Board of Certification office in writing at the time of application if you wish to request testing modifications.

The ASCP Board of Certification will consider modification of the testing conditions on a case-by-case basis. An applicant who wishes to request modifications in the examination environment because of a disability must notify the ASCP Board of Certification office in writing at the time of application and **provide a letter of diagnosis from an appropriate professional specifying the needed modification**. The ASCP Board of Certification will consider notification of the testing conditions on a case-by-case basis.

The ASCP Board of Certification will work directly with the applicant and proctors at the test centers to make modifications in the testing environment which make it possible for an individual with a disability to take an examination under conditions which will accurately reflect the individual's aptitude or achievement level. Such modifications may include providing auxiliary aids and services to an applicant with a disability.

NOTE: Once a candidate has received their Admission Notification, requests for testing modifications will not be accepted.

Certification Categories and Application Fees

Application fees are non-refundable. Be sure you choose the correct category of examination and you meet the eligibility requirements as stated and are able to provide the appropriate documentation when submitting your application form and application fee. **If you determine that you have applied for an incorrect certification examination, our office will be unable to change the category of examination.**

The Board of Certification does not establish eligibility of any candidate from information that is supplied via e-mail, correspondence, fax, telephone calls or online chats alone. Our office must base all decisions on a review and verification of information supplied through formal application for examination.

Category of Examination	Application Fee
Phlebotomy Technician, PBT(ASCP)	\$135
Donor Phlebotomy Technician, DPT(ASCP)	\$135
Histotechnician, HT(ASCP)	\$215
Medical Laboratory Assistant, MLA(ASCP)	\$135
Medical Laboratory Technician, MLT(ASCP)	\$215
Medical Laboratory Scientist, MLS(ASCP)	\$240
Cytotechnologist, CT(ASCP)	\$240
Histotechnologist, HTL(ASCP)	\$240
Technologist in Blood Banking, BB(ASCP)	\$240
Technologist in Chemistry, C(ASCP)	\$240
Technologist in Cytogenetics, CG(ASCP)	\$240
Technologist in Hematology, H(ASCP)	\$240
Technologist in Microbiology, M(ASCP)	\$240
Technologist in Molecular Biology, MB(ASCP)	\$240
Specialist in Blood Banking, SBB(ASCP)	\$290
Specialist in Chemistry, SC(ASCP)	\$290
Specialist in Cytotechnology, SCT(ASCP)	\$290
Specialist in Cytometry, SCYM(ASCP)	\$290
Specialist in Hematology, SH(ASCP)	\$290
Specialist in Microbiology, SM(ASCP)	\$290
Specialist in Molecular Biology, SMB(ASCP)	\$290
Pathologists' Assistant, PA(ASCP)	\$530
Diplomate in Laboratory Management, DLM(ASCP)	\$405

The requirements and fees stated in this booklet are subject to change without notice.



DPT(ASCP) Donor Phlebotomy Technician

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- PBT (ASCP) certification,
- AND 50 successful donor collections in the U.S., Canada or an accredited laboratory* within the last year.

ROUTE 2

- High school graduation (or equivalent),
- AND completion of an acceptable donor phlebotomy structured program within The Joint Commission or CAP accredited institution,
- AND 50 successful donor collections in the U.S., Canada or an accredited laboratory* within the last two years.

ROUTE 3

- High school graduation (or equivalent),
- AND completion of one year of full time acceptable experience as a donor phlebotomy technician in an accredited facility in the U.S., Canada or an accredited laboratory* within the last two years.

ROUTE 4

- High school graduation (or equivalent),
- AND successful completion of RN, LPN or other accredited allied health professional/occupational education,
- AND donor phlebotomy training with 50 successful donor collections in the U.S., Canada or an accredited laboratory*. Applicants must submit a notarized copy of their current state/provincial license for RN or LPN or a notarized copy of a certificate of completion from the accredited allied health program they completed.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

HT(ASCP) Histotechnician

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- Successful completion of a NAACLS accredited Histotechnician program within the last five years prior to the date of application for examination.

The education received from a NAACLS accredited HT program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements.

ROUTE 2

- At least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry (**must include credit hours in both**), or an associate degree from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry (**must include credit hours in both**),
- AND one year of full time acceptable experience in a histopathology (clinical, veterinary, industry or research) laboratory in the U.S., Canada or an accredited laboratory* within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

LABORATORY EXPERIENCE

To fulfill the experience requirement for the Histotechnician examination, you must have laboratory experience, within the last five years, in **ALL** of the following areas:

FIXATION

- Tissue identification
- Parameters (e.g., pH, time, temperature)
- Reagents
- Selection, preparation, and use of fixatives for various applications
- Troubleshooting/problem solving of fixation artifacts

PROCESSING

- Selection, preparation and use of decalcification reagents
- Selection of appropriate processing methods for:
 - » Routine Histology
 - » Enzyme Histochemistry
 - » Immunofluorescence
 - » Immunohistochemistry
 - » Cytology
- Operation and maintenance of tissue processor

EMBEDDING/MICROTOMY

- Embedding
 - » Tissue identification and orientation
 - » Operation and maintenance of an embedding center
- Microtomy
 - » Paraffin
 - » Frozen
 - » Operation and maintenance of a microtome/water bath and cryostat

STAINING

- Selection of appropriate control material
- Reagent preparation
- Identification of tissue structures and their staining characteristics
- Operation and maintenance of staining equipment
- Mounting and cover slipping procedures

Examination Eligibility Requirements

TECHNICIAN CERTIFICATION

- Routine staining (i.e., H&E)
- Special staining
 - » Carbohydrates and amyloid
 - » Connective tissue
 - » Microorganisms
 - » Pigments and minerals

LABORATORY OPERATIONS

- Operation, preventive maintenance, and corrective action for equipment
- Troubleshooting
- Quality control
- Application of laboratory safety protocols

MLA(ASCP) Medical Laboratory Assistant

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- High school graduation (or equivalent),
- AND successful completion of a NAACLS approved Clinical Assistant (CA) program within the last five years.

The education received from a NAACLS approved Clinical Assistant (CA) program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements.

ROUTE 2

- High school graduation (or equivalent),
- AND successful completion of a 50 week U.S. military medical laboratory training course* within the last ten years.

ROUTE 3

- High school graduation (or equivalent),
- AND two years of full time acceptable clinical laboratory** experience as a laboratory assistant in the U.S. Canada, or an accredited laboratory** within the last five years.

ROUTE 4

- Associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/ university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology,
- AND one year of full time acceptable clinical laboratory** experience as a laboratory assistant in the U.S., Canada, or an accredited laboratory** within the last five years.

ROUTE 5

- PBT(ASCP) certification,
- AND one year of full time acceptable clinical laboratory** experience as a laboratory assistant in the U.S., Canada, or an accredited laboratory** within the last five years.

ROUTE 6

- High school graduation (or equivalent),
- AND successful completion of an acceptable two-part formal structured medical laboratory assistant program in the U.S., Canada or an accredited laboratory** within the last five years which consists of classroom training and clinical laboratory training,
- AND six months of full time acceptable clinical laboratory** experience as a laboratory assistant in the U.S., Canada, or an accredited laboratory** within the last five years.

* Official or notarized documentation of your military code (NEC, MOS or AFSC code or 68K), certificate verifying completion of training or letter from Program Director documenting program completion date or notarized copy of your DD214 form or ER. B must be mailed to the BOC upon completion of the online application.

** CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

MLT(ASCP) Medical Laboratory Technician

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- Associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a college/university accredited by a recognized regional or national accreditation agency,
- AND successful completion of a NAACLS or ABHES accredited MLT program within the last five years.

The education received from a NAACLS or ABHES accredited MLT program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements.

ROUTE 2

- Associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/ university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology,
- AND CLA(ASCP)* certification.

ROUTE 3

- Associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/ university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology,
- AND successful completion of a 50 week U.S. military medical laboratory training course** within the last ten years.



ROUTE 4

- Associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/ university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology,
- AND three years of full time acceptable clinical laboratory experience in blood banking, chemistry, hematology, microbiology, immunology, and urinalysis/body fluids in the U.S., Canada or an accredited laboratory*** within the last six years.

* *CLA(ASCP) certification was discontinued in 1982. Only applicants previously certified CLA(ASCP) may apply under Route 2.*

** *Official or notarized documentation of your military code (NEC, MOS, or AFSC code or 68K), certificate verifying completion of training or letter from Program Director documenting program completion date or notarized copy of your DD214 form or ER.B must be mailed to the BOC upon completion of the online application.*

****CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR Accreditation under ISO 15189.*

PBT(ASCP) Phlebotomy Technician

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- High school graduation (or equivalent),
- AND completion of a NAACLS approved phlebotomy program within the last five years

The education received from a NAACLS approved PBT program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements.

ROUTE 2

- High school graduation (or equivalent),
- AND completion of an acceptable two-part formal structured phlebotomy program in the U.S., Canada or an accredited laboratory within the last five years. This two-part program, to be arranged by the program director, must consist of: 40 clock hours of classroom training, including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations (e.g. safety, quality control, etc.),
- AND 100 clock hours of clinical training and orientation in an accredited laboratory* with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures.

