



ASCP  
**BOARD OF  
CERTIFICATION®**

[www.ascp.org/BOC](http://www.ascp.org/BOC)

JANUARY 2020

# Procedures for Examination and Qualification



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



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

The ASCP Board of Certification credentials 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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## APPLICATION PROCESS

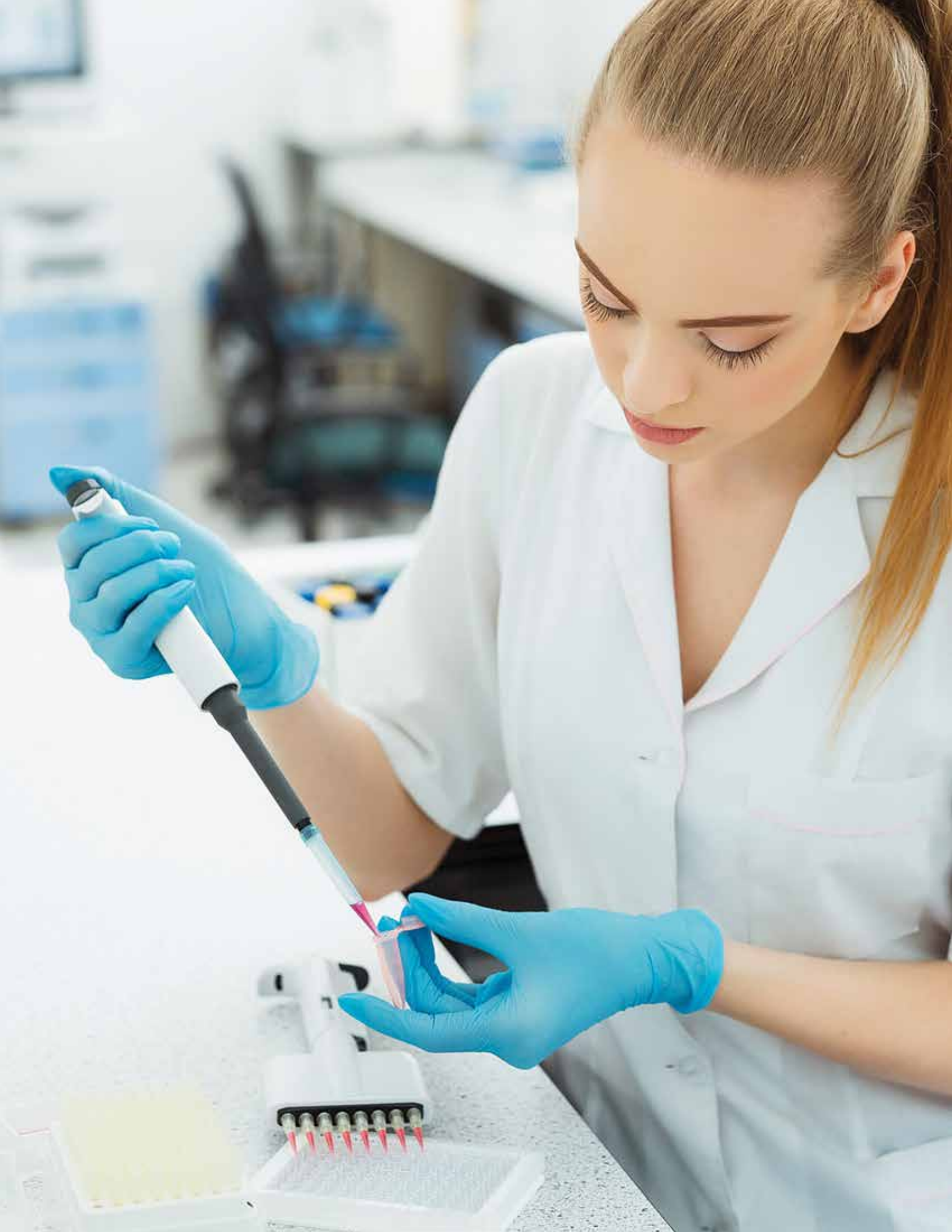
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## About the ASCP Board of Certification

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 560,000 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

## Qualification and Credential Maintenance

What are the advantages of completing a qualification?

