



PLEASE KEEP THIS BOOKLET UNTIL
YOU SUCCESSFULLY PASS THE
QUALIFICATION EXAMINATION.


ASCP BOARD OF CERTIFICATION

Procedures for Qualification

Revised 7/2017



ASCP
**BOARD OF
CERTIFICATION**®



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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ASCP Board of Certification

REVISED 7/2017

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ASCP BOARD OF CERTIFICATION

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 500,000 individuals have been certified. 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

What are the advantages of completing a Qualification?

- Visible recognition of specific skills in a technical area with the Qualification initials after the ASCP credentials
- 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 successfully complete a work sample project (QLI) or examination (QIA, QIHC, QLS). Candidates who complete the Qualification process, will receive a Certificate of Qualification which is valid for three years.

The Qualification may be requalified every three years upon completion of acceptable continuing education related to the area of Qualification. The Qualification will not, in itself, entitle the individual to ASCP membership. Requalification application forms are located at www.ascp.org/qualification.

Qualification Process

Step 1: Meet the eligibility requirements for the appropriate Qualification before submitting your application.

Step 2: Complete the online application (see page 10) and submit the following:

- Appropriate application fee
Application fees are non-refundable
- Necessary documentation required to verify your eligibility (see pages 8-9).

Step 3: Receive notification by email to take the Qualification examination upon determination of your examination eligibility.

Step 4: QIA, QIHC, and QLS: Schedule and successfully complete your self-administered examination at the date and time of your choice within the 60 day time period indicated on your Admission Notification.

QLI: Upon eligibility you will receive electronically the QLI Project Booklet. Your QLI Project must be electronically returned to the BOC office within 90 days.

Step 5: Receive your examination score. **QIA, QIHC, and QLS:** receive your final examination score and certificate within ten (10) business days of the date of your examination.

QLI: Allow three (3) months for scoring, reporting and certificate delivery.

Congratulations on your decision to apply for Qualification by the ASCP Board of Certification, the certification 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 as stated and are able to provide the appropriate documentation before submitting your application form and fee.

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.

Qualification	Application Fee
Qualification in Apheresis, QIA	\$240
Qualification in Immunohistochemistry, QIHC	\$240
Qualification in Laboratory Informatics, QLI	\$240
Qualification in Laboratory Safety, QLS	\$240

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

The Qualification must be revalidated every three years upon completion of acceptable continuing education related to the area of Qualification.

Qualification Requirements

Qualification in Apheresis, QIA

To be eligible for this category, an applicant must satisfy the requirements 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; **OR**

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; **OR**

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; **OR**

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; **OR**

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; **OR**

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 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 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 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

Successful completion of an online examination is required.

Qualification in Immunohistochemistry, QIHC

Current eligibility requirements are effective until September 30, 2017.

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

Route 1: ASCP certified as a technologist/scientist (HTL, MT/MLS, CT, BB, C, H, I or M) or specialist certification (SBB, SC, SCT, SH, SI, SM or SV), 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; OR

Route 2: ASCP technician certification (HT, MLT), AND twelve (12) 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; OR

Route 3: Baccalaureate degree or higher from a regionally accredited college/university, AND eighteen (18) 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.

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

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

- Immunohistochemical and/or Immunofluorescence Preparations. All of 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.

IMPORTANT: Effective October 1, 2017 the eligibility requirements for the Qualification in Immunohistochemistry are revised as follows:

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; OR

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; OR

Route 3: MLT(ASCP) or MLT(ASCP)ⁱ 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; OR

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

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 Informatics, QLI

To qualify, you must meet one of the following requirements:

Route 1: ASCP technologist/scientist or specialist certification, AND a baccalaureate degree from a regionally accredited college/ university, AND one year* of full time acceptable experience in Laboratory Informatics in the U.S., Canada or an accredited laboratory** within the last four years to fulfill requirements listed; **OR**

Route 2: MLT(ASCP) or HT(ASCP) certification, AND one year* full time acceptable experience in Laboratory Informatics in the U.S. Canada or an accredited laboratory** within the last four years, AND two years of full time acceptable clinical laboratory experience in the U.S., Canada or an accredited laboratory**; **OR**

Route 3: Baccalaureate degree or higher from a regionally accredited college/university including 16 semester (24 quarter) hours of biological science with one semester of microbiology, 16 semester (24 quarter) hours of chemistry with one semester in organic or biochemistry, one semester (one quarter) of mathematics, AND one year* of full time acceptable experience in Laboratory Informatics in the U.S., Canada or an accredited laboratory** within the last four years, AND two years of full time acceptable clinical laboratory experience in the U.S., Canada or an accredited laboratory**.