ROUTE 3

- High school graduation (or equivalent),
- AND completion of one year of full time acceptable work experience as a phlebotomy technician in an accredited laboratory* within the last five years. This experience must include venipunctures and skin punctures. (Full time experience is considered thirty-five hours per week).

ROUTE 4

- High school graduation (or equivalent),
- AND successful completion of RN, LPN or other acceptable accredited allied health professional/occupational education which includes phlebotomy training and orientation in an accredited laboratory* with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures. Applicants must submit a notarized copy of their current state/provincial license for RN or LPN or notarized copy of a certificate of completion from the accredited allied health program they completed.

ROUTE 5

- MT/MLS(ASCP) certification or MLT(ASCP) certification.

ROUTE 6

- DPT(ASCP) certification
- AND a minimum performance of 100 successful unaided non-donor blood collections including venipunctures and skin punctures in an accredited laboratory* within the last five years.

ROUTE 7

- High school graduation (or equivalent),
- AND completion of a phlebotomy program approved by the California Department of Public Health** within the last five years.

* *CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189.*

** *If you are a California resident and have completed a California Dept. of Public Health approved phlebotomy program in **the State of California**, a training documentation form is required. The training documentation form must be completed by your program official and attached to a letter of authenticity, printed on original letterhead, state that the training documentation form was completed by your program official and include the date and signature of the program official verifying the accuracy of the information on the training documentation form. If you are applying for California Licensure, a Third Party Verification Request link will be made available on the online examinee score report providing instructions for requesting verification to be submitted to the California state licensing board. You may also place a third party verification request by going to this link: www.ascp.org/verification. Do not place a third party verification request until successful completion of the examination and receipt of your score report. There is a \$16 service fee (payable by credit card) associated with requesting third party verification.*

The PBT(ASCP) Phlebotomy Technician category requires applicants to satisfy one of seven different routes.

Examination Eligibility Requirements

TECHNOLOGIST CERTIFICATION

MLS(ASCP) Medical Laboratory Scientist

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- Baccalaureate degree from a regionally accredited college/university,
- AND successful completion of a NAACLS accredited Medical Laboratory Scientist program within the last five years.

The education received from a NAACLS accredited MLS program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements.

ROUTE 2

- MLT(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry),
- AND two years of full time acceptable clinical laboratory experience in blood banking, chemistry, hematology, microbiology, immunology, and urinalysis/body fluids in the U.S., Canada or an accredited laboratory* within the last four years.

ROUTE 3

- CLA(ASCP)** certification,
- AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry)
- AND four years of full time acceptable clinical laboratory experience in blood banking, chemistry, hematology, microbiology, immunology, and urinalysis/body fluids in the U.S., Canada or an accredited laboratory* within the last eight years.

ROUTE 4

- Baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry),
- AND five years of full time acceptable clinical laboratory experience in blood banking, chemistry, hematology, microbiology, immunology, and urinalysis/body fluids in the U.S., Canada or an accredited laboratory* within the last ten years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR Accreditation under ISO 15189.

** CLA(ASCP) certification was discontinued in 1982. Only applicants previously certified as CLA(ASCP) may apply under Route 3.

BB(ASCP) Technologist in Blood Banking

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MT/MLS(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university.

ROUTE 2

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND one year of full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 3

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND successful completion of a structured program in blood banking under the auspices of a NAACLS accredited Medical Laboratory Scientist Program** within the last five years. The structured program in blood banking must be equivalent to the curriculum for blood banking in the Medical Laboratory Scientist Program.

Route 3 applicants should not apply until after successful completion of the structured program.

ROUTE 4

- Master's degree or Doctorate in chemistry, biology, immunology, immunohematology, microbiology, allied health, medical laboratory science or an appropriately related field, from a regionally accredited college/university,
- AND six months of full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 5

- Baccalaureate degree or post baccalaureate degree in medical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences,
- AND successful completion of a program accredited by NAACLS as a Medical Laboratory Scientist Program within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

** A training documentation form is required at www.ascp.org/certification. The training documentation form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the training documentation form.

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Technologist in Blood Banking examination, you must have clinical laboratory experience within the last five years in **ALL** of the following procedures:

SEROLOGIC AND/OR MOLECULAR TESTING

- ABO and Rh typing
- Antibody detection and identification
- Crossmatching
- Direct antiglobulin tests
- Tests for other blood group antigens

ROUTINE PROBLEM SOLVING

- Transfusion reactions
- Immune hemolytic anemias
- Hemolytic disease of the fetus and newborn (HDFN)
- Rh immune globulin studies
- Indications for transfusion

QUALITY CONTROL/QUALITY ASSURANCE

- Reagents, equipment

LABORATORY OPERATIONS

DONOR COLLECTION, PROCESSING AND TESTING

(Proficiency may be demonstrated through performance, observation or simulation)

- Donor selection, preparation and collection
- Processing and donor testing
- Component preparation for storage and administration

C(ASCP) Technologist in Chemistry

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MT/MLS(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university.

ROUTE 2

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND one year of full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 3

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND successful completion of a structured program in chemistry under the auspices of a NAACLS accredited Medical Laboratory Scientist Program** within the last five years. The structured program in chemistry must be equivalent to the curriculum for chemistry in the Medical Laboratory Scientist Program.

Route 3 applicants should not apply until after successful completion of the structured program.

ROUTE 4

- Master's degree in chemistry or an appropriately related field, from a regionally accredited college/university,
- AND six months of full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory* within the last five years.

Examination Eligibility Requirements

TECHNOLOGIST CERTIFICATION

ROUTE 5

- Baccalaureate degree or post baccalaureate degree in medical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences,
- AND successful completion of a program accredited by NAACLS as a Medical Laboratory Scientist Program within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

** A training documentation form is required (www.ascp.org/certification). The training documentation form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the training documentation form.

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Technologist in Chemistry examination, you must have clinical laboratory experience within the last five years in **8** of the 15 procedures listed:

- Blood gases
- Carbohydrates
- Electrolytes
- Electrophoresis
- Enzymes
- Heme compounds
- Immunochemistry
- Lipids/lipoproteins
- Non-protein nitrogen compounds
- Point-of-care
- Proteins
- Quality control program management
- Therapeutic drug monitoring
- Toxicology
- Vitamins/hormones

CG(ASCP) Cytogenetics

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- Baccalaureate degree from a regionally accredited college/university
- AND successful completion of a NAACLS accredited cytogenetics education program within the last five years.

The education received from a NAACLS accredited CG program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements.

ROUTE 2

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree including 30 semester hours (45 quarter hours) of college course work in the biological, chemical and/or medical sciences from a regionally accredited college/university,
- AND one year of full time acceptable work experience in a clinical cytogenetics laboratory* in the U.S., Canada or an accredited laboratory** within the last three years.

ROUTE 3

- Master's degree or Doctorate in genetics or molecular biology from a regionally accredited college/university,
- AND nine months of full time acceptable work experience in a clinical cytogenetics laboratory* in the U.S., Canada or an accredited laboratory** within the last three years.

* A clinical cytogenetics laboratory is defined as one capable of providing individuals with knowledge and practical experience in clinical cytogenetics such as primary cell culture and harvest, slide preparation and staining, chromosome analysis, microscopic and image analysis, and molecular techniques (e.g., fluorescence in situ hybridization (FISH) and microarray).

** CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

CT(ASCP) Cytotechnologist

To be eligible for this examination category, an applicant must satisfy the requirements of the following route:

ROUTE 1

- Baccalaureate degree from a regionally accredited college/university,
- AND successful completion of a CAAHEP accredited Cytotechnology program within the last five years.

The education received from a CAAHEP accredited CT program is acceptable for a period of five (5) years from the date of completion of that program.

H(ASCP) Technologist in Hematology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MT/MLS(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university.

ROUTE 2

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND one year of full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 3

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND successful completion of a structured program in hematology under the auspices of a NAACLS accredited Medical Laboratory Scientist Program** within the last five years. The structured program in hematology must be equivalent to the curriculum for hematology in the Medical Laboratory Scientist Program.

Route 3 applicants should not apply until after successful completion of the structured program.

ROUTE 4

- Master's degree in biology, chemistry or an appropriately related field, from a regionally accredited college/university,
- AND six months of full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 5

- Baccalaureate degree or post baccalaureate degree in medical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological and/or chemical and/or medical sciences,
- AND successful completion of a program accredited by NAACLS as a Medical Laboratory Scientist program** within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

** A training documentation form is required (www.ascp.org/certification). This form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the form.

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Technologist in Hematology examination, you must have clinical laboratory experience within the time frame required in **ALL** of the following procedures:

- Blood smear, evaluation and differential
- Complete blood count
- Quality Control: performance and evaluation
- Routine coagulation tests (e.g., PT, APTT, D-dimer)

Experience is also required within the last ten years in **2** of the 3 procedures listed:

- Instrument maintenance/troubleshooting
- Miscellaneous tests (e.g., ESR, sickle screen, manual cell count, reticulocyte)
- Other coagulation tests (e.g., fibrinogen, factor assays, hypercoagulability)

Examination Eligibility Requirements

TECHNOLOGIST CERTIFICATION

HTL(ASCP) Histotechnologist

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry (**must include credit hours in both**),
- AND successful completion of a NAACLS accredited Histotechnician or Histotechnology program within the last five years.