- Visible recognition of specific skills in a technical area with the qualification credential after the ASCP credential
- Recognition by state licensure—the state of Florida recognizes those individuals certified and qualified as HT(ASCP)QIHC toward meeting the specialist licensure requirements for histology
- More job possibilities—career mobility throughout the country
- Professional growth—keeping up with state of the art technology

To receive this credential, candidates must meet the eligibility requirements and take the qualification examination (QIA, QIHC, QLS). Candidates who complete the qualification process, will receive a wall certificate valid for three years.

A qualification must be renewed every three years by completing continuing education related to the area of qualification as specified by the Credential Maintenance Program (CMP). CMP requirements and process for qualification renewal can be found at this link [www.ascp.org/cmp](http://www.ascp.org/cmp).

## Qualification Process

**STEP 1:** Determine your examination category and route and gather required documentation to meet the eligibility requirements.

**STEP 2:** Complete the online application (see page 8) and submit:

- Application fee (credit card or check)  
**Application fees are non-refundable**
- Required documentation to verify your eligibility (see page 7)

**STEP 3:** Receive notification of your eligibility to take the qualification examination upon determination of your examination eligibility.

**STEP 4:** Schedule your self-administered examination on the date and time of your choice within the 60 day time period indicated on your Admission Notification.

**STEP 5:** Receive your examination score within four (4) business days of the date of your examination, followed by your wall certificate within 4-8 weeks.

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

**A qualification must be renewed every three years by completing continuing education related to the area of qualification as specified by the Credential Maintenance Program (CMP).**

### QUALIFICATION CATEGORIES AND APPLICATION FEES

**Application fees are non-refundable.** Be sure you meet the eligibility requirements for the category and route as stated and are able to provide the required documentation before submitting your online application and fee.

The Board of Certification establishes all candidates' eligibility based on review and verification of documentation supplied through formal application process forexamination.

Qualification	Application Fee
Qualification in Apheresis, QIA	\$240
Qualification in Biorepository Science, QBRS	\$240
Qualification in Immunohistochemistry, QIHC	\$240
Qualification in Laboratory Safety, QLS	\$240

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

# Examination Eligibility Requirements

## QUALIFICATIONS

### Qualification in Apheresis, QIA

To be eligible for this category, an applicant must satisfy the minimum requirements (for degrees, the stated degree or higher) of at least one of the following routes:

#### ROUTE 1:

- RN, LPN, or LVN with U.S. state license, certificate, or diploma\*,
- AND three years of full time acceptable experience in apheresis OR five years of part time acceptable experience in apheresis within the last ten years.

#### ROUTE 2:

- Professional nurse diploma or equivalent received outside of the U.S.\*,
- AND three years of full time acceptable experience in apheresis OR five years of part time acceptable experience in apheresis within the last ten years.

#### ROUTE 3:

- Valid ASCP or ASCP<sup>i</sup> MLS/MT, BB, SBB or MLT certification,
- AND three years of full time acceptable experience in apheresis OR five years of part time acceptable experience in apheresis within the last ten years.

#### ROUTE 4:

- Baccalaureate degree\*\* from a U.S or non-U.S. regionally accredited\*\*\* college/university with a combination of 24 semester hours (36 quarter hours) in biology and chemistry, which may be obtained within, or in addition to, the baccalaureate degree,
- AND three years of full time acceptable experience in apheresis OR five years of part time acceptable experience in apheresis within the last ten years.

#### ROUTE 5:

- Doctorate\* in medicine\*\*,
- AND one year of acceptable experience as an apheresis physician within the last five years.

#### ROUTE 6:

- Doctorate\* in medicine\*\*,
- AND documented training in a relevant accredited\*\*\* post graduate medical education program which includes apheresis (e.g., transfusion medicine, hematology/oncology, nephrology, clinical pathology) within the last five years.

#### ROUTE 7:

- High school graduation\*\* or equivalent,
- AND five years of full time acceptable experience in apheresis within the last ten years.

\* Applicants must submit a copy of their official certificate, diploma, or license. Applicants who are practicing physicians in the U.S. must submit a copy of their official state license to practice medicine.

