

July 2015

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

# IMPORTANT NEW INFORMATION ENCLOSED

ASCP BOARD OF CERTIFICATION

## U.S. (only) Procedures for Examination & Certification



Cytotechnologist (CT)<sup>CM</sup>  
Diplomate in Laboratory Management (DLM)<sup>CM</sup>  
Donor Phlebotomy Technician (DPT)<sup>CM</sup>  
Histotechnician (HT)<sup>CM</sup>  
Histotechnologist (HTL)<sup>CM</sup>  
Medical Laboratory Scientist (MLS)<sup>CM</sup>  
Medical Laboratory Technician (MLT)<sup>CM</sup>  
Pathologists' Assistant (PA)<sup>CM</sup>  
Phlebotomy Technician (PBT)<sup>CM</sup>  
Specialist in Blood Banking (SBB)<sup>CM</sup>

Specialist in Chemistry (SC)<sup>CM</sup>  
Specialist in Cytotechnology (SCT)<sup>CM</sup>  
Specialist in Hematology (SH)<sup>CM</sup>  
Specialist in Microbiology (SM)<sup>CM</sup>  
Technologist in Blood Banking (BB)<sup>CM</sup>  
Technologist in Chemistry (C)<sup>CM</sup>  
Technologist in Cytogenetics (CG)<sup>CM</sup>  
Technologist in Hematology (H)<sup>CM</sup>  
Technologist in Microbiology (M)<sup>CM</sup>  
Technologist in Molecular Biology (MB)<sup>CM</sup>



ASCP  
**BOARD OF  
CERTIFICATION**®

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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

JULY 2015

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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 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

## Accreditation

The ASCP Board of Certification is accredited by the American National Standards Institute (ANSI) for certification programs where certificants complete the Certification Maintenance Program (CMP) and hold the following credentials:

Cytotechnologist, **CT(ASCP)<sup>CM</sup>**  
Diplomate in Laboratory Management, **DLM(ASCP)<sup>CM</sup>**  
Donor Phlebotomy Technician, **DPT(ASCP)<sup>CM</sup>**  
Histotechnician, **HT(ASCP)<sup>CM</sup>**  
Histotechnologist, **HTL(ASCP)<sup>CM</sup>**  
Medical Laboratory Scientist, **MLS(ASCP)<sup>CM</sup>**  
Medical Laboratory Technician, **MLT(ASCP)<sup>CM</sup>**  
Pathologists' Assistant, **PA(ASCP)<sup>CM</sup>**  
Phlebotomy Technician, **PBT(ASCP)<sup>CM</sup>**  
Specialist in Blood Banking, **SBB(ASCP)<sup>CM</sup>**  
Specialist in Chemistry, **SC(ASCP)<sup>CM</sup>**  
Specialist in Cytotechnology, **SCT(ASCP)<sup>CM</sup>**  
Specialist in Hematology, **SH(ASCP)<sup>CM</sup>**  
Specialist in Microbiology, **SM(ASCP)<sup>CM</sup>**  
Technologist in Blood Banking, **BB(ASCP)<sup>CM</sup>**  
Technologist in Chemistry, **C(ASCP)<sup>CM</sup>**  
Technologist in Cytogenetics, **CG(ASCP)<sup>CM</sup>**  
Technologist in Hematology, **H(ASCP)<sup>CM</sup>**  
Technologist in Microbiology, **M(ASCP)<sup>CM</sup>**  
Technologist in Molecular Biology, **MB(ASCP)<sup>CM</sup>**

ANSI awards accreditation to personnel certification agencies that meet the International ISO Standard 17024.



## Certification and Maintenance of Certification

Certification is the process by which a non-governmental agency or association grants recognition of competence to an individual who has met certain predetermined qualifications, as specified by the agency or association.

The ASCP Board of Certification provides a mechanism for these individuals to be recognized as having the necessary competence to perform the medical laboratory roles they seek. This mechanism is called certification.

ASCP BOC certification is time-limited for three years. To remain valid, certification must be maintained by completing the Credential Maintenance Program (CMP) as described on pages 26 – 27.