The education received from a NAACLS accredited HT/HTL program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on laboratory experience as stated in the current examination eligibility requirements.

ROUTE 2

- Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry (**must include credit hours in both**),
- AND one year of full time acceptable experience in a histopathology (clinical, * veterinary, industry or research) laboratory in the U.S., Canada or an accredited laboratory* within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Histotechnologist examination, you must have laboratory experience, within the time frame required in **ALL** of the following areas:

FIXATION

- Tissue identification
- Parameters (e.g., pH, time, temperature)
- Reagents
- Selection, preparation, and use of fixatives for various applications
- Troubleshooting/problem solving of fixation artifacts

PROCESSING

- Selection, preparation and use of decalcification reagents
- Selection of appropriate processing methods for:
 - » Routine Histology
 - » Enzyme histochemistry
 - » Immunofluorescence
 - » Immunohistochemistry
 - » Cytology
- Operation and maintenance of tissue processor

EMBEDDING/MICROTOMY

- Embedding
 - » Tissue identification and orientation
 - » Operation and maintenance of an embedding center
- Microtomy
 - » Paraffin
 - » Frozen
 - » Operation and maintenance of a microtome/water bath and cryostat

STAINING

- Selection of appropriate control material
- Reagent preparation
- Operation and maintenance of staining equipment
- Identification of tissue structures and their staining characteristics
- Mounting and cover slipping procedures
- Routine staining (i.e., H&E)
- Special staining
 - » Carbohydrates and amyloid
 - » Connective tissue
 - » Microorganisms
 - » Pigments and minerals
- Immunohistochemistry

LABORATORY OPERATIONS

- Operation, preventive maintenance, and corrective action for equipment
- Troubleshooting
- Quality control
- Application of laboratory safety protocols

M(ASCP) Technologist in Microbiology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MT/MLS(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university.

ROUTE 2

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND one year of full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory* within the last five years.



ROUTE 3

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND successful completion of a structured program in microbiology under the auspices of a NAACLS accredited Medical Laboratory Scientist Program** within the last five years. The structured program in microbiology must be equivalent to the curriculum for microbiology in the Medical Laboratory Scientist Program.

Route 3 applicants should not apply until after successful completion of the structured program.

ROUTE 4

- Master's degree in microbiology, or an appropriately related field, from a regionally accredited college/university,
- AND six months of full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 5

- Baccalaureate degree or post baccalaureate degree in medical laboratory science from a regionally accredited college/university or a baccalaureate degree from a regionally accredited college/university 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences,
- AND successful completion of a program accredited by NAACLS as a Medical Laboratory Scientist program** within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

** A training documentation form is required (www.ascp.org/certification). This form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the form.

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Technologist in Microbiology examination, you must have experience, within the last five years, in **3** of 6 of the following areas:

- Bacteriology
- Molecular Microbiology
- Mycobacteriology
- Mycology
- Parasitology
- Virology

MB(ASCP) Technologist in Molecular Biology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- ASCP certified as a technologist/scientist or specialist,
- AND a baccalaureate degree from a regionally accredited college/university.

ROUTE 2

- Baccalaureate degree from a regionally accredited college/university
- AND successful completion of a NAACLS accredited diagnostic molecular science program within the last five years.

The education received from a NAACLS accredited diagnostic molecular science program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements.

ROUTE 3

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical science,
- AND one year of full time acceptable experience (clinical**, veterinary, industry or research) in a molecular biology laboratory* in the U.S., Canada or an accredited laboratory** within the last five years.

ROUTE 4

- Master's degree or Doctorate in molecular biology, chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field from a regionally accredited college/university,
- AND six months of full time acceptable experience (clinical**, veterinary, industry or research) in a molecular biology laboratory* in the U.S., Canada or an accredited laboratory** within the last five years.

* A molecular biology laboratory is defined as one capable of providing individuals with knowledge and practical experience in all aspects of molecular methods including, but not limited to, nucleic acid isolation, amplification, detection, sequencing, hybridization techniques, and data analysis.

** CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Technologist in Molecular Biology examination, you must have laboratory experience, within the time-frame required, in **one** of the following areas:

- Genetics/Genomics (e.g., genotyping, gene disorders, pharmacogenomics)
- Oncology (e.g., hematologic lymphoid neoplasms/neoplasia, solid tumor gene markers)
- Histocompatibility (DNA-based)
- Infectious Disease (molecular microbiology/virology)
- Molecular Identity Testing (e.g., bone marrow engraftment, paternity, forensic)

Examination Eligibility Requirements

SPECIALIST CERTIFICATION

PA(ASCP) Pathologists' Assistant

To be eligible for this examination category, an applicant must satisfy the following route:

ROUTE 1

- A minimum of a baccalaureate degree from a regionally accredited college/university,
- AND successful completion of a NAACLS accredited Pathologists' Assistant program within the last five years.

The education received from a NAACLS accredited PA program is acceptable for a period of five (5) years from the date of completion of that program.

SBB(ASCP) Specialist in Blood Banking

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- Baccalaureate degree from a regionally accredited college/university including biological science and chemistry courses,
- AND successful completion of a CAAHEP accredited Specialist in Blood Bank Technology program within the last five years.

The education received from a CAAHEP accredited SBB program is acceptable for a period of five (5) years from the date of completion of that program.

ROUTE 2

- MT/MLS(ASCP) certification or BB(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable experience in the clinical laboratory in blood banking in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 3

- Master's degree or Doctorate in chemistry, biology, immunology, immunohematology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND three years of full time acceptable experience in the clinical laboratory in blood banking in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 4

- Doctorate in chemistry, biology, immunology, immunohematology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND two years of post-doctoral fellowship** in clinical blood banking in the U.S. or Canada within the last five years.

ROUTE 5

- MT/MLS(ASCP) certification or BB(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable experience as an academic educator in clinical blood banking at a regionally accredited college/university in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 6

- Master's degree or Doctorate in chemistry, biology, immunology, immunohematology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND three years of full time acceptable experience as an academic educator in clinical blood banking in a regionally accredited college/university in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

** A copy of the certificate of completion of the post-doctoral fellowship is required.

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Specialist in Blood Banking examination, you must have clinical laboratory experience within the time frame required in **ALL** of the following procedures:

SEROLOGIC AND/OR MOLECULAR TESTING

- ABO and Rh typing
- Antibody detection and identification
- Crossmatching
- Direct antiglobulin tests
- Tests for other blood group antigens

ROUTINE PROBLEM SOLVING

- Transfusion reactions
- Immune hemolytic anemias
- Hemolytic disease of the fetus and newborn (HDFN)
- Rh immune globulin evaluation
- Indications for transfusion

QUALITY CONTROL/QUALITY ASSURANCE

- Reagents, equipment

LABORATORY OPERATIONS

DONOR COLLECTION, PROCESSING AND TESTING

(Proficiency may be demonstrated through performance, observation or simulation)

- Donor selection, preparation and collection
- Processing and donor testing
- Component preparation for storage and administration

SC(ASCP) Specialist in Chemistry

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MT/MLS(ASCP) certification or C(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable experience in the clinical laboratory in chemistry in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 2

- Master's degree in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND three years of full time acceptable experience in the clinical laboratory in chemistry in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 3

- Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND two years of post-doctoral fellowship** in clinical chemistry in the U.S. or Canada or two years of full time acceptable experience in the clinical laboratory in chemistry in the U.S., Canada or an accredited laboratory* within the last five years. These two years of experience must be acquired post baccalaureate degree.

ROUTE 4

- MT/MLS(ASCP) certification or C(ASCP) certification,
- AND a Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND one year of full time acceptable laboratory experience in chemistry (clinical or research) in the U.S. or Canada or an accredited laboratory* within the last five years.

ROUTE 5

- MT/MLS(ASCP) certification or C(ASCP) certification,
- AND a baccalaureate or Master's degree from a regionally accredited college/university,
- AND three years of full time acceptable experience as an academic educator in clinical chemistry at a regionally accredited college/university in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 6

- MT/MLS(ASCP) certification or C(ASCP) certification,
- AND a Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND one year of full time acceptable experience as an academic educator in clinical chemistry at a regionally accredited college/university in the U.S. or Canada or an accredited laboratory* within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

** A copy of the certificate of completion of the post-doctoral fellowship is required.

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Specialist in Chemistry examination, you must have clinical laboratory experience within the time frame required in **8** of the 15 procedures listed:

- Blood gases
- Carbohydrates
- Chromatography
- Electrolytes
- Electrophoresis
- Enzymes
- Heme compounds
- Hormones/vitamins
- Immunochemistry
- Lipids/lipoproteins
- Non-protein nitrogen compounds
- Point-of-care
- Proteins
- Therapeutic drug monitoring
- Toxicology

Experience is also required in **2** of the 5 procedures listed:

- Test development/validation
- Procurement of laboratory equipment
- Quality management
- Regulatory compliance
- Supervisory experience

Examination Eligibility Requirements

SPECIALIST CERTIFICATION

SH(ASCP) Specialist in Hematology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MT/MLS(ASCP) certification or H(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable experience in the clinical laboratory in hematology in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 2

- Master's degree in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND three years of full time acceptable experience in the clinical laboratory in hematology in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 3

- Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND two years of post-doctoral fellowship** in clinical hematology in the U.S. or Canada; or, two years of full time acceptable experience in the clinical laboratory in hematology in the U.S., Canada or an accredited laboratory* within the last five years. These two years of experience must be acquired post baccalaureate degree.