\*\* The foreign degree must be equivalent to a U.S. degree which will be determined by an acceptable transcript evaluation.

\*\*\* Regionally Accredited Colleges and Universities

### APHERESIS EXPERIENCE AND TRAINING

#### ROUTES 1 – 4 & 7:

To fulfill the experience requirement for the Qualification in Apheresis examination, you must have experience within the time frame required in at least one of the following apheresis areas:

- Therapeutic plasma exchange (TPE)
- Red blood cell exchange
- Cellular depletions
- Selective adsorptions
- Extracorporeal photopheresis (ECP)
- Mononuclear cell collections (MNC)
- Hematopoietic progenitor cell collection (HPC)
- Automated red blood cell collections (RBC)
- Donor platelet collections
- Donor plasma collections
- Granulocyte collections

#### ROUTES 5 & 6:

To fulfill the experience/training requirement for the Qualification in Apheresis examination, you must have experience/training in all of the following areas. Experience must be completed within the last five years.

- Evaluating patients and/or donors for suitability to undergo apheresis procedures
- Writing orders for apheresis procedures
- Supervising apheresis procedures
- Evaluating and managing adverse events during apheresis procedures

## Qualification in Biorepository Science, QBRs

To be eligible for this Qualification, an applicant must satisfy the minimum requirements (for degrees, the stated degree or higher) of at least one of the following routes:

### ROUTE 1:

- Valid ASCP or ASCP<sup>i</sup> technologist/scientist or specialist certification,
- AND a baccalaureate degree\* from a U.S. or non-U.S. regionally accredited\*\* college/university with a major in biology, chemistry, biotechnology, or a related field, OR a baccalaureate degree\* from a U.S. or non-U.S. regionally accredited\*\* college/university with a combination of 30 semester hours (45 quarter hours) in biology and chemistry, which may be obtained within, or in addition to, the baccalaureate degree,
- AND one year of full time acceptable experience in a biorepository\*\*\* within the last five years.

### ROUTE 2:

- Baccalaureate degree\* from a U.S. or non-U.S. regionally accredited\*\* college/university with a major in biology, chemistry, biotechnology, or a related field, OR a baccalaureate degree\* from a U.S. or non-U.S. regionally accredited\*\* college/university with a combination of 30 semester hours (45 quarter hours) in biology and chemistry, which may be obtained within, or in addition to, the baccalaureate degree,
- AND two years of full time acceptable experience in a biorepository\*\*\* within the last five years.

### ROUTE 3:

- Master's degree\* from a U.S. or non-U.S. regionally accredited\*\* college/university with a major in biology, chemistry, biotechnology, or a related field,
- AND one year of acceptable experience in a biorepository\*\*\* within the last five years.

\* *The foreign degree must be equivalent to a U.S. degree which will be determined by an acceptable transcript evaluation.*

\*\* *Regionally Accredited Colleges and Universities*

\*\*\**For the purposes of the QBRs credential, specimens are procured only from humans or other animals. According to ISBER Best Practices (4th Edition), a biorepository is defined as a formally managed physical or virtual entity that may receive, process, store, and/or distribute specimens and/or samples and their associated data as appropriate in support of current or future use. All repositories should be planned, organized, and managed in accordance with applicable ethical and legal frameworks and comply with national/federal, regional, and local regulations.*

## BIOREPOSITORY EXPERIENCE

To fulfill the experience requirement for the Qualification in Biorepository Science, you must have experience within the time frame required in at least 4 of the 9 following areas:

- Subject Consent
- Specimen/Data Collection
- Specimen/Data De-identification
- Specimen/Data Processing
- Sample/Data Storage
- Sample/Data Distribution
- Sample/Data Quality Control
- Equipment Quality Control (e.g., maintenance, validation, calibration)
- Enhanced Technical Areas (e.g., histology, tissue microarray, slide imaging, microdissection, viable cell isolation, nucleic acid/protein extraction)

# Examination Eligibility Requirements

## QUALIFICATIONS

### Qualification in Immunohistochemistry, QIHC

To be eligible for this Qualification, an applicant must satisfy the minimum requirements (for degrees, the stated degree or higher) of at least one of the following routes:

#### ROUTE 1:

- Valid ASCP or ASCP<sup>i</sup> HT or HTL certification,
- AND six months of full time acceptable experience in immunohistochemistry (clinical, veterinary, industry or research) in the U.S., Canada or an accredited laboratory\* within the last five years.