* *The year experience may include a three (3) month clinical practicum offered through an accredited college/university, AND nine (9) months of experience.*

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

To fulfill experience for the Qualification in Laboratory Informatics, the candidate must document experience within the last four years in **seven** of the **nine** categories below:

- Bidirectional Interfaces: system to instrument (e.g., analysis of interface messages)
- Bidirectional Interfaces: system to system (e.g., analysis of interface messages)
- Coding and nomenclature systems
- Computer system and data quality assurance
- Hardware/software change management and quality control
- Informatics system disaster recovery
- Policy and procedure development
- Security: physical data and administrative control
- Software installation, validation and maintenance

Experience is also required in **six** of the **fourteen** categories below:

- Autoverification support
- Billing and charge capture
- Budgeting and cost/benefit analysis
- Data mining
- Database administration
- Hardware installation and maintenance
- Information system selection and procurement
- LIS user teaching/training
- Management Reports
- Middleware
- Network and data communications
- Regulatory compliance for clinical information systems and data
- Rule writing and calculations
- System analysis

A work project is required.

Qualification in Laboratory Safety, QLS

To qualify, you must meet one of the following requirements:

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; **OR**

Route 2: ASCP or ASCPⁱ technician 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; **OR**

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*

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 8 following 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

Successful completion of an online examination is required.



Official Documents Required

Documentation Required

Eligibility to take a qualification examination is established by:

- Meeting the stated minimum requirements for the particular Qualification
- Submission of the appropriate online application
- Payment of the appropriate application fee
- Submission of all appropriate documentation including official transcripts indicating the appropriate degree

Before your eligibility can be determined, you must submit the appropriate documents verifying that you meet the current ASCP Board of Certification requirements.

Verification of Academic Education

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

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

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.

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

HLC—Higher Learning Commission

MSA—Middle States Association of Colleges and Schools

NWCCU—Northwest Commission on Colleges and Universities

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

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

WASC-ACCJR or ACSCU—Western Association of Schools and Colleges.

Note: A three year baccalaureate degree from a Canadian University is not acceptable. A minimum four year baccalaureate degree is required for ALL Qualification categories.

Academic work completed at colleges and universities outside of the United States and Canada—the official transcript must be evaluated by an evaluation agency listed in Appendix A.

Only evaluations from these listed agencies will be accepted. Contact the agency directly for information on obtaining an evaluation verifying U.S. degree equivalency. The original or notarized copy of the evaluation showing degree equivalency and a subject breakdown if required must be submitted when you apply for examination.

Verification of Experience

Experience Documentation Forms

Required experience must be completed and documented before you will be determined eligible for examination. Only 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 experience:

Step 1: Experience documentation forms (for the appropriate Qualification category and route number) must be downloaded and printed from the ASCP website at www.ascp.org/qualification.

Step 2: The 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. **Experience documentation forms will be audited to verify authenticity.**

Step 3: Mail the experience documentation form(s) and letter(s) of authenticity to:

ASCP Board of Certification
33 W. Monroe St., 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 3/1/2014; experience acceptable from 3/2004 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.



Completing the Application Form

Step 1: Carefully and completely review the eligibility requirements of the Qualification you have chosen (pages 4-7) to ensure that you meet all the requirements as specified.

Application fees are non-refundable.

Step 2: A separate online application must be completed for each Qualification for which you apply. There are no deadline dates for applications. Applications are processed as they are received.

Step 3: Carefully follow the instructions on the online application, completing all sections as indicated.

Step 4: 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.

Step 5: Download the appropriate experience documentation forms, have your supervisor complete them and attach a letter of authenticity. Mail To:

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

Faxed experience documentation forms and letters of authenticity will not be accepted.

Step 6: Contact your college/university and request that an official transcript be mailed to the ASCP Board of Certification at the following address:

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

Credit Card Payments for Online Applications

Individuals submitting online applications for U.S. qualification examinations must complete the payment process by credit card.

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. To update your email address go to www.ascp.org/login and click on "Profiles and Settings". Failure to keep the Board of Certification informed of your current email address will result in non-receipt of important information.

Mailing Address Change: It is your responsibility to keep your mailing address current. To update your mailing address go to www.ascp.org/login and click on "Profiles and Settings". 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.

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

Please follow these steps:

- Go to www.ascp.org/login
- Under "BOC Activities" click on "Name Change"
- Complete the Name Change request form and upload your official documentation in an electronic format

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

Application Processing

Review of Documents

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 receipt of your application if any documentation is missing.

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 a notification with instructions for scheduling an appointment to take the examination.

Ineligibility

If you are not determined eligible for examination, you will receive a notification.

Application fees are non-refundable. Be sure you meet the eligibility requirements as stated and are able to provide the appropriate documentation before submitting your application and application fee.

Study Materials

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

Scheduling Your Examination

QIA, QIHC, and QLS: Once your application and eligibility documentation has been approved by BOC, you will receive an Admission Notification email containing an authorization number to 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 at the date and time of your choice within the 60 day time period indicated on your Admission Notification.

QLI: Once your application and eligibility documentation has been approved by BOC, you will receive electronically the QLI Project Booklet. Your QLI Project must be electronically returned to the BOC office within 90 days.