ROUTE 4

- MT/MLS(ASCP) certification or H(ASCP) certification
- AND a Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND one year of full time acceptable laboratory experience in hematology (clinical or research) in the U.S. or Canada or an accredited laboratory* within the last five years.

ROUTE 5

- MT/MLS(ASCP) certification or H(ASCP) certification,
- AND a baccalaureate or Master's degree from a regionally accredited college/university,
- AND three years of full time acceptable experience as an academic educator in clinical hematology at a regionally accredited college/university in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 6

- MT/MLS(ASCP) certification or H(ASCP) certification,
- AND a Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND one year of full time acceptable experience as an academic educator in clinical hematology at a regionally accredited college/university in the U.S. or Canada or an accredited laboratory* within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

** A copy of the certificate of completion of the post-doctoral fellowship is required.

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Specialist in Hematology examination, you must have clinical laboratory experience within the time frame required in **ALL** of the following procedures:

- Blood smear, evaluation and differential
- Complete blood count
- Instrument maintenance/troubleshooting
- Miscellaneous tests (e.g., ESR, sickle screen, manual cell count, reticulocyte)
- Quality control: performance and evaluation
- Routine coagulation tests (e.g., PT, APTT, and D-dimer)
- Other coagulation tests (e.g., fibrinogen, factor assays)

Experience in performing, supervising or teaching **5** of the 12 procedures listed is also required:

- Advanced coagulation (e.g., inhibitor assays, hypercoagulability)
- Body fluid evaluation
- Bone marrow prep or evaluation
- Budgeting/inventory control/purchasing
- Cytochemical stains
- Flow cytometry
- Hemoglobinopathy evaluation
- Method evaluation
- Personnel management
- Platelet function studies
- PT/PTT mixing studies
- QA/QI

SM(ASCP) Specialist in Microbiology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MT/MLS(ASCP) certification or M(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable experience in the clinical laboratory in microbiology in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 2

- Master's degree in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND three years of full time acceptable experience in the clinical laboratory in microbiology in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 3

- Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND two years of post-doctoral fellowship** in clinical microbiology in the U.S. or Canada or two years of full time acceptable experience in the clinical laboratory in microbiology in the U.S., Canada or an accredited laboratory* within the last five years. These two years of experience must be acquired post baccalaureate degree.

ROUTE 4

- MT/MLS(ASCP) certification or M(ASCP) certification,
- AND a Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND one year of full time acceptable laboratory experience in microbiology (clinical or research) in the U.S. or Canada or an accredited laboratory* within the last five years.

ROUTE 5

- MT/MLS(ASCP) certification or M(ASCP) certification,
- AND a baccalaureate or Master's degree from a regionally accredited college/university,
- AND three years of full time acceptable experience as an academic educator in clinical microbiology at a regionally accredited college/university in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 6

- MT/MLS(ASCP) certification or M(ASCP) certification,
- AND a Doctorate in chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND one year of full time acceptable experience as an academic educator in clinical microbiology at a regionally accredited college/university in the U.S. or Canada or an accredited laboratory* within the last five years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

** A copy of the certificate of completion of the post-doctoral fellowship is required.

CLINICAL LABORATORY EXPERIENCE

To fulfill the experience requirement for the Specialist in Microbiology examination, you must have experience, within the time frame required in **4** of 6 of the following areas:

- Bacteriology
- Molecular Microbiology
- Mycobacteriology
- Mycology
- Parasitology
- Virology

SCT(ASCP) Specialist in Cytotechnology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- CT(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable laboratory experience in cytology in the U.S., Canada or an accredited laboratory* within the last six years. These three years of experience must be obtained following CT(ASCP) certification.

ROUTE 2

- CT(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable experience as an academic educator in cytology at a regionally accredited college/university in the U.S., Canada, or an accredited laboratory* within the last six years. These three years of experience must be obtained following CT(ASCP) certification.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

Examination Eligibility Requirements

SPECIALIST CERTIFICATION

SCYM(ASCP) Specialist in Cytometry

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- Baccalaureate degree from a regionally accredited college/university with a major in biological/life science, physics, engineering, or an appropriately related field or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry, physics, and/or medical science,
- AND four years of full time acceptable laboratory experience in cytometry (clinical*, research, industry, or veterinary) in the U.S., Canada or an accredited laboratory* within the last eight years.

ROUTE 2

- ASCP certified as a technologist/scientist or specialist,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable laboratory experience in cytometry (clinical*, research, industry, or veterinary) in the U.S., Canada or an accredited laboratory* within the last six years.

ROUTE 3

- Master's degree in biological/life science, physics, engineering, or an appropriately related field, from a regionally accredited college/university,
- AND three years of full time acceptable laboratory experience in cytometry (clinical*, research, industry, or veterinary) in the U.S., Canada or an accredited laboratory* within the last six years.

ROUTE 4

- Doctorate in biological/life science, physics, engineering, or an appropriately related field, from a regionally accredited college/university,
- AND two years of full time acceptable laboratory experience in cytometry (clinical*, research, industry, or veterinary) in the U.S., Canada or an accredited laboratory* within the last four years.

ROUTE 5

- ASCP certified as a technician,
- AND an associate degree from a regionally accredited college/university,
- AND 4.5 years (54 months) of full time acceptable laboratory experience in cytometry (clinical*, research, industry, or veterinary) in the U.S., Canada or an accredited laboratory* within the last nine years.

EFFECTIVE OCTOBER 1, 2019 Route 5 for the SCYM Certification will be discontinued. Applications for Route 5 must be submitted by July 1, 2019.

ROUTE 6

- An associate degree with a major in biological/life science, physics, engineering, or an appropriately related field from a regionally accredited college/university, or 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university with a combination of 15 semester hours (22 quarter hours) of biology, chemistry, physics and/or medical science,
- AND five years of full time acceptable laboratory experience in cytometry (clinical*, research, industry, or veterinary) in the U.S., Canada or an accredited laboratory* within the last ten years.

EFFECTIVE OCTOBER 1, 2019 Route 6 for the SCYM Certification will be discontinued. Applications for Route 6 must be submitted by July 1, 2019.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189

LABORATORY EXPERIENCE

To fulfill the experience requirements for the Specialist in Cytometry, you must have experience in flow cytometry applications, cytometric analysis, and quality assurance as described below.

FLOW CYTOMETRY APPLICATIONS

Experience is required in at least **1** of the following:

- Immunophenotyping (e.g., CD4, leukemia/lymphoma, transplant)
- Cell sorting
- Cell cycle analysis/DNA Ploidy
- Apoptosis
- Red blood cell analysis (e.g., PNH, fetal hemoglobin)
- Progenitor cells
- Therapeutic drug monitoring
- Microorganism and/or microparticle analysis
- Functional assays
- Multiplex bead assays
- Imaging cytometry
- Rare event analysis

CYTOMETRIC ANALYSIS

Experience is required in at least **3** of the following:

- Specimen processing
- Instrument set-up
- Specimen analysis
- Data management
- Interpretation of results

QUALITY ASSURANCE

Experience is required in at least **3** of the following:

- Specimen collection, processing, storage
- Reagent selection, preparation, storage, disposal
- Assay selection, validation, documentation
- Instrument operation and maintenance
- Quality control and proficiency testing
- Safety

SMB(ASCP) Specialist in Molecular Biology

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MB(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable experience (clinical**, veterinary, industry or research) in a molecular biology laboratory* in the U.S., Canada or an accredited laboratory** within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 2

- Master's degree in molecular biology, chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND three years of full time acceptable experience (clinical**, veterinary, industry or research) in a molecular biology laboratory* in the U.S., Canada or an accredited laboratory** within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 3

- Doctorate in molecular biology, chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND two years of post-doctoral fellowship*** in a molecular biology laboratory* in the U.S. or Canada or two years of full time acceptable experience in a molecular biology laboratory* in the U.S., Canada or an accredited laboratory** within the last five years. These two years of experience must be acquired post baccalaureate degree.

ROUTE 4

- MB(ASCP) certification,
- AND a baccalaureate degree from a regionally accredited college/university,
- AND three years of full time acceptable experience as an academic educator in clinical molecular biology at a regionally accredited college/university in the U.S., Canada or an accredited laboratory** within the last six years. These three years of experience must be acquired post baccalaureate degree.

ROUTE 5

- MB(ASCP) certification,
- AND a Doctorate in molecular biology, chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field, from a regionally accredited college/university,
- AND one year of full time acceptable experience as an academic educator in clinical molecular biology at a regionally accredited college/university in the U.S. or Canada or an accredited laboratory** within the last five years.

* A molecular biology laboratory is defined as one capable of providing individuals with knowledge and practical experience in all aspects of molecular methods including, but not limited to, nucleic acid isolation, amplification, detection, sequencing, hybridization techniques, and data analysis.

** CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

***A copy of the certificate of completion of the post-doctoral fellowship is required.

LABORATORY OR TEACHING EXPERIENCE

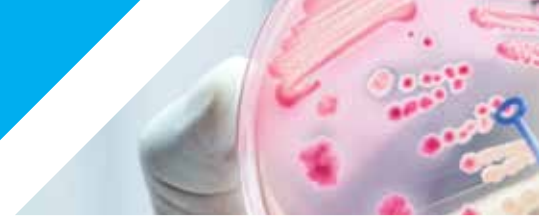
To fulfill the experience requirement for the Specialist in Molecular Biology examination, you must have laboratory or teaching experience within the time frame required in **1** of the following areas:

- Genetics/Genomics (e.g., genotyping, genetic disorders, pharmacogenomics)
- Oncology (e.g., hematologic lymphoid neoplasms/neoplasia, solid tumor gene markers)
- Histocompatibility (DNA-based)
- Infectious Disease (molecular microbiology/virology)
- Molecular Identity Testing (e.g., bone marrow engraftment, paternity, forensic)

Experience is also required in **2** of the following procedures:

- Test development/validation
- Procurement of laboratory equipment
- Quality management
- Regulatory compliance)
- Supervisory experience
- Teaching/Training

Examination Eligibility Requirements DIPLOMATE CERTIFICATION



DLM(ASCP) Diplomate in Laboratory Management

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

A Route of Eligibility **MUST** be selected when applying for examination.

ROUTE 1

- MBA or MHA or other management related Master's degree from a regionally accredited college/university,
- AND two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 2

- Master's degree from a regionally accredited college/university,
- AND ASCP certified as a technologist/scientist or specialist,
- AND two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 3

- Baccalaureate degree from a regionally accredited college/university,
- AND ASCP certified as a technologist/scientist or specialist,
- AND four years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last eight years.

ROUTE 4

- Doctorate in medicine, chemistry, biology, immunology, microbiology, allied health, medical laboratory science, or an appropriately related field from a regionally accredited college/university,
- AND two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last five years.

ROUTE 5

- Baccalaureate degree in a management or business related field from a regionally accredited college/university,
- AND four years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last eight years.

ROUTE 6

- Baccalaureate degree from a regionally accredited college/university,
- AND five years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory* within the last ten years.

* CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR Accreditation under ISO 15189.

ADDITIONAL DOCUMENTS REQUIRED FOR THE DLM EXAMINATION

To fulfill the experience requirements for the Diplomate in Laboratory Management examination, you must have experience, within the time frame required, in **22** of the 35 areas listed below.

FINANCIAL MANAGEMENT

- Billing
- Budgets
- Capital equipment acquisition
- Cash flow analysis
- Contract negotiations
- Cost analysis
- Financial accounting
- Labor resource management
- Materials management
- Utilization/reimbursement management

OPERATIONS MANAGEMENT

- Communications
- Data management
- Development, evaluation, and/or validation of new technology/tests
- Facilities management
- Information technology
- Intra/Interdepartmental relations
- Marketing
- Safety and emergency management
- Strategic planning and growth

PERSONNEL MANAGEMENT

- Conflict resolution
- Education and training/continuing education
- Job descriptions
- Performance management
- Performance standards
- Personnel engagement
- Personnel regulatory compliance
- Recruiting and hiring
- Staffing and scheduling
- Succession planning and staff development
- Wage and salary administration

QUALITY MANAGEMENT

- Accreditation
- Performance improvement
- Productivity assessment and process improvement
- Regulatory compliance and licensure
- Risk management/medical-legal issues

Identify the Examination You're Applying for and Determine Your Eligibility

For each certification category, you're required to choose a route of eligibility for examination and certification. The route you select should be based on the education, training and experience you've completed. Be sure you meet the eligibility requirements as stated and are able to provide the appropriate documentation before submitting your application and application fee. **Application fees are non-refundable.** (Remember: You can only apply for one category of examination within a three-month period.) The **BOC Eligibility Assistant** found at this link on the BOC website can help you determine if you meet the current requirements: www.ascp.org/certification.

IMPORTANT INFORMATION: If you have a 3 year time limited certification as a Technician, Technologist or Specialist and you do not complete the Credential Maintenance Program (CMP) to maintain your certification, your ASCP certification will no longer be valid. You will be ineligible to apply for a certification examination under a route which requires certification. Your certification must be current.

Documentation Required

Eligibility to take a certification examination is established by:

- Meeting the stated minimum requirements for the particular category of certification (pages 5 – 20)
- Submission of the online application
- Payment of the appropriate application fee
- Submission of all appropriate documentation including official transcript(s) indicating the appropriate degree

In order to establish your eligibility, when you apply, you must mail in the appropriate documents verifying that you meet the current ASCP Board of Certification requirements.

VERIFICATION OF ACADEMIC EDUCATION

If college credits are required for the examination category, you must submit an official transcript or transcript evaluation as described below:

Continuing Education courses are not acceptable in fulfilling the academic requirements.

1. MLS, MLT, CG, CT, HT, HTL, MB, PA and SBB applicants from NAACLS/CAAHEP/ABHES* accredited programs—An official transcript from a regionally accredited college/university bearing the seal of the college/university, the signature of the Registrar and the date your degree was conferred must be submitted to our office upon completion of all degree requirements. All degree requirements must be completed before you will be allowed to sit for the examination. An official transcript verifying the date your degree was conferred is required before you will be certified and your examination score emailed to you.

***NAACLS**—National Accrediting Agency for Clinical Laboratory Sciences

***CAAHEP**—Commission on Accreditation of Allied Health Education Programs

***ABHES**—Accrediting Bureau of Health Education Schools

** Note: Applicants from NAACLS/CAAHEP/ABHES accredited programs who do not appear OR fail the examination and wish to reapply, will not be sent an admission letter until the ASCP Board of Certification receives an official transcript verifying degree and date of degree conferral.*

2. Academic work completed at a regionally accredited United States college/university or an accredited Canadian university—official transcript from the regionally accredited college/university, bearing the embossed seal of the college/university, the signature of the Registrar and the date the degree was conferred, must be submitted to our office in order to determine eligibility.

If the academic requirements state courses are required in biology and chemistry, the courses listed on the official transcript must be in the biology and/or chemistry departments.

Regionally accredited colleges or universities are accredited by one of the following associations:

HLC—Higher Learning Commission

MSCHE—Middle States Commission on Higher Education

NWCCU—Northwest Commission on Colleges and Universities

NEASC-CIHE—New England Association of Schools and Colleges, Inc.

SACS/COC—Southern Association of Colleges and Schools/Commission on Colleges

WASC-ACCJC or WSCUC—Western Association of Schools and Colleges; WASC Senior College and University Commission

If you are applying for one of the following certifications, Specialist in Blood Banking (SBB), Specialist in Chemistry (SC), Specialist in Cytotechnology (SCT), Specialist in Hematology (SH), Specialist in Microbiology (SM) or Technologist in Molecular Biology (MB) and were previously certified as a U.S. technologist (MT/MLS, CG, CT, BB, C, H, HTL, I, M) on or after January 1, 2000, you are not required to submit an official transcript verifying your baccalaureate degree provided you supply your category of Certification on your application.

Note: A three year baccalaureate degree from a Canadian University is not acceptable for the technologist/scientist level examinations or higher. A minimum four year baccalaureate degree is required for ALL technologist/scientist and specialist level examination categories.

Canadians applying for a Medical Laboratory Science (MLS) or Cytotechnologist (CT) certification examination must have completed a CMA Accredited Medical Laboratory Technology Training Program.

OFFICIAL DOCUMENTS REQUIRED

3. Academic work completed at colleges and universities outside of the United States—the official transcript must be evaluated by an evaluation agency listed in Appendix A, on page 32. Only evaluations from these listed agencies will be accepted. Contact the agency directly for information on obtaining an evaluation verifying U.S. degree equivalency and a subject breakdown. The original or notarized copy of the evaluation showing degree equivalency and subject breakdown must be submitted when you apply for examination.

NAACLS ACCREDITED PROGRAMS OUTSIDE OF THE UNITED STATES

Students from NAACLS accredited programs outside of the United States should contact their program director for the appropriate documentation for verification of your degree.

VERIFICATION OF WORK EXPERIENCE (if required) Experience Documentation Forms Documenting Clinical Laboratory Experience.

If required for the route under which you are applying, clinical laboratory experience must be completed and documented before you will be determined eligible for examination. Only work experience obtained in an accredited laboratory in the United States, in an accredited laboratory in Canada, or in an accredited laboratory* outside of the US or Canada will be acceptable.

* *CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189*

To document your clinical laboratory experience (if required):

STEP 1

Experience documentation forms (for the appropriate certification category and route number) must be downloaded and printed from the ASCP website at www.ascp.org/certification. Employer Guidelines must be downloaded for the HT, HTL, BB and SBB categories.

STEP 2

Experience documentation forms must be completed by your immediate supervisor or laboratory director and attached to a letter of authenticity signed by this individual verifying the authenticity of the form. This letter must be printed on original letterhead and state that the experience documentation form was completed by the employer, with the date and signature. **NOTE: Documentation forms and letters of authenticity must be completed and signed by your employer at each place of employment required to establish the required clinical laboratory experience within the time limits of the specific route of eligibility.** Experience documentation forms will be audited to verify authenticity.