#### ROUTE 2:

- Valid ASCP or ASCP<sup>i</sup> technologist/scientist or specialist certification,
- AND twelve months of full time acceptable experience in a combination of routine histology and immunohistochemistry, with a minimum of six months in histology (clinical, veterinary, industry or research) and a minimum of six months in immunohistochemistry, in the U.S., Canada or an accredited laboratory\* within the last five years.

#### ROUTE 3:

- Valid ASCP or ASCP<sup>i</sup> MLT certification,
- AND eighteen months of full time acceptable experience in a combination of routine histology and immunohistochemistry, with a minimum of six months in histology (clinical, veterinary, industry or research) and a minimum of twelve months in immunohistochemistry, in the U.S., Canada or an accredited laboratory\* within the last five years.

#### ROUTE 4:

- Baccalaureate degree\*\* from a regionally accredited\*\*\* college/university,
- AND twenty-four months of full time acceptable experience in a combination of routine histology and immunohistochemistry, with a minimum of nine months in histology (clinical, veterinary, industry or research) and a minimum of fifteen months in immunohistochemistry, 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

\*\* The foreign degree must be equivalent to a U.S. degree which will be determined by an acceptable transcript evaluation.

\*\*\* Regionally Accredited Colleges and Universities

### EXPERIENCE REQUIREMENTS

To fulfill the experience requirements for the Qualification in Immunohistochemistry, the applicant must have experience in the following areas:

#### ROUTINE HISTOTECHNOLOGY

The applicant should have experience in ALL of the following:

- Fixation
- Embedding / Microtomy
- Processing
- Staining
- Laboratory Operations

#### IMMUNOHISTOCHEMICAL AND/OR IMMUNOFLUORESCENCE

ALL of the following should have been performed by the applicant:

- Selection of proper control material
- Performance of staining technique
- Titration of immunologic reagents

#### QUALITY CONTROL AND ASSURANCE

The applicant should have participated in Quality Assurance related to ALL of the following:

- Method selection, validation, documentation
- Instrumentation
- Reagent selection, preparation, storage, disposal
- Safety
- Specimen fixation, processing, microtomy
- Interpretation of normal staining patterns
- Direct performance, training and/or management/supervision of IHC procedures are acceptable in meeting the experience requirements.





## Qualification in Laboratory Safety, QLS

To be eligible for this Qualification, an applicant must satisfy the minimum requirements (for degrees, the stated degree or higher) of at least one of the following routes:

### ROUTE 1:

- Valid ASCP or ASCP<sup>i</sup> technologist/scientist or specialist certification,
- AND six months of acceptable experience in laboratory safety (clinical\*, veterinary, industry, or research) in the U.S., Canada or an accredited laboratory\* within the last five years.

### ROUTE 2:

- Valid ASCP or ASCP<sup>i</sup> HT or MLT certification,
- AND twelve months of acceptable experience in laboratory safety (clinical\*, veterinary, industry, or research) 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 eighteen months of acceptable experience in laboratory safety (clinical\*, veterinary, industry, or research) 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

\*\* The foreign degree must be equivalent to a U.S. degree which will be determined by an [acceptable transcript evaluation](#).

\*\*\* [Regionally Accredited Colleges and Universities](#)

## LABORATORY EXPERIENCE

To fulfill the experience requirement for the Qualification in Laboratory Safety examination, you must have experience, within the last five years, in 4 of the 7 following areas:

- Biohazard control (e.g., bloodborne pathogens, infection control)
- Chemical safety
- Ergonomics
- Fire safety
- Physical environment (e.g., electrical, equipment, spills, waste management, emergency preparedness, shipping)
- Safety management (e.g., risk assessment, monitoring, safety committee)
- Training and education

Direct performance, training and/or management/supervision of Laboratory Safety procedures are acceptable in meeting the experience requirements.



