JULY 2018
Please keep this booklet until you successfully pass the certification examination.

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

- Five pathologists (nominated by the ASCP); including one member of the American Society of Hematology
- Five laboratory professionals (nominated by the ASCP); including one member of the American Association for Clinical Chemistry
- Four representatives from the American Society for Clinical Laboratory Science (ASCLS)
- Two representatives from the Association of Genetic Technologists (AGT)
- One representative from each of the following six additional participating specialty societies:
  » AABB
  » American Association of Pathologists’ Assistants
  » American Society for Microbiology
  » American Society of Cytopathology
  » Clinical Laboratory Management Association
  » National Society for Histotechnology
- One public member
- Past Board of Governors Chair
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 take the appropriate examination (QIA, QIHC, QLS). Candidates who complete the Qualification process, will receive a wall Certificate of Qualification which is valid for three years.

The Qualification must be revalidated every three years by completing continuing education related to the area of Qualification. The Qualification will not, in itself, entitle the individual to ASCP membership. Requalification requirements and application form are located at www.ascp.org/cmp.

Qualification Process

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

STEP 2
Complete the online application (see page 8) and submit the following:
- Application fee. Application fees are non-refundable.
- Necessary documentation required to verify your eligibility (see page 7).

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

STEP 4
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.

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 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 the 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.

<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.

The Qualification must be revalidated every three years by completing 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 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).

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 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

Qualification in Immunohistochemistry, QIHC

To be eligible for this Qualification, an applicant must satisfy the 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.

* 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.
Qualification Requirements

Qualification in Laboratory Safety, QLS

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

ROUTE 1
- ASCP or ASCP certification (HT, MLT)
- 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 ASCP 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
- 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.

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

The applicant should have participated in QUALITY ASSURANCE related to ALL of the following:
- 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.

ROUTE 3

- MLT(ASCP) or MLT(ASCP) 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.

ROUTE 1

- ASCP or ASCP 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 ASCP 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

DIRECT PERFORMANCE

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
- 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.

DIRECT PERFORMANCE
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
- MSCH—Middle States Commission on Higher Education
- 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-ACCSR 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.

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.

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](http://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

FULL AND PART-TIME WORK EXPERIENCE DEFINED

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

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

Please contact the ASCP Board of Certification office prior to applying if you have any questions concerning part-time experience. The number of years of experience required must be completed within the time frame, specified in the requirements, calculated from the date of application (e.g., application submitted 3/1/2018; experience acceptable from 3/2008 for a ten-year time frame).

ASCBP CERTIFIED APPLICANTS

Although you may be ASCBP 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 4-5) 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. Carefully follow the instructions and complete all sections as indicated.

STEP 3
Submit your application fee online by credit card.
If you are unable to submit your application fee online with a credit card, pay-by-mail instructions are available upon the completion of the application process.

STEP 4
Download and print 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 5
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

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” on top tool bar
• 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.
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.

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:
• Go to www.ascp.org/login
• Under BOC Activities, click on "Completed BOC Exam Applications"
• Click on the “Show Details” for current status

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

SCHEDULING YOUR EXAMINATION
Once your application and eligibility documentation has been approved by the 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.

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 a 60 day time period indicated on your Admission Notification.

REAPPLYING FOR EXAMINATION
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.

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
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 who have been qualified may indicate this qualification through the use of initials 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)
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.

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/cmp.

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

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 APERESIS (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.
SUGGESTED SUBJECT AREAS FOR CONTINUING EDUCATION* FOR REQUALIFICATION 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.

SUGGESTED SUBJECT AREAS FOR CONTINUING EDUCATION* FOR REQUALIFICATION 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.
### SUGGESTED CONTINUING EDUCATION ACTIVITIES

1 CE credit = 1 contact hour

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>CONTACT/CREDIT HOURS (If Audited)</th>
<th>DOCUMENTATION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer offered courses (e.g., in-service, vendor sponsored)</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</td>
<td>Official transcript (no copies)</td>
</tr>
<tr>
<td>Research &amp; preparation for presenting a workshop (first time only)</td>
<td>5 contact hours</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>Authoring a book, chapter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editing a book</td>
<td>5 contact hours</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/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/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.
APPENDIX A
Acceptable Evaluation Agencies for Foreign Transcripts

P O Box 18358
Long Beach, CA 92817
714-237-9272
714-237-9279 FAX
Email: eval_career@yahoo.com
Website: www.ece.org

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

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

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

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

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

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

A foreign transcript evaluation with subject breakdown is required.

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

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

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

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

Josef Silny & Associates, Inc.
International Education Consultants
7101 SW 102nd Ave
Miami, FL 33173
305-273-1616
305-273-1338 FAX
Email: info@jsilny.com
Website: www.jsilny.com

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

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

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