STEP 3

Submit your experience documentation form(s) and letter(s) of authenticity immediately to: Board of Certification, 33 W. Monroe Street, Suite 1600, Chicago, IL 60603. A percentage of these forms will be audited and verified with your employer.

FULL AND PART-TIME WORK EXPERIENCE DEFINED

Full-time experience is defined as a minimum of thirty-five (35) hours per week. Individuals who have part-time experience may be permitted to utilize prorated part-time experience to meet the work experience requirements.

For example, if you are employed 20 hours per week for one year, your experience would be computed as 20 divided by 35 multiplied by 52 weeks, or the equivalent of 29.7 weeks of full-time employment.

Please contact the ASCP Board of Certification office prior to applying if you have any questions concerning part-time experience.

The number of years of experience required must be completed within the time frame, specified in the requirements, calculated from the date of application (e.g., application submitted 3/1/2018; experience acceptable from 3/2008 for a ten-year time frame).

FOREIGN MEDICAL LABORATORY SCIENCE CLINICAL TRAINING PROGRAMS

Foreign medical laboratory science clinical training programs are recognized as equivalent to one year of full time clinical laboratory experience obtained in the United States and may be applied toward one of the five (5) years required for eligibility for the MLS examination or three (3) years required for the MLT examination (provided the training was completed within the required time frame).

The other four years of acceptable clinical laboratory experience for the MLS examination or the other two years of acceptable clinical laboratory experience for the MLT examination must be completed in the United States, Canada or an accredited laboratory*. For all other examination categories, experience must be completed in the United States, Canada or in an accredited laboratory.*

* *CMS CLIA certificate of registration, compliance, accreditation; OR JCI accreditation; OR accreditation under ISO 15189*

VERIFICATION OF TRAINING

1. NAACLS, CAAHEP or ABHES Accredited Programs

The education received from a NAACLS, CAAHEP or ABHES accredited program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience (except Cytotechnologist and Pathologists' Assistant) as stated in the current examination eligibility requirements.

2. Phlebotomy Technician Training

ROUTE 2

You must download the appropriate training documentation form from the ASCP web site at: www.ascp.org/certification. The training documentation form must be completed by your program director and attached to a letter of authenticity, on letterhead, signed by the program director verifying the accuracy of the information on the form.

ROUTE 4

You must download and print the appropriate training documentation form to be signed by the program official of the accredited allied health program from the BOC website, www.ascp.org/certification. You must also submit a notarized copy of your current state/provincial license for RN or LPN or a notarized copy of certificate of completion from the accredited allied health program you completed.

ROUTE 6

You must download and print the appropriate experience documentation form from the BOC website, www.ascp.org/certification. The experience documentation form must be completed by your immediate supervisor or laboratory director and attached to a letter of authenticity, on letterhead, signed by this individual verifying the authenticity of the form.

ROUTE 7

If you are applying from a California Dept. of Public Health approved program completed in the State of California, you must download and print the appropriate training documentation form from the BOC website, www.ascp.org/certification. The training documentation form must be completed by your program official and attached to a letter of authenticity, on letterhead, signed by the program official verifying the accuracy of the information on the form.

3. Military trained MLT applicants

Official or notarized documentation of your military code (NEC, MOS or AFSC code or 68K), certificate verifying completion of training or letter from Program Director documenting completion date or notarized copy of your DD214 form or ER.B must be mailed to the BOC upon completion of the online application. Refer to page 7 for complete eligibility requirements.

4. Donor Phlebotomy Technician

If you are an LPN or RN, you must submit a notarized copy of your current state or provincial license.

ASCP CERTIFIED APPLICANTS

Although you may be certified in another category, you must resubmit all required documentation necessary to establish your eligibility for the current examination category. Official transcripts must be submitted each time you apply for a new category of certification with the following exception.

If you are applying for one of the following certifications, Specialist in Blood Banking (SBB), Specialist in Chemistry (SC), Specialist in Cytotechnology (SCT), Specialist in Hematology (SH), Specialist in Microbiology (SM), Specialist in Molecular Biology (SMB) or Technologist in Molecular Biology (MB) and were previously certified as a U.S. technologist (MT/MLS, CG, CT, BB, C, H, HTL, I, M) beginning January 2000, you are not required to submit an official transcript verifying your baccalaureate degree provided you supply your Certification on your application.



6 17 18 19 20 21 22 23 24

STEP 1

Carefully and completely review the eligibility requirements for the certification category you have chosen (pages 5-20) to ensure that you meet all the requirements as specified. A route of eligibility **MUST** be selected when applying for examination. (**Application fees are non-refundable**). The **BOC Eligibility Assistant** found at this link on the BOC website can help you determine if you meet the current requirements: www.ascp.org/certification.

STEP 2

Carefully follow the instructions on the online application, completing all sections as indicated. The first name and the last name you enter on the application must match your valid driver's license/state ID that you present at the test center to take the examination.

- Incomplete applications can be saved and completed later.
- Applications need to be submitted online, and payment received, within 30 days from the date you started the application. Applications are not considered complete until payment has been received and processed.
- Check payments need to be mailed, with the invoice, to the address indicated on the invoice within 30 days of starting the application.

STEP 3

MLS, MLT, CG, CT, HT, HTL, MB, PA and SBB applicants from NAACLS/CAAHEP/ABHES accredited programs are required to submit an official transcript from a regionally accredited college/university bearing the seal of the college/university, the signature of the Registrar and the date your degree was conferred. This transcript must be submitted to our office upon completion of all degree requirements. An official transcript verifying the date your degree was conferred is required before you will be certified and your examination score released to you.

All other applicants, BEFORE you apply for the certification examination you must obtain all documentation necessary to establish your eligibility i.e. experience documentation form(s), training documentation form(s), letter(s) of authenticity, official transcript(s) verifying the appropriate degree, notarized or official certificate(s) of training (if required) and foreign transcript evaluations (if your education is outside of the U.S.) **The required documents must be mailed to our office at the time of application. Faxed experience documentation form(s) and letter(s) of authenticity will not be accepted.**

Submit all documentation required to establish your eligibility to:

Board of Certification
33 W. Monroe Street, Suite 1600
Chicago, IL 60603

DO NOT submit documentation forms and/or transcripts in advance of application.

Application fees are non-refundable. Be sure you choose the correct category of examination and you meet the eligibility requirements as stated (pages 5-20) and are able to provide the appropriate documentation when submitting your application and application fee. If you determine that you have applied for an incorrect certification examination, our office will be unable to change the category of examination.

Applications will be processed within 45 business days of receipt. If documentation establishing eligibility is not received within 45 business days, you will be deleted from the examination process. Application fees are non-refundable.

PAYMENTS FOR ONLINE APPLICATIONS

Individuals are required to apply online. Application fees must be paid using a credit card online. If you are unable to submit your application fee online with a credit card, pay by mail instructions will be available upon the completion of the online application process.

CHANGE OF EMAIL ADDRESS, MAILING ADDRESS AND/OR NAME CHANGE

Email Address Change: All notifications from the ASCP Board of Certification are delivered via email. It is your responsibility to keep your email address current. Failure to keep the Board of Certification informed of your current email address will result in non-receipt of important information.

To update your email address:

- Go to www.ascp.org/login
- Click on "Profile & Settings"
- Update email address and save

Mailing Address Change: It is your responsibility to keep your mailing address current. To receive your wall certificate, a valid mailing address is required at the time of examination or it will be your responsibility to order and pay for a replacement wall certificate if necessary.

To update your mailing address:

- Go to www.ascp.org/login
- Click on "Profile & Settings"
- Update mailing address and save

Name Change Request: Name change requests must be accompanied by a photo copy of official documentation (i.e., marriage license or court order).

The first name and last name you enter on the application must match your valid driver's license/state ID that you present at the test center to take the examination.

To request a name change:

- Go to: www.ascp.org/login
- Click on the "Profile & Settings"
- Click on "Request Name Change" button
- Fill out the online form
- Attach name change document and submit

Please allow 7-10 business days for processing. You will be notified when your name change request has been completed.

APPLYING FOR EXAMINATION



REVIEW OF DOCUMENTS

In order to determine your eligibility for examination, all required documentation must be submitted to our office within forty-five (45) business days of submission of your application or you will be determined ineligible for examination. You will be notified within 6 weeks of application if any documentation is missing.

APPLICATION STATUS

When the status of your examination application changes (i.e., is determined deficient, ineligible, eligible, etc.) you will receive an email notification informing you to login to your ASCP account for specific information/details regarding the status of your application.

All notifications regarding the status of your application (from submission to examination results) are accessed by logging into your ASCP account.

To access your ASCP account:

1. Go to **www.ascp.org/login**
2. Login using your ASCP Customer User ID (8 digit number) & Password (for login assistance contact ASCP Customer Service 800.267.2727)
3. Click under BOC Activities
4. Click on Completed BOC Exam Applications link
5. Click on the Show Details button to view the current status of your application

DETERMINATION OF ELIGIBILITY

Upon review of all required documentation, you will be notified of your eligibility status. If you are determined eligible for examination, you will receive notification with instructions for scheduling an appointment to take the examination within the three-month period following the date of this notification. All ASCP Board of Certification examinations are administered by computer at Pearson Professional Centers. You may schedule an appointment at the Pearson Professional Center of your choice.