# OFFICIAL DOCUMENTS REQUIRED

## Documentation Required

Eligibility to take a qualification examination is established by:

- Meeting all requirements for the qualification category and route
- Submission of the online application
- Payment of the application fee
- Submission of all required documentation

Before your examination eligibility can be determined, you must submit documentation verifying that you meet the current ASCP Board of Certification requirements for qualification.

## VERIFICATION OF ACADEMIC EDUCATION

If a college degree is required for the qualification route of eligibility, you must submit an official transcript or foreign transcript evaluation as described below:

### 1. Applicants from regionally accredited colleges/universities in the United States and Canada

An official transcript(s) from the regionally accredited colleges/universities, bearing the embossed seal of the college/university, the signature of the Registrar and the date the degree was conferred, must be submitted to ASCP Board of Certification office in order to determine eligibility.

Regionally accredited colleges or universities must be 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**—New England Association of Schools and Colleges, Inc.
- **SACSCOC**—Southern Association of Colleges and Schools Commission on Colleges
- **WSCUC**—Western Association of Schools and Colleges

*Note: A three year baccalaureate degree from a Canadian University is equivalent to 3 years of undergraduate course work in the U.S. A four year baccalaureate degree from a Canadian University is equivalent to a U.S. baccalaureate degree.*

### 2. Applicants from regionally accredited college/university outside of the United States and Canada

A foreign academic transcript(s) must be evaluated by an acceptable evaluation agency listed in Appendix A, on page 12. 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 course by course evaluation. The original or certified copy\* of the evaluation showing U.S. degree equivalency and course by course evaluation must be submitted when you apply for examination.

\* photocopy of the original transcript evaluation, stamped and signed by the evaluation agency.

**IMPORTANT NOTE:** Continuing Education courses are not accepted towards fulfilling the academic requirements.

## VERIFICATION OF EXPERIENCE

If required for the category and route under which you are applying, laboratory experience must be completed and documented before you will be determined eligible for examination. Experience must be completed in United States, Canada or an accredited laboratory\*.

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

To document your laboratory experience (if required):

- **STEP 1:** Print the experience documentation form corresponding to your qualification category and route from the ASCP website at [www.ascp.org/qualification](http://www.ascp.org/qualification).
- **STEP 2:** Experience documentation forms must be completed by your immediate supervisor or laboratory director and submitted with 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 immediate supervisor or laboratory director, with the date and signature. Documentation forms and letters of authenticity must be completed and signed by your immediate supervisor or laboratory director at each place of employment 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:** Mail your original experience documentation form(s) and letter(s) of authenticity once you complete your online application to:  
ASCP Board of Certification  
33 W. Monroe St., Suite 1600  
Chicago, IL 60603

## FULL AND PART-TIME 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.*

The number of years of experience required must be completed within the time frame, specified in the eligibility requirements, calculated from the date of application (e.g., application submitted 12/1/2019; experience acceptable from 12/2009 for a ten-year time frame).

## ASCP CERTIFIED APPLICANTS

Although you may be ASCP certified, you must resubmit all required documentation necessary to establish your eligibility for the qualification examination. Official transcripts must be submitted each time you apply.

**IMPORTANT INFORMATION:** Your certification must be current. If you have a 3 year time-limited certification 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 qualification examination under a route which requires certification.

# APPLICATION PROCESS

## Completing the Application Process

### 1. DETERMINE CATEGORY AND ROUTE

Review the eligibility requirements for the qualification and route you have chosen (pages 4–5) to ensure that you meet all the requirements as specified. **Application fees are non-refundable.**

### 2. SUBMIT ONLINE APPLICATION AND PAYMENT

Submit an online application and payment by credit card or by mail with a check or money order within 30 days from the date you started the application. 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. Applications are not considered complete until payment has been received and processed.

### 3. SUBMIT REQUIRED DOCUMENTATION

Submit documentation required to establish your eligibility, i.e. experience documentation form(s), letter(s) of authenticity, official transcript(s) verifying the appropriate degree, notarized or official certificate(s) of training (if required) and original or certified foreign transcript evaluation (if your education is outside of the U.S.).

The required documents must be mailed to our office at the time of application. Faxed documentation will not be accepted.

Submit all documentation required to establish your eligibility to:

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

## 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 your contact information current will result in non-receipt of important information.