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 (QIA, QIHC and QLS) within a 60 day time period indicated on your Admission Notification. You will not receive any refund of your application fee nor can it be transferred to another examination period if you do not electronically return to the BOC office your work project (QLI) within 90 days. **A full application fee will be required to reschedule the examination.**

Reapplying for Examination

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

QLI applicants: if you cancel, do not submit your QLI Project 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 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.

Examination Results

Results and Certificate

QIA, QIHC, and QLS: You will receive your examination score along with your certificate within ten business days of your examination date.

QLI: Because of the nature of the evaluation, allow approximately three months for scoring, reporting and certificate delivery.

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 who have been qualified may indicate this qualification through the use of initials in the following manner:

- Mary Smith, QIA^{CM} (for individuals who are ASCP qualified)
- Mary Smith, CT(ASCP)QIA^{CM} (for individuals who are ASCP qualified and also ASCP certified)

Requalification

Requalification

In order to maintain your qualification, you must requalify every three years by completing 6 contact hours of acceptable continuing education in the area of qualification OR 3 contact hours of acceptable continuing education in the area of qualification and 3 contact hours of other activities related to the qualification.

Individuals who allow their qualification to expire will be permitted to reinstate their expired qualification by completing the Requalification application documenting all points earned as required by the qualification category, submitting the current application fee, as well as a reinstatement fee of \$50. If the qualification is expired for more than ten years, the individual will be required to retake the online examination for: QIA, QIHC, and QLS. For QLI, the individual will be required to submit a work project.

Instructions for Completing the Requalification Reapplication Form

- Step 1: Complete the paper Qualification Requalification Form** by documenting the 6 required contact hours of continuing education for your qualification category. List the CE provider, course or activity, number of contact hours/CEs assigned and date of completion. A PDF of the three year Qualification Requalification Application Form to download and print, may be found at this link on the ASCP website: www.ascp.org/Qualification
- Step 2: Submit your completed Requalification Form and the \$50 application fee** (by check/money order or credit card) one month prior to the date your current qualification is due to expire. (Faxed forms will not be accepted) Records are updated within the month the qualification expires. **(Application fees are non-refundable.)**
- Step 3: Save back-up documentation** for your CE activities. Documentation will only be necessary in the event your requalification form is selected for audit.

Mailing Address

Mail completed Requalification Form and fee(s) by regular mail through the United States Postal Service to the following address:

**ASCP Board of Certification
3462 Eagle Way
Chicago, IL 60678**

Please do not send applications and fees by fax, Federal Express, UPS, Express Mail, Certified or Registered Mail or any overnight courier service as they will not reach the BOC office.

Subject Areas for Continuing Education

Suggested Subject Areas for Continuing Education* For Requalification of Qualification in Apheresis (QIA)

Apheresis Subject Areas:

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

* Acceptable continuing education is not limited to the subjects on this list. If you are unsure about the acceptability of a subject, please contact the ASCP Board of Certification.

Other Activities (3 contact hours of other acceptable continuing education)

ACTIVITY	CONTACT/CREDIT HOURS (If Audited)	DOCUMENTATION*
Employer offered courses (e.g., in-service, vendor sponsored)	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 & preparation for presenting a workshop (first time only)	5 contact hours	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"> • over 300 pages • less than 300 pages • chapter 	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	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/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/year	Letter from organization verifying participation, in what capacity and dates of service

Suggested Subject Areas for Continuing Education* For Revalidation of Qualification in Immunohistochemistry (QIHC)

Immunohistochemistry Subject Areas:

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

* Acceptable continuing education is not limited to the subjects on this list. If you are unsure about the acceptability of a subject, please contact the ASCP Board of Certification.

Suggested Topic Areas for Continuing Education* For Requalification of 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 messages
12. Management reports
13. Middleware
14. Network and data communications
15. Quality Control
16. Pathology Informatics
17. Regulatory compliance for clinical information systems and data
18. RHIO and HIE
19. Rule writing and calculations
20. Security: physical data and administrative control

21. Software installation, validation and maintenance

22. System or vendor training

* *Acceptable topics for continuing education are not limited to the topics on this list. If you are unsure about the acceptability of a subject, please contact the Board of Certification. It is your responsibility to submit certificates to the Board of Certification that list the provider of the course, the subject of the course and the contact hours awarded for each course.*

Suggested Subject Areas for Continuing Education* For Revalidation of Qualification in Laboratory Safety (QLS)

Laboratory Safety Subject Areas:

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

* *Acceptable continuing education is not limited to the subjects on this list. If you are unsure about the acceptability of a subject, please contact the ASCP Board of Certification.*



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: www.eval_caree@yahoo.com

Education 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 Credential Services, Inc.
P O Box 400
Glen Carbon, IL 62034
618-288-1661
618-288-1691 FAX
Email: facsa@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

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 Street, 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 Road, 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 Avenue
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

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.

ASCP Board of Certification Procedures for Qualification

REVISED 7/2017

Qualification in Apheresis, QIA

Qualification in Immunohistochemistry, QIHC

Qualification in Laboratory Informatics, QLI

Qualification in Laboratory Safety, QLS



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