## Certification Process

- Step 1** Meet the eligibility requirements for the appropriate examination category as shown on pages 4 to 16 before submitting your application.
- Step 2** Complete the online application (see page 21) and submit the following:
  - Appropriate application fee (credit card or check)  
**Application fees are non-refundable**
  - Necessary documentation required to verify your eligibility (see pages 17-19).
- Step 3** Receive notification by email to take the examination on computer at a Pearson Professional Center within a **three-month period**, upon determination of your examination eligibility.
- Step 4** Schedule an appointment to take the examination within the **three-month period** indicated in your admission notification.
- Step 5** Take the examination at the Pearson Professional Center of your choice. (Appendix A, page 28)  
Immediately after you complete the examination, you will see your preliminary pass/fail result on the computer screen.
- Step 6** Receive notification email to login and view your final examination score.
- Step 7** Receive your certificate in approximately 4-6 weeks verifying your certification upon passing the examination, valid for three years, and the Credential Maintenance Program booklet containing information on maintaining your certification.

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

## Applicants with a Disability

Notify the ASCP Board of Certification office in writing at the time of application if you wish to request testing modifications.

An applicant who wishes to request modifications in the examination environment because of a disability must notify the ASCP Board of

Certification office in writing at the time of application and provide a **letter of diagnosis from an appropriate professional specifying the needed modification**. The ASCP Board of Certification will consider modification of the testing conditions on a case-by-case basis.

The ASCP Board of Certification will work directly with the applicant and proctors at the test centers to make modifications in the testing environment which make it possible for an individual with a disability to take an examination under conditions which will accurately reflect the individual's aptitude or achievement level. Such modifications may include providing auxiliary aids and services to an applicant with a disability.

**NOTE:** Once a candidate has received their Admission Notification, requests for testing modifications will not be accepted.

## Certification Categories and Application Fees

**Application fees are non-refundable.** Be sure you choose the correct category of examination and you meet the eligibility requirements as stated and are able to provide the appropriate documentation when submitting your application form and application fee. **If you determine that you have applied for an incorrect certification examination, our office will be unable to change the category of examination.**

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.

Category of Examination	Application Fee
Phlebotomy Technician, PBT(ASCP)	\$135
Donor Phlebotomy Technician, DPT(ASCP)	\$135
Histotechnician, HT(ASCP)	\$215
Medical Laboratory Technician, MLT(ASCP)	\$215
Medical Laboratory Scientist, MLS(ASCP)	\$240
Cytotechnologist, CT(ASCP)	\$240
Histotechnologist, HTL(ASCP)	\$240
Technologist in Blood Banking, BB(ASCP)	\$240
Technologist in Chemistry, C(ASCP)	\$240
Technologist in Cytogenetics, CG(ASCP)	\$240
Technologist in Hematology, H(ASCP)	\$240
Technologist in Microbiology, M(ASCP)	\$240
Technologist in Molecular Biology, MB(ASCP)	\$240
Specialist in Blood Banking, SBB(ASCP)	\$290
Specialist in Chemistry, SC(ASCP)	\$290
Specialist in Cytotechnology, SCT(ASCP)	\$290
Specialist in Hematology, SH(ASCP)	\$290
Specialist in Microbiology, SM(ASCP)	\$290
Pathologists' Assistant, PA(ASCP)	\$530
Diplomate in Laboratory Management, DLM(ASCP)	\$405

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

# Examination Eligibility Requirements

## TECHNICIAN CERTIFICATION

### DPT(ASCP) Donor Phlebotomy Technician

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** PBT (ASCP) certification, AND 25 successful donor collections in the U.S., Canada or an accredited laboratory\* within the last year; **OR**

**Route 2:** High school graduation (or equivalent), AND completion of an acceptable donor phlebotomy structured program within The Joint Commission or CAP accredited institution, AND 50 successful donor collections in the U.S., Canada or an accredited laboratory\* within the last two years; **OR**

**Route 3:** High school graduation (or equivalent), AND completion of one year full time acceptable experience as a donor phlebotomy technician in an accredited facility in the U.S., Canada or an accredited laboratory\* within the last two years; **OR**

**Route 4:** High school graduation (or equivalent), AND successful completion of RN, LPN or other accredited allied health professional/occupational education, AND donor phlebotomy training with 50 successful donor collections in the U.S., Canada or an accredited laboratory\*. Applicants must submit a notarized copy of their current state/provincial license for RN or LPN or a notarized copy of a certificate of completion from the accredited allied health program they completed.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

### HT(ASCP) Histotechnician

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** Successful completion of a NAACLS accredited Histotechnician program within the last 5 years prior to the date of application for examination; **OR**

**Route 2:** At least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry (must include credit hours in both), or an associate degree from a regionally accredited college/university,

with a combination of 12 semester hours (18 quarter hours) of biology and chemistry (must include credit hours in both), AND one year full time acceptable experience in a histopathology (clinical, veterinary, industry or research) laboratory in the U.S., Canada or an accredited laboratory\* within the last ten years.