To update your email address:

- Go to **[www.ascp.org/login](http://www.ascp.org/login)**
- Click on “Profile & Settings” link
- Update email address and save

### MAILING ADDRESS CHANGE

A valid mailing address must be provided prior to the examination in order to receive your certificate at the correct address. If current address is not valid at the time of examination, it will be your responsibility to order and pay for a replacement certificate if necessary.

To update your mailing address:

- Go to **[www.ascp.org/login](http://www.ascp.org/login)**
- Click on “Profile & Settings” link
- Update mailing address and save

### NAME CHANGE

Name changes must be accompanied by a photo copy of official documentation (i.e., marriage license or court order).

To request a name change:

- Go to **[www.ascp.org/login](http://www.ascp.org/login)**
- Click on “Profile & Settings” link
- 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.**



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## Application Processing

### REVIEW OF DOCUMENTS

All required documentation must be submitted to our office within 45 business days of submission of your application or you will be determined ineligible for examination. You will be notified within 6 weeks of receipt of your 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](http://www.ascp.org/login)
2. Login using your ASCP Customer User ID (8 digit number) and 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

### STUDY MATERIALS

Study materials and recommended reading lists are available to prepare for examination. Information may be found at this link [www.ascp.org/boc](http://www.ascp.org/boc).

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## Scheduling Your Examination

Once your application and documentation required to establish eligibility has been approved by the BOC, you will receive an Admission Notification with an authorization number to take the examination.

The examination consists of a 50 question, multiple choice, timed test that must be completed within a 90-minute time period. The test is self-administered on your own computer on the date and time of your choice within the 60 day examination period indicated on your Admission Notification.

### 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 complete your examination within the 60 day examination period indicated on your Admission Notification.

### REAPPLYING FOR EXAMINATION

If you cancel, do not schedule your self-administered examination within the 60 day examination period or are determined ineligible, you must apply online and submit a full application fee to reapply.

You are permitted to take the examination five times under one eligibility route provided 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.

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## Examination Results

### RESULTS AND CERTIFICATE

You will receive your examination score within four business days of your examination date, followed by your wall certificate within 4–8 weeks.

### USE OF QUALIFICATION

Individuals awarded qualification may use their credential in the following manner:

- Mary Smith, QIA<sup>CM</sup> (for individuals who are ASCP qualified)
- Mary Smith, CT(ASCP)QIA<sup>CM</sup> (for individuals who are ASCP qualified and also ASCP certified)

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## Maintaining Qualification

### CREDENTIAL MAINTENANCE PROGRAM (CMP)

Qualifications are valid for a three-year period. To maintain a valid qualification you must complete the continuing education requirements for the Credential Maintenance Program (CMP) in your qualification category every three years. If you allow your qualification to expire\* and then seek reinstatement, you must pay a CMP reinstatement fee in addition to the application fee. For details and instructions for completing the CMP please visit this link: [www.ascp.org/cmp](http://www.ascp.org/cmp)

*\* Individuals who allow their qualification to expire for ten or more years they will be required to retake and pass the qualification examination in order to reinstate their quantification.*

# CREDENTIAL MAINTENANCE PROGRAM (CMP)

In keeping with our ongoing commitment to assure the continued competence of laboratory medical laboratory personnel, the ASCP Board of Certification (BOC) requires participation in the Credential Maintenance Program (CMP) every three years to maintain qualification. Completing the CMP demonstrates to the public that individuals qualified by the BOC are performing continuing education activities to remain current in their practice.

## CMP Requalification Requirements

The CMP provides an opportunity to obtain a variety of learning experiences that demonstrate your continued professional competency and dedication to excellence in the workplace. Some of the eligible activities include employer offered courses, formal continuing education (webinar/online/classroom) and college/university coursework.

### CMP QUALIFICATION REQUIREMENTS

To renew your qualification every three years under CMP, you are required to complete a total of 6 contact hours (CMP points) with the following point breakdown:

- 3 points in the area in which you are qualified
- 3 points in other areas of qualification speciality or other related laboratory areas of interest

### CREDENTIAL RENEWAL NOTIFICATION

Upon successful completion of the program, you will receive notification of the three-year renewal for your credential.

