

APPLICATION STATUS

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When the status of your examination application changes (i.e., is determined deficient, ineligible, eligible, etc.) you will receive an email notification informing you to login to your ASCP account for specific information/details regarding the status of your application. All notifications regarding the status of your application (from submission to examination results) are accessed by logging into your ASCP account. To access your ASCP account:

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

DETERMINATION OF ELIGIBILITY

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

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

INELIGIBILITY

If you are not eligible for examination, you will receive notification sent to the email you provided on your application. Be sure you meet the eligibility requirements as stated and are able to provide the appropriate documentation before submitting your application and fee. Application fees are non-refundable. If you receive notification indicating you are ineligible for examination, you have the option of appealing this decision. If you wish to appeal the decision regarding your ineligibility, please follow the appeals process located at: <http://www.ascp.org/board-of-certification/about-boc>