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for the HT will be revised as follows: At least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry (must include credit hours in both), or an associate degree from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry (must include credit hours in both), AND one year full time acceptable experience in a histopathology (clinical, veterinary, industry or research) laboratory in the U.S., Canada or an accredited laboratory\* within the last five years.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

### Laboratory Experience

To fulfill the experience requirement for the Histotechnician examination, you must have experience, within the last ten years, in ALL of the following areas:

- Fixation
- Microtomy
- Processing
- Staining

### MLT(ASCP) Medical Laboratory Technician

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a college/university accredited by a recognized regional or national accreditation agency, AND successful completion of a NAACLS or ABHES accredited MLT program within the last 5 years; **OR**

**Route 2:** An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology, AND CLA(ASCP)\* certification; **OR**

**Route 3:** An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology, AND successful completion of a 50 week U.S. military medical laboratory training course within the last ten years\*\*; OR

**Route 4:** An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology, AND three years full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology, and Urinalysis/Body Fluids in the U.S., Canada or an accredited laboratory\*\*\* within the last ten years.

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for the MLT will be revised as follows: An associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology, AND three years full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology, and Urinalysis/Body Fluids in the U.S., Canada or an accredited laboratory\*\*\* within the last six years.

\* *CLA(ASCP) certification was discontinued in 1982. Only applicants previously certified CLA(ASCP) may apply under Route 2.*

\*\* *Official or notarized documentation of your military code (NEC, MOS, or AFSC code or 68K), certificate verifying completion of training or letter from Program Director documenting program completion date or notarized copy of your DD214 form or ER.B must be submitted with your application form. For detailed information visit page 19.*

\*\*\* *CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189.*

## PBT(ASCP) Phlebotomy Technician

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** High school graduation (or equivalent), AND completion of a NAACLS approved phlebotomy program within the last five years; OR

**Route 2:** High school graduation (or equivalent), AND completion of an acceptable two-part formal structured phlebotomy program in the U.S., Canada or an accredited laboratory within the last five years. This two-part program, to be arranged by the program director, must consist of: 40 clock hours of classroom training, including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations (e.g., safety, quality control, etc.), AND 100 clock hours of clinical training and orientation in an accredited laboratory\* with a minimum performance of 100

The PBT(ASCP) Phlebotomy Technician category requires applicants to satisfy one of seven different routes.

successful unaided blood collections including venipunctures and skin punctures; OR

**Route 3:** High school graduation (or equivalent), AND completion of one year full time acceptable work experience as a phlebotomy technician in an accredited laboratory\* within the last five years. This experience must include venipunctures and skin punctures. (Full time experience is considered thirty-five hours per week); OR

**Route 4:** High school graduation (or equivalent), AND successful completion of RN, LPN or other acceptable accredited allied health professional/occupational education which includes phlebotomy training and orientation in an accredited laboratory\* with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures. Applicants must submit a notarized copy of their current state/provincial license for RN or LPN or notarized copy of a certificate of completion from the accredited allied health program they completed; OR

**Route 5:** MT/MLS(ASCP) or MLT(ASCP) certification; OR

**Route 6:** DPT(ASCP) certification AND a minimum performance of 100 successful unaided non-donor blood collections including venipunctures and skin punctures in an accredited laboratory\* within the last 5 years; OR

**Route 7:** High school graduation (or equivalent), AND completion of a phlebotomy program approved by the California Department of Public Health\*\* within the last five years.

\* *CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189*

\*\* *If you are a California resident and have completed a California Dept. of Public Health approved phlebotomy program, a training documentation form is required. This form must be completed by your program official and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by your program official and include the date and signature of the program official verifying the accuracy of the information on the training documentation form.*

# Examination Eligibility Requirements

## TECHNOLOGIST CERTIFICATION

### MLS(ASCP) Medical Laboratory Scientist

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** A baccalaureate degree from a regionally accredited college/university including courses in biological science, chemistry and mathematics, AND successful completion of a NAACLS accredited Medical Laboratory Scientist program within the last 5 years; OR

**Route 2:** MLT(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND two years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Urinalysis/Body Fluids in the U.S., Canada or an accredited laboratory\* within the last ten years; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for the MLS will be revised as follows: MLT(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND two years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology, and Urinalysis/Body Fluids in the U.S., Canada or an accredited laboratory\* within the last four years.