### DOCUMENTATION FOR AUDIT

To ensure the integrity of the Credential Maintenance Program (CMP), the ASCP Board of Certification will review and audit a percentage of declaration forms each year. If your declaration is selected for audit, you will be notified and requested to submit supporting documentation of the completed continuing education credits submitted for requalification.

### EXPIRED QUALIFICATION

Individuals who allow their qualification to expire may reinstate their expired qualification by completing the online CMP process and submitting a reinstatement fee in addition to the application fee. If the qualification is expired for ten or more years, the individual will be required to retake the online examination to reinstate their qualification.

### COMPLETING CMP-STEP BY STEP

- **STEP 1:** Review the CMP requirements and information for requalification. Please visit [www.ascp.org/cmp](http://www.ascp.org/cmp).
- **STEP 2:** Complete the continuing education required for your qualification and save original documentation for completion of these activities during the three-year period following qualification/requalification.
- **STEP 3:** Up to three (3) months prior to your qualification expiration date, complete the online CMP declaration process and submit with the application fee payable by credit card. Please allow 30 business days to process your declaration form.

**DO NOT SUBMIT** any documentation of your continuing education to the BOC office. This documentation will only be required if your declaration form is selected for audit.

- **STEP 4:** You will receive email notifications regarding the status of the processing of your CMP declaration form. You may login to your ASCP account at any time to follow and view the status of your requalification application.
- **STEP 5:** If you receive notification that your declaration form is deficient or under audit, you will have 30 business days within which to resolve your deficiency/audit. Instructions will be provided in your notification.
- **STEP 6:** Upon successful completion of the CMP, you will receive access to an online renewal notification of your new three-year qualification cycle dates.

The designation "CM", in superscript, is required after your qualification credentials to indicate you have successfully maintained your qualification [e.g., QIHC<sup>CM</sup>].



# CREDENTIAL MAINTENANCE PROGRAM (CMP)

## Subject Areas for Continuing Education

### QUALIFICATION IN APHERESIS (QIA)

1. Hematology/Coagulation
2. Transfusion Medicine/Immunology
3. Donor Apheresis
4. Therapeutic Apheresis
5. Cellular Therapy
6. Donor/Patient Care
7. Instrumentation
8. Quality Assurance/Quality Control
9. Safety
10. Supervision/Management

### QUALIFICATION IN BIOREPOSITORY SCIENCE (QBRS)

1. Good Clinical Practice Including Research Subject Protection
2. Specimen/Data Collection, Handling Processing, and Storage
3. Inventory Management
4. Enhanced Technical Areas (e.g., histology, tissue microarray, slide imaging, microdissection, viable cell isolation, Nucleic acid/protein extraction)
5. Biorepository Operations
6. Quality Assurance/Quality Control
7. Safety

### QUALIFICATION IN IMMUNOHISTOCHEMISTRY (QIHC)

1. Histology
2. Immunodeficiency
3. Immunofluorescence Preparations
4. Immunohistochemical Preparations
5. Immunology
6. Immunophenotyping
7. Immunoproliferative Disorders
8. In-situ Hybridization
9. In-situ Polymerase Chain Reaction
10. Laboratory Information Systems
11. Laboratory and Patient Safety
12. Pathology of Diseases for which Immunohistochemistry is a Diagnostic Procedure
13. Quality Assurance
14. Quality Control
15. Supervision/Management
16. Transplantation
17. Validation (Instrument and Assay)
18. Regulations and Compliance
19. Digital Pathology

### QUALIFICATION IN LAB INFORMATICS (QLI)

1. Autoverification
2. Billing and charge capture
3. Coding and nomenclature systems
4. Computer system and data quality assurance
5. Data mining
6. Database administration
7. Hardware installation and maintenance
8. Hardware/software change management and quality control
9. Informatics system disaster recovery
10. Information system selection and procurement
11. Interfaces
12. Management reports
13. Meaningful Use
14. Middleware
15. Network and data communications
16. Quality Control
17. Quality Improvements
18. Pathology Informatics
19. Regulatory compliance for clinical information systems and data
20. RHIO and HIE
21. Rule writing and calculations
22. Security: physical data and administrative control
23. Software installation, validation and maintenance
24. System or vendor training

