JULY 2019

Procedures for Examination and Qualification
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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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 550,000 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).

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. 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 after review and approval of all documentation.

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.

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.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification in Apheresis, QIA</td>
<td>$240</td>
</tr>
<tr>
<td>Qualification in Immunohistochemistry, QIHC</td>
<td>$240</td>
</tr>
<tr>
<td>Qualification in Laboratory Safety, QLS</td>
<td>$240</td>
</tr>
</tbody>
</table>

The requirements and fees stated in this booklet are subject to change without notice.
Qualification in Apheresis, QIA

To be eligible for this category, an applicant must satisfy the minimum requirements of 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**
- ASCP or ASCPi certification in the following categories: MLS/MT, BB, SBB or MLT,
- 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 regionally accredited college/university in the U.S. or an accredited/approved educational institution** outside of the U.S. with a combination of 24 semester hours (36 quarter hours) of biology and/or chemistry,
- 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* or equivalent of a U.S. Doctorate in Medicine**,
- AND one year of acceptable experience as an apheresis physician within the last five years.

**ROUTE 6**
- Doctorate in medicine* or equivalent of a U.S. 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).

* Applicants must submit a notarized copy of their official certificate, diploma, or license.
** Accredited/approved by a governing regulatory association or Ministry, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree. A doctorate in medicine must be equivalent to a U.S. doctorate in medicine. Applicants who are practicing physicians in the U.S. must submit a copy of their official state license to practice medicine.

APHERESIS EXPERIENCE AND TRAINING

**ROUTES 1–4**
To fulfill the experience requirement for the Qualification in Apheresis examination, you must have experience within the time frame required in 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 collection (RBC)
- Donor platelet collections
- Donor plasma collections
- Granulocyte collections

**ROUTES 5 AND 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 time frame required.
- 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 Immunohistochemistry, QIHC

To be eligible for this Qualification, an applicant must satisfy the minimum requirements of one of the following routes:

**ROUTE 1**
- ASCP or ASCPi certified as an HT or HTL
- AND six (6) 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**
- ASCP or ASCPi certified as a technologist/scientist or specialist
- AND twelve (12) months of full-time acceptable experience in a combination of routine histology and immunohistochemistry, with a minimum of six (6) months in histology (clinical, veterinary, industry or research) and a minimum of six (6) months in immunohistochemistry, in the U.S., Canada or an accredited laboratory* within the last five years.
ROUTE 3
- MLT(ASCP) or MLT(ASCPi) certification
- AND eighteen (18) months of full-time acceptable experience in
  a combination of routine histology and immunohistochemistry,
  with a minimum of six (6) months in histology (clinical, veterinary,
  industry or research) and a minimum of twelve (12) months in
  immunohistochemistry, in the U.S., Canada or an accredited
  laboratory* within the last five years.

ROUTE 4
- Baccalaureate degree or higher from a regionally accredited
  college/university,
- AND twenty-four (24) months of full-time acceptable experience
  in a combination of routine histology and immunohistochemistry,
  with a minimum of nine (9) months in histology (clinical, veterinary,
  industry or research) and a minimum of fifteen (15) 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

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 the following:
- Fixation
- Embedding/Microtomy
- Processing
- Staining

IMMUNOHISTOCHEMICAL AND/OR
IMMUNOFLUORESCENCE PREPARATIONS
ALL the following should have been performed by the applicant:
- Selection of proper control material
- Staining technique
- Titration of immunologic reagents

QUALITY ASSURANCE
The applicant should have participated in Quality Assurance related to
ALL of the following:
- Method selection, validation, documentation
- Quality control
- Reagent selection, preparation, storage, disposal
- Safety
- Specimen fixation, processing, microtomy

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 of one of the following routes:

ROUTE 1
- ASCP or ASCPi technologist/scientist or specialist certification
- AND at least six (6) 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
- ASCP or ASCPi certification (HT, MLT)
- AND twelve (12) 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 (18) 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

LABORATORY EXPERIENCE
To fulfill the experience requirements for the Qualification in Laboratory
Safety, the applicant must have experience, within the last five years, in
4 of the following 8 areas:
- Biohazard control (i.e., blood borne pathogens, infection control)
- Chemical safety
- Ergonomics
- Fire safety
- First aid
- Physical and environmental (i.e., electrical, equipment, spills,
  waste management, shipping)
- Safety management (i.e., 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.

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:** Download and print the experience documentation form corresponding to your qualification category and route from the ASCP website at 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 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.
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 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 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
• Click on “Profile & Settings” link
• Update email address and save

MAILING ADDRESS CHANGE

It is your responsibility to keep your mailing address current. 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
• 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
• 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.
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
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.

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.

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
This qualification will not, in itself, entitle the individual to membership in ASCP. Individuals must be ASCP certified as a technician, technologist or specialist to be eligible for ASCP membership. Individuals awarded qualification may use their credential in the following manner:

- Mary Smith, QIACM (for individuals who are ASCP qualified)
- Mary Smith, CT(ASCP)QIACM (for individuals who are ASCP qualified and also ASCP certified)

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

* 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.
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 specialty 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., QIHCM].

**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 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

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contact/Credit Hours</th>
<th>Documentation (If Audited)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer offered courses (e.g., in-service, instrument training, vendor sponsored, etc.)</td>
<td>1 contact hour (50-60 minutes)</td>
<td>Letter/certificate/signed attendance</td>
</tr>
<tr>
<td>College/university coursework</td>
<td>1 quarter hour = 10 contact hours (1 semester hour = 15 contact hours (Points not to exceed 50% of total required)</td>
<td>Official transcript (no copies)</td>
</tr>
<tr>
<td>Research and preparation for presentation or workshop (first time only)</td>
<td>5 contact hours (Points not to exceed 50% of total required)</td>
<td>Copy of syllabus, program or letter from organization that indicates content, length of teaching time and name of the organization</td>
</tr>
<tr>
<td>Authoring a book</td>
<td>21 contact hours</td>
<td>Title page of publication and table of contents containing author name</td>
</tr>
<tr>
<td>• over 300 pages</td>
<td>14 contact hours</td>
<td></td>
</tr>
<tr>
<td>• less than 300 pages</td>
<td>7 contact hours</td>
<td></td>
</tr>
<tr>
<td>• chapter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editing a book</td>
<td>5 contact hours (per year)</td>
<td>Copy of cover or inside page containing editor names</td>
</tr>
<tr>
<td>Presenting posters/exhibits</td>
<td>3 contact hours</td>
<td>Abstract identifying poster session, meeting program or brochure identifying presentation</td>
</tr>
<tr>
<td>Serving on an active examination committee or qualification workgroup</td>
<td>3 contact hours (per year)</td>
<td>Letter from organization verifying participation, in what capacity and dates of service</td>
</tr>
<tr>
<td>Serving on committees/boards related to a relevant field</td>
<td>2 contact hours (per year)</td>
<td>Letter from organization verifying participation, in what capacity and dates of service</td>
</tr>
</tbody>
</table>

*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@facsusa.com
Website: www.facsusa.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
212-693-1469 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 Evaluators, 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).
Qualifications

Qualification in Apheresis, QIA
Qualification in Immunohistochemistry, QIHC
Qualification in Laboratory Safety, QLS