**Route 3:** CLA(ASCP)\*\* certification, AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND four years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Urinalysis/Body Fluids in the U.S., Canada or an accredited laboratory\* within the last ten years; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 3 eligibility route for the MLS will be revised as follows: CLA(ASCP)\*\* certification, AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester

in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND four years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology, and Urinalysis/Body Fluids in the U.S., Canada or an accredited laboratory\* within the last eight years.

**Route 4:** A baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND five years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Urinalysis/Body Fluids in the U.S., Canada or an accredited laboratory\* within the last ten years.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* CLA(ASCP) certification was discontinued in 1982. Only applicants previously certified as CLA(ASCP) may apply under Route 3.

### BB(ASCP) Technologist in Blood Banking

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** MT/MLS(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university; OR

**Route 2:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory\* within the last ten years; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for BB will be revised as follows: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory\* within the last five years;



**Route 3:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND successful completion of a structured program in blood banking under the auspices of a NAACLS accredited Medical Laboratory Scientist Program\*\* within the last five years. The structured program in blood banking must be equivalent to the curriculum for blood banking in the Medical Laboratory Scientist Program; **OR**

**Route 4:** Master's or doctorate in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory sciences or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory\* within the last ten years; **OR**

**IMPORTANT INFORMATION:**

Effective January 1, 2017 the Route 4 eligibility route for BB will be revised as follows: Master's or doctorate in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory sciences or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in blood banking in the U.S., Canada or an accredited laboratory\* within the last five years;

**Route 5:** Baccalaureate degree or post baccalaureate degree in medical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences, AND successful completion of a program accredited by NAACLS as a Medical Laboratory Scientist Program\*\* within the last five years.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* A training documentation form is required ([www.ascp.org/certification](http://www.ascp.org/certification)). The training

documentation form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the training documentation form.

## Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Blood Banking examination, you must have clinical laboratory experience within the last ten years in all of the following procedures:

**IMPORTANT INFORMATION:**

Effective January 1, 2017 the BB Clinical Laboratory Experience will be revised as follows: To fulfill the experience requirement for the Technologist in Blood Banking examination, you must have clinical laboratory experience within the last five years in all of the following procedures:

### Serologic Testing

- ABO and Rh typing
- Antibody detection and identification
- Crossmatching
- Direct antiglobulin tests
- Test for other blood group antigens

### Routine Problem Solving

- Transfusion reactions
- Immune hemolytic anemias
- Indications for transfusion
- Hemolytic disease of the fetus and newborn (HDFN)
- Rh immune globulin studies

### Quality Control/Quality Assurance

- Reagents, equipment

### Laboratory Operations

**Donor Collection, Processing and Testing** (Proficiency may be demonstrated through performance, observation or simulation)

- Donor selection, preparation and collection
- Processing and donor testing
- Component preparation for storage and administration

## C(ASCP) Technologist in Chemistry

To be eligible for this examination category, an applicant must satisfy the

requirements of at least one of the following routes:

**A Route of Eligibility MUST be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.**

**Route 1:** MT/MLS(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university; **OR**

**Route 2:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory\* within the last ten years; **OR**

**IMPORTANT INFORMATION:**

Effective January 1, 2017 the Route 2 eligibility route for the C will be revised as follows: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory\* within the last five years;

**Route 3:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND successful completion of a structured program in chemistry under the auspices of a NAACLS accredited Medical Laboratory Scientist Program\*\* within the last five years. The structured program in chemistry must be equivalent to the curriculum for chemistry in the Medical Laboratory Scientist Program; **OR**

**Route 4:** Master's degree (or equivalent) in chemistry or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in

chemistry in the U.S., Canada or an accredited laboratory\* within the last ten years; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for the C will be revised as follows: Master's degree (or equivalent) in chemistry or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory\* within the last five years;

**Route 5:** Baccalaureate degree or post baccalaureate degree in medical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences, AND successful completion of a program accredited by NAACLS as a Medical Laboratory Scientist Program\*\* within the last five years.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* A training documentation form is required ([www.ascp.org/certification](http://www.ascp.org/certification)). The training documentation form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the training documentation form.

## Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Chemistry examination, you must have clinical laboratory experience within the last 10 years in 8 of the 15 procedures listed:

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Clinical Laboratory Experience for the C will be revised as follows: To fulfill the experience requirement for the Technologist in Chemistry examination, you must have clinical laboratory experience within the last five years in 8 of the 15 procedures listed:

- Blood gases
- Carbohydrates
- Electrolytes
- Electrophoresis
- Enzymes
- Heme compounds
- Immunochemistry
- Lipids/lipoproteins
- Non-protein nitrogen compounds
- Point-of-care
- Proteins
- Quality control program management
- Therapeutic drug monitoring
- Toxicology
- Vitamins/hormones

## CG(ASCP) Cytogenetics

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** Baccalaureate degree from a regionally accredited college/university including courses in biological science, chemistry and mathematics, AND successful completion of a NAACLS accredited cytogenetics education program within the last 5 years; OR

**Route 2:** Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or

baccalaureate degree including 30 semester hours (45 quarter hours) of college course work in the biological, chemical and/or medical sciences from a regionally accredited college/university, AND one year full time acceptable work experience within the last three years in a cytogenetics laboratory\* in the U.S., Canada or an accredited laboratory;\*\* OR

**Route 3:** Graduate level degree (Master's or Doctorate) in Genetics or Molecular Biology from a regionally accredited college/university, AND nine months full time acceptable work experience within the last three years in an accredited cytogenetics laboratory\* in the U.S., Canada or an accredited laboratory\*\*.

\* A cytogenetics laboratory is defined as one capable of providing individuals with knowledge and practical experience in cytogenetics, including culturing, harvesting, staining, microscopic, chromosome analysis, and molecular cytogenetics.

\*\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

## CT(ASCP) Cytotechnologist

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

**Route 1:** Baccalaureate degree or higher from a regionally accredited college/university, AND successful completion of a CAAHEP accredited Cytotechnology program within the last 5 years.

## H(ASCP) Technologist in Hematology

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** MT/MLS(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university; OR

**Route 2:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory\* within the last ten years; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for the H will be revised as follows: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory\* within the last five years;

**Route 3:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of

biology, chemistry and/or medical sciences, AND successful completion of a structured program in hematology under the auspices of a NAACLS accredited Medical Laboratory Scientist Program\*\* within the last five years. The structured program in hematology must be equivalent to the curriculum for hematology in the Medical Laboratory Scientist Program; OR

**Route 4:** Master's degree (or equivalent) in biology, chemistry or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory\* within the last ten years; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for the H will be revised as follows: Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory\* within the last five years

**Route 5:** Baccalaureate degree or post baccalaureate degree in medical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences, AND successful completion of a program accredited by NAACLS as a Medical Laboratory Scientist Program\*\* within the last five years.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* A training documentation form is required ([www.ascp.org/certification](http://www.ascp.org/certification)). This form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the form.

## Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Hematology examination, you must have clinical laboratory experience within the last ten years in all of the following procedures:

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Hematology Clinical Laboratory Experience will be revised as follows: To fulfill the experience requirement for the Technologist in Hematology examination, you must have clinical laboratory experience within the time frame required in all of the following procedures:

- Blood smear, evaluation and differential
- Complete blood count
- Routine coagulation tests (e.g., PT, APTT, D-dimer)
- Quality Control: performance and evaluation

Experience is also required within the last ten years in 2 of the 3 procedures listed:

- Instrument maintenance
- Miscellaneous tests (e.g., ESR, sickle screen, manual cell count, reticulocyte)
- Other coagulation tests (e.g., fibrinogen, factor assays)

## HTL(ASCP) Histotechnologist

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry (must include credit hours in both), AND successful completion of a NAACLS accredited Histotechnician or Histotechnology program within the last 5 years; OR

**Route 2:** Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry (must include credit hours in both), AND one year full time acceptable experience in a histopathology (clinical\*, veterinary, industry or research) laboratory in the U.S., Canada or an accredited laboratory\* within the last ten years.

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for the HTL will be revised as follows:

Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry (must include credit hours in both), AND one year full time acceptable experience in a histopathology (clinical\*, veterinary, industry or research) laboratory in the U.S., Canada or an accredited laboratory\* within the last five years.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

## Clinical Laboratory Experience

To fulfill the experience requirement for the Histotechnologist examination, you must have experience, within the last ten years, in ALL of the following areas:

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Histotechnologist Clinical Laboratory Experience will be revised as follows: To fulfill the experience requirement for the Histotechnologist examination, you must have clinical laboratory experience within the time frame required in all of the following procedures:

- Fixation
- Processing
- Microtomy
- Staining

## M(ASCP) Technologist in Microbiology

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** MT/MLS(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university; OR

**Route 2:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory\* within the last ten years; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for M will be revised as follows:

Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory\* within the last five years.

**Route 3:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND successful completion of a structured program in microbiology under the auspices of a NAACLS accredited Medical Laboratory Scientist Program\*\* within the last five years. The structured program in microbiology must be equivalent to the curriculum for microbiology in the Medical Laboratory Scientist Program; OR

**Route 4:** Master's degree (or equivalent) in microbiology, or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory\* within the last ten years; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for M will be revised as follows:

Master's degree (or equivalent) in microbiology, or an appropriately related field, from a regionally accredited college/university, AND six months full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory\* within the last five years;

**Route 5:** Baccalaureate degree or post baccalaureate degree in medical laboratory science from a regionally accredited college/university, or a baccalaureate degree from a regionally accredited college/university with 30 semester hours (45 quarter hours) in the biological, chemical and/or medical sciences, AND successful completion of a program accredited by NAACLS as a Medical Laboratory Scientist Program\*\* within the last five years.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* A training documentation form is required ([www.ascp.org](http://www.ascp.org)). This form must be completed by the program director and attached to a Letter of Authenticity, printed on original letterhead, state that the training documentation form was completed by the program director and include the date and signature of the program director verifying the accuracy of the information on the form.

## Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Microbiology examination, you must have experience, within the last ten years, in 3 of 6 of the following areas:

- Bacteriology
- Molecular Microbiology
- Mycobacteriology
- Mycology
- Parasitology
- Virology

## MB(ASCP) Technologist in Molecular Biology

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

**A Route of Eligibility MUST be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.**

**Route 1:** ASCP certified as a technologist (MT/MLS, CG, CT, HTL, BB, C, H, I or M) or specialist (SBB, SC, SCT, SH, SI, SM or SV), AND a baccalaureate degree from a regionally accredited college/university; OR

**Route 2:** Baccalaureate degree from a regionally accredited college/university including courses in biological science, chemistry and mathematics, AND successful completion of a NAACLS accredited diagnostic molecular science program, within the last 5 years; OR

**Route 3:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology, chemistry and/or medical sciences, AND one year full time acceptable experience (clinical, veterinary, industry or research) in a molecular biology laboratory\* in the U.S., Canada or an accredited laboratory\*\* within the last five years; OR

**Route 4:** Graduate level degree (Master's or Doctorate) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field from a regionally accredited college/university, AND six months full time acceptable experience (clinical, veterinary, industry or research) in a molecular biology laboratory\* in the U.S., Canada or an accredited laboratory\*\* within the last five years.

\* A molecular biology laboratory is defined as one capable of providing individuals with knowledge and practical experience in all aspects of molecular analysis including, but not limited to, recombinant DNA technologies, polymerase chain reaction, and hybridization techniques.

\*\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

## Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Molecular Biology examination, you must have experience, within the last five years, in one of the following areas:

- Genetics/Genomics (i.e., mutations, inherited gene disorders, pharmacogenomics)
- Hematology/Oncology (i.e., hematologic lymphoid neoplasms/neoplasia)
- Histocompatibility (i.e., DNA-based tissue typing)
- Infectious Disease (i.e., molecular microbiology, molecular organism typing)
- Molecular Identity Testing (i.e., bone marrow engraftment, paternity, forensic)
- Solid Tumors (i.e., tumor gene markers)



# Specialist Certification

## PA(ASCP) Pathologists' Assistant

To be eligible for this examination category, an applicant must satisfy the following route:

**Route 1:** Minimum of a baccalaureate degree from a regionally accredited college/university, AND successful completion of a NAACLS accredited Pathologists' Assistant program within the last five years.

## SBB(ASCP) Specialist in Blood Banking

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** Baccalaureate degree from a regionally accredited college/university including biological science, chemistry and mathematics courses, AND successful completion of a CAAHEP accredited Specialist in Blood Bank Technology program within the last 5 years; OR

**Route 2:** MT/MLS(ASCP) certification or BB(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable experience in a clinical laboratory\* in blood banking or three years of acceptable experience as an academic educator in blood banking in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for SBB will be revised as follows: MT/MLS(ASCP) certification or BB(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable experience in a clinical laboratory\* in blood banking or three years of acceptable experience as an academic educator in blood banking in the U.S., Canada or an accredited laboratory\* **within the last six years.** These three years of experience must be acquired post baccalaureate degree;

**Route 3:** Master's or Doctorate degree in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND three years of full time acceptable experience in a clinical laboratory\* in blood banking or three years of acceptable experience as an academic educator in blood banking in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 3 eligibility route for SBB will be revised as follows: Master's or Doctorate degree in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory

sciences, or an appropriately related field, from a regionally accredited college/university, AND three years of full time acceptable experience in a clinical laboratory\* in blood banking or three years of acceptable experience as an academic educator in blood banking in the U.S., Canada or an accredited laboratory\* **within the last six years.** These three years of experience must be acquired post baccalaureate degree;

**Route 4:** Doctorate degree in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral fellowship\*\* in blood banking in the U.S. or Canada within the last ten years.

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for SBB will be revised as follows: Doctorate degree in chemistry, biology, immunology, immunohematology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral fellowship\*\* in blood banking in the U.S. or Canada **within the last five years.**

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* A copy of the certificate of completion of the post-doctoral fellowship is required.

## Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Blood Banking examination, you must have clinical laboratory experience within the last ten years in all of the following procedures:

**IMPORTANT INFORMATION:** Effective January 1, 2017 the SBB Clinical Laboratory Experience will be revised as follows: To fulfill the experience requirement for the Specialist in Blood Banking examination, you must have clinical laboratory experience **within the time frame required** in all of the following procedures:

### Serologic Testing

- ABO and Rh typing
- Antibody detection and identification
- Crossmatching
- Direct antiglobulin tests
- Tests for other blood group antigens

### Routine Problem Solving

- Transfusion reactions
- Immune hemolytic anemias
- Hemolytic disease of the fetus and newborn (HDFN)
- Rh immune globulin evaluation

### Quality Control/Quality Assurance

- Reagents, equipment

## Laboratory Operations

**Donor Collection, Processing and Testing** (Proficiency may be demonstrated through performance, observation or simulation)

- Donor selection, preparation and collection
- Processing or confirmatory testing
- Component preparation for storage and administration

## SC(ASCP) Specialist in Chemistry

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** MT/MLS(ASCP) certification or C(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable experience in the clinical laboratory\* in chemistry or three years of acceptable experience as an academic educator in chemistry in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 1 eligibility route for the SC will be revised as follows: MT/MLS(ASCP) certification or C(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable experience in the clinical laboratory\* in chemistry or three years of acceptable experience as an academic educator in chemistry in the U.S., Canada or an accredited laboratory\* **within the last six years.** These three years of experience must be acquired post baccalaureate degree;

**Route 2:** Master's degree (or equivalent) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND three years full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for the SC will be revised as follows: Master's degree (or equivalent) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND three years full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory\* **within the last six years.** These three years of experience must be acquired post baccalaureate degree;

**Route 3:** Doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral fellowship\*\* in clinical chemistry in the U.S. or Canada or two years of full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory\* within the last ten years. These two years of experience must be acquired post baccalaureate degree; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 3 eligibility route for the SC will be revised as follows:

Doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral fellowship\*\* in clinical chemistry in the U.S. or Canada or two years of full time acceptable clinical laboratory experience in chemistry in the U.S., Canada or an accredited laboratory\* **within the last five years.** These two years of experience must be acquired post baccalaureate degree;

**Route 4:** MT/MLS(ASCP) certification or C(ASCP) certification, AND a doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years full-time laboratory experience in chemistry (clinical\*, research, or education) in the U.S. or Canada or an accredited laboratory within the last ten years.

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for the SC will be revised as follows: MT/MLS(ASCP) certification or C(ASCP) certification, AND a doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years full-time laboratory experience in chemistry (clinical\*, research, or education) in the U.S. or Canada or an accredited laboratory **within the last five years.**

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* A copy of the certificate of completion of the post-doctoral fellowship is required.

## Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Chemistry examination, you must have clinical laboratory experience within the last ten years in **eight** of the fifteen procedures listed:

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Clinical Laboratory Experience for the SC will be revised as follows: To fulfill the experience requirement for the Specialist in Chemistry examination, you must have clinical laboratory experience **within the time frame required in eight** of the fifteen procedures listed:

- Blood gases
- Carbohydrates
- Chromatography
- Electrolytes
- Electrophoresis
- Enzymes
- Heme