### QUALIFICATION IN LABORATORY SAFETY (QLS)

1. Biohazard control (i.e., bloodborne pathogens, infection control)
2. Chemical safety
3. Ergonomics
4. Fire safety
5. First aid
6. Physical and environmental (i.e., electrical, equipment, spills, waste management, emergency preparedness, shipping)
7. Safety management (i.e., risk assessment, monitoring, safety committee)
8. Training and education





## Suggested Continuing Education Activities

You are required to submit documentation of completed CEs only if your declaration is selected for audit. 1 CMP credit = 1 contact hour

Activity	Contact/Credit Hours	Documentation (If Audited)*
Employer offered courses (e.g., in-service, instrument training, vendor sponsored, etc.)	1 contact hour (50-60 minutes)	Letter/certificate/signed attendance
College/university coursework	1 quarter hour = 10 contact hours 1 semester hour = 15 contact hours (Points not to exceed 50% of total required)	Official transcript (no copies)
Research and preparation for presentation or workshop (first time only)	5 contact hours (Points not to exceed 50% of total required)	Copy of syllabus, program or letter from organization that indicates content, length of teaching time and name of the organization
Authoring a book <ul style="list-style-type: none"> <li>• over 300 pages</li> <li>• less than 300 pages</li> <li>• chapter</li> </ul>	21 contact hours 14 contact hours 7 contact hours	Title page of publication and table of contents containing author name
Editing a book	5 contact hours (per year)	Copy of cover or inside page containing editor names
Presenting posters/exhibits	3 contact hours	Abstract identifying poster session, meeting program or brochure identifying presentation
Serving on an active examination committee or qualification workgroup	3 contact hours (per year)	Letter from organization verifying participation, in what capacity and dates of service
Serving on committees/boards related to a relevant field	2 contact hours (per year)	Letter from organization verifying participation, in what capacity and dates of service

\*You are required to submit documentation of CEs if your application is selected for audit.

## Acceptable Evaluation Agencies for Foreign Transcripts

### **Education Evaluators International, Inc.**

3000 Marcus Ave, Suite 1E6  
Lake Success, NY 11042  
401-521-5340  
401-515-4065 FAX  
Email: eval@educei.com  
Website: www.educei.com

### **Educational Credential Evaluators, Inc.**

PO Box 514070  
Milwaukee, WI 53203-3470  
414-289-3400  
Email: eval@ece.org  
Website: www.ece.org

### **Educational Perspectives**

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

### **Foreign Academic Credentials Services, Inc.**

105 West Vandalia St, Suite 120  
Edwardsville, IL 62025  
618-656-5291  
Email: hello@facusa.com  
Website: www.facusa.com

### **Foreign Credentials Service of America**

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

### **Foundation for International Services, Inc.**

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

### **Globe Language Services**

305 Broadway Suite 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  
Website: www.icdeval.com

### **International Education Evaluations, Inc.**

7900 Matthews Mint Hill Rd, Suite 300  
Charlotte, NC 28227  
704-772-0109  
Email: info@foreigntranscripts.com  
Website: www.foreigntranscripts.com

### **International Education Research Foundation, Inc.**

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

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

PO Box 18358  
Anaheim, CA 92817  
714-237-9272  
Email: info@iescaree.com  
Website: www.iescaree.com

### **Josef Silny & Associates, Inc.**

International Education Consultants  
7101 SW 102 Avenue  
Miami, FL 33173  
305-273-1616  
305-273-1338 FAX  
Email: info@jsilny.com  
Website: www.jsilny.com

### **World Education Services, Inc.**

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

*A foreign transcript evaluation with U.S. degree educational equivalency and course by course evaluation is required. Information on this page is subject to change without notice. For the most current information, visit the ASCP BOC website at [www.ascp.org/boc](http://www.ascp.org/boc).*



# ASCP Board of Certification **EXAMINATIONS**

JANUARY 2020

## **Qualifications**

Qualification in Apheresis, QIA

Qualification in Biorepository Science, QBRS

Qualification in Immunohistochemistry, QIHC

Qualification in Laboratory Safety, QLS



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