INELIGIBILITY

If you are not eligible for examination, you will receive notification sent to the email you provided on your application. Reapplication information is provided on page 27. Be sure you meet the eligibility requirements as stated and are able to provide the appropriate documentation before submitting your application and fee. Application fees are non-refundable.

If you receive notification indicating you are ineligible for examination, you have the option of appealing this decision. If you wish to appeal the decision regarding your ineligibility, please follow the appeals process located at: **www.ascp.org/certification**.

STUDY MATERIALS

Study materials and recommended reading lists are available to prepare for examination. Visit the ASCP website at **www.ascp.org/examprep** for details.

SCHEDULING YOUR EXAMINATION

SCHEDULING YOUR APPOINTMENT

When you receive your email notification to login to view your Admission Notice, verify all information for accuracy.* You may schedule an appointment to take the examination at your convenience Monday through Saturday within the chosen three-month period.

It is strongly recommended that you contact Pearson Vue as early as possible to make your appointment within the three-month examination period.

You must take the examination within the three-month examination period indicated on your Admission Notice. Personal/family-related responsibilities or lack of study opportunity will not be considered reasons to not make an appointment, cancel, not appear, or miss your scheduled appointment date. *If you cancel, do not appear, or miss your scheduled appointment date you must submit a full application fee and reapply for examination. Applicants are solely responsible for making and keeping their scheduled examination appointment date. To verify your appointment, call Pearson Vue.*

Application fees are not transferable to another three-month period nor are they refundable.

** Note: If you appear at the test center without a valid driver's license with photo or valid state ID with photo OR the first and last names do not match the names on your application, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period.*

RESCHEDULING APPOINTMENTS

If you wish to reschedule your testing appointment, within the three-month period, you must contact Pearson Vue at least one full business day (24 hours) prior to the date and time of the test to reschedule another date within the same three-month period.

Scheduling changes must be made and confirmed by direct contact with Pearson Vue. Leaving a message on voice mail is not sufficient to reschedule your appointment.

If you have successfully rescheduled your test date online, you will receive a confirmation email from Pearson Vue within 24 hours. **If you do not receive an email, you have not successfully rescheduled.**

If you call **less than 24 hours** (one full business day) before your appointment, you will not be permitted to reschedule and you will be considered a "no show". You will not receive any refund of your application fee nor can it be transferred to another examination period. A full application fee will be required to reapply for another three-month period.

CANCELLATION POLICY

You will not receive any refund of your application fee nor can it be transferred to another examination period if you do not make an appointment within the three-month examination period, if you cancel your application OR if you do not appear for your scheduled appointment. **A full fee will be required to reschedule the examination.**

REAPPLYING FOR EXAMINATION

You are permitted to take the examination five times under one eligibility route provided that you meet the current eligibility requirements. If after five unsuccessful attempts under one route of eligibility, you must meet the current requirements for eligibility in that particular examination category under an alternate route of eligibility. If you do not meet the requirements under an alternate route of eligibility under that particular examination category, you will no longer be eligible to apply for that particular category of examination.

NAACLS/CAAHEP/ABHES accredited programs are valid for a period of five years from the date of completion. Your application under a NAACLS/CAAHEP/ABHES accredited program is valid for five years from the date of application. Your laboratory experience must be within the required time limit from the date of application.

Test Day	Last Cancel/Change Day (at least 24 hours before time of appointment)
Monday	Friday of the preceding week
Tuesday	Monday of the same week
Wednesday	Tuesday of the same week
Thursday	Wednesday of the same week
Friday	Thursday of the same week
Saturday	Friday of the same week

EXAMINATION ADMINISTRATION

BOARD OF CERTIFICATION EXAMINATIONS— COMPUTER ADAPTIVE TESTING

The ASCP Board of Certification uses computer adaptive testing (CAT), which is criteria referenced. This means that an examinee's score on the exam is not influenced by the scores of other examinees who take the exam. With CAT, when a person answers a question correctly, the next test question has a slightly higher level of difficulty. The difficulty level of the questions presented to the examinee continues to increase until a question is answered incorrectly. Then a slightly easier question is presented. In this way the test is tailored to the individual's ability level.

Each question, in the test bank is calibrated for level of difficulty, and is assigned a content area that matches with the subtest area of the content outline for a particular examination. The weight (value) given to each question is determined by the level of difficulty. Therefore, the examinee must answer enough difficult questions to achieve a score above the pass point. To pass the certification examination, the examinee's scores must exceed the minimum pass score, previously established by the examination committee.

The examinations (with the exception of PBT and DPT) are scheduled for 2 hours and 30 minutes with 100 questions. The PBT examination is scheduled for 2 hours with 80 questions. The DPT exam is 2 hours and 30 minutes with 90 questions.

Your preliminary test results (pass/fail) will appear on the computer screen. You will receive notification of your examination score within four business days after the examination administration, provided all required documents have been received. Examination results cannot be released by telephone, to anyone.

Your official score report will indicate "pass" or "fail" status and the scaled score on the total examination. A scaled score is mathematically derived from the raw score (number of correctly answered questions). Because each examinee has taken a different form of the examination, scaled scores are used so that tests may be compared on the same scale. The minimum passing score is 400. The highest attainable score is 999.

If you were unsuccessful in passing the examination, your scaled scores on each of the subtests will be indicated on this report as well. These subtest scores cannot be calculated to obtain your total score. These scores are provided as a means of demonstrating your areas of strengths and weaknesses in comparison to the minimum pass score.

ACCEPTABLE FORMS OF IDENTIFICATION

You must report to the test center 30 minutes prior to your scheduled time. You must present a valid (not expired) driver's license with photo and signature or a valid (not expired) state identification card with photo and signature. Your first and last name on the valid driver's license/valid state ID must match your first and last name registered at Pearson. Your identification must be valid (not expired) or it will not be accepted.

If you appear at the Pearson Test Center without an acceptable form of identification* or the first and last names do not match the names registered at Pearson, you will not be permitted to take the examination. You will be required to reapply and pay another application fee for a new exam period.

** Acceptable Forms of Identification: Primary ID [valid (not expired) with photo and signature] Driver's license, Identification Card (national/state/province identity card), International Travel Passport, Military ID (including spouse & dependents), Alien Registration Card (green card, permanent resident, visa)*

INAPPROPRIATE CONDUCT

If the test proctor determines that you have engaged in inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid; looking at notes/reference books/study guides), your examination session will be terminated and you will be unable to complete your examination. You will need to appeal to the Board of Certification. The Board will review your case and determine the appropriate course of action.

EXAMINATION IRREGULARITIES

Please view the appeals procedure regarding examination content irregularities and/or examination administration irregularities at www.ascp.org/boc under What to Bring to the Examination Center.

TAKING THE TEST

At the beginning of the examination, you must verify that your name and examination category are correct as shown on the computer screen. Next, the directions for entering responses will appear. You should read these directions carefully before beginning the test.

The examinations in all categories consist of multiple choice questions, presented one at a time on the computer screen. Visual material such as graphs or photographs, appear on the computer screen with the question. You answer each question by pressing the letter key (A, B, C or D) corresponding to the letter of the response you select. You may also use the computer mouse to choose and record your answers. Responses may be changed as many times as you wish by pressing the key for a different response number or by using the mouse. When you are satisfied with the response, press the "ENTER" key or click the NEXT key to record it. The next question will then appear.

You must answer each question to the best of your ability when it is presented. However, at the end of the test, you may review some or all of your responses and change them if you wish.

When you have completed reviewing the exam, you will use the END EXAM (E) button on the screen. A message will appear on the screen, asking you to verify that you wish to exit the examination. If you respond using the YES button, your test will be complete.

EXAMINATION SCORE

Notification to view your examination score post login will be emailed to you four business days after you have taken the examination provided all official transcripts verifying the appropriate degree have been received.

Note: Examination results cannot be released by telephone or fax to anyone.

RE-EXAMINATION

DO NOT submit an application fee to retake the examination until you receive your examination score. You may not reapply to retest within the same three-month period.

RELEASE OF SCORE TO PROGRAM OFFICIALS

If you completed a NAACLS, CAAHEP or ABHES accredited program, your examination score will be released to the officials of the program in which you were enrolled unless you instruct the ASCP Board of Certification by mail, no later than 10 days before your examination administration, to withhold your score. Requests received after this time cannot be honored.

Mail your request to:
ASCP Board of Certification
Certification Activities
33 W. Monroe Street, Suite 1600
Chicago, IL 60603

WATCH FOR YOUR CERTIFICATE

You'll receive your wall certificate approximately 4–6 weeks after your examination date. This certificate is valid for three years. Information about the Credential Maintenance Program (CMP) for maintaining your certification can be found at this link: www.ascp.org/cmp.

REQUEST FOR VERIFICATION OF CERTIFICATION SUBMITTED TO A THIRD PARTY

A Third Party Verification Request link will be made available on the online examinee score report providing instruction for requesting verification of certification to be submitted to a third party, such as State licensing board or employer. Third party verification requests may also be made by going to this link www.ascp.org/verification. Do not place a third party verification request until successful completion of the examination and receipt of your score report. There is a \$16 service fee (payable by credit card) associated with requesting verification of ASCP certification.

ASCP certification is public record. The certification category, number and valid dates will be provided when an individual's current ASCP certification status is requested.

IMPORTANT INFORMATION: For NAACLS/CAAHEP/ABHES accredited candidates you will not be able to complete Verification of BOC Certification until after you have received your online score report with your Certification Number.

Results for California and New York **Licensure examination only** are automatically submitted to the appropriate state licensing board upon completion of the examination. It is not necessary to place a verification order through the ASCP website to submit your licensure exam results to the California or New York State licensing boards.

VERIFICATION OF EXAMINATION RESULTS

If you wish to question your examination results, you must notify our office in writing within 30 days from the date of receipt of scores. A \$25.00 fee is required. The check or money order must be enclosed with your request. The ASCP Board of Certification does not release or disclose the content or answers for specific test items. Incorrect responses will not be reported when requesting a review.

CERTIFICATION AND CREDENTIAL MAINTENANCE

CERTIFICATION

After successful completion of the examination, in approximately 4-8 weeks, you will receive a wall certificate valid for a three year period.

To maintain your certification, you are required to complete the Credential Maintenance Program (CMP) every three years. Details and instructions for completing the CMP can be found at this link: www.ascp.org/cmp.

The designation “CM” in superscript is required after your certification credential to indicate your certification is under credential maintenance. [i.e., MLS(ASCP)^{CM}].

If you passed the Specialist (SBB, SC, SCT, SCYM, SH, SM, SMB) or Diplomate (DLM) level examinations, you will also be awarded 25 CME credits. You will be notified via email of the receipt of 25 CME credits. These credits cannot be used for recertification points in the category for which they are received.

CERTIFICATION EXPIRATION

If you allow your certification to expire* and then seek reinstatement, you must submit a completed Declaration Form documenting all continuing education earned within the previous three years as required by your certification category. You must also pay the reinstatement fee in addition to the current CMP application fee.

* Individual who allow their certification to expire for ten or more years will be required to retake and pass the certification examination in order to reinstate their certification.

REVOCAION OF CERTIFICATION

Certification, if granted, may be revoked at any time and the applicant may be barred from admission to take future certification examinations if it is established that the information contained in, or supplied in support of, an application for examination is inaccurate in any material respect, if the applicant engages in any inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid) or if the certificant misrepresents or misuses their certification status at any time.

CREDENTIAL MAINTENANCE PROGRAM (CMP)

Individuals certified in all categories will be required to participate in the BOC Credential Maintenance Program (CMP) as indicated in the table on page 31 in order to maintain their certification status.

The Credential Maintenance Program (CMP) requires individuals to accrue points as shown in this table. Acceptable activities to document continued competence may include some or all of the following:

- Formal continuing education courses—continuing education credits awarded by AACME accredited programs, ASCP CME approved programs, AACC ACCENT approved programs, ASCLS PACE approved programs, CE programs sponsored by other professional societies and courses taken at regionally accredited colleges/universities.
- Employer offered courses (in-service, instrument training, vendor-sponsored)
- Successful completion of an ASCP Specialist or Diplomate certification (PA, SBB, SC, SCT, SH, SM, SLS or DLM).
** Note: The 25.00 CME credits awarded you for your successful completion of a specialist, PA or DLM certification cannot be used towards meeting the requirements for the Credential Maintenance Program (CMP) for this same certification.*
- Competence assessment from employer (documentation of continued competency in specific laboratory areas).
- Subscription or online self-instructional courses for which CME, ACCENT or PACE credits are awarded.
- Other educational activities—such as research and preparation for presenting a workshop or course, authoring journal articles, presenting posters, etc.

CMP REQUIREMENTS

As a first step for completing the CMP process, please view the video posted on the BOC website. Learn more about the CMP declaration process and pick-up some useful tips, www.ascp.org/cmp.

Once you have completed your required continuing education, an online declaration form documenting your CEs must be submitted to the Board of Certification once every three years.



Certification Category	CMP Required for Individuals Certified Beginning in the Year Indicated	Total Number of Points Required	Points Distribution
MT/MLS, MLT	2004	36	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 2 points in each of the following: blood banking, chemistry, hematology, microbiology • Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education or other related laboratory areas of interest
AT, BB, C, CG, CT, H, HT, HTL, I, M, MB	2004	36	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 2 points in areas in which you are certified • Remaining points in area(s) of specialty, management, education or other related laboratory areas of interest
PBT, DPT, MLA	2004	9 9	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 2 points in area in which you are certified • Remaining points in area(s) of specialty, management, education or other related laboratory areas of interest
PA	All ASCP Certified	45	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 20 points in anatomic pathology • Remaining points in the area(s) of anatomic pathology, management, education or other clinical specialties
SBB, SC, SCT, SCYM, SH, SMB, SI, SLS, SV, SM, HP, DLM	2006	36	<ul style="list-style-type: none"> • 1 point laboratory or patient safety • 10 points in area of specialty • Remaining points in area(s) of laboratory specialty, management, education or other related laboratory areas of interest

APPENDIX A

Acceptable Evaluation Agencies for Foreign Transcripts

International Evaluation Service Center for Applied Research, Evaluation & Education, Inc.

P O Box 18358
Long Beach, CA 92817
714-237-9272
714-237-9279 FAX
Email: eval_caree@yahoo.com

Educational Credential Evaluators, Inc.

P O Box 92970
Milwaukee, WI 53202
414-289-3400
414-289-3411 FAX
Email: eval@ece.org
Website: www.ece.org

Educational Perspectives

P O Box A3462
Chicago, IL 60690-3462
312-421-9300
312-421-9353 FAX
Email: info@edperspective.org
Website: www.edperspective.org

Education Evaluators International, Inc.

P O Box 751169
Forest Hills, NY 11375
401-521-5340
718-425-9929 FAX
Website: www.educei.com

Foreign Academic Credentials Services, Inc.

P O Box 400
Glen Carbon, IL 62034
618-288-1661
618-288-1691 FAX
Email: facs@aol.com
Website: www.facsusa.com

Foreign Credentials Service of America

1910 Justin Lane
Austin, TX 78757-2411
512-459-8428
512-459-4565 FAX
Email: info@fcsa.biz
Website: www.fcsa.biz

Foundation for International Services, Inc.

505 5th Avenue South, Suite 101
Edmonds, WA 98020
425-248-2255
425-248-2262 FAX
Email: info@fis-web.com
Website: www.fis-web.com

A foreign transcript evaluation with subject breakdown is required. Information on this page is subject to change without notice. For the most current information, visit the ASCP web site at www.ascp.org.

Globe Language Services

305 Broadway Ste 401
New York, NY 10007
212-227-1994
212-693-1489 FAX
Email: info@globelanguage.com
Website: www.globelanguage.com

International Consultants of Delaware, Inc.

3600 Market St, Suite 450
Philadelphia, PA 19104-2651
215-243-5858
215-349-0026 FAX
Email: icd@icdel.com

International Education Evaluations, Inc.

7900 Matthews Mint Hill Rd
Suite 300
Charlotte, NC 28227
704-545-2485
704-545-2484 FAX
Email: admin@foreigntranscripts.com

International Education Research Foundation, Inc.

P O Box 3665
Culver City, CA 90231-3665
310-258-9451
310-342-7086 FAX
Email: info@ierf.org
Website: www.ierf.org

Josef Silny & Associates, Inc.

International Education Consultants

7101 SW 102nd Ave
Miami, FL 33173
305-273-1616
305-273-1338 FAX
Email: info@jsilny.com
Website: www.jsilny.com

World Education Services, Inc.

Main Office
P O Box 5087
Bowling Green Station
New York, NY 10274
212-966-6311
212-739-6100 FAX
Email: info@wes.org
Website: www.wes.org

Midwest Office

P O Box 11623
Chicago, IL 60611-0623
312-222-0882
312-222-1217 FAX
Email: info@wes.org
Website: www.wes.org

ASCP Board of Certification EXAMINATIONS

JULY 2018

General Certification

Medical Laboratory Scientist (MLS)

Medical Laboratory Technician (MLT)

Categorical Certification

Technologist in Blood Banking (BB)

Technologist in Chemistry (C)

Technologist in Cytogenetics (CG)

Cytotechnologist (CT)

Donor Phlebotomy Technician (DPT)

Technologist in Hematology (H)

Histotechnician (HT)

Histotechnologist (HTL)

Medical Laboratory Assistant (MLA)

Technologist in Microbiology (M)

Technologist in Molecular Biology (MB)

Phlebotomy Technician (PBT)

Specialist Certification

Specialist in Blood Banking (SBB)

Specialist in Chemistry (SC)

Specialist in Cytotechnology (SCT)

Specialist in Cytometry (SCYM)

Specialist in Hematology (SH)

Specialist in Microbiology (SM)

Specialist in Molecular Biology (SMB)

Pathologists' Assistant (PA)

Diplomate Certification

Diplomate in Laboratory Management (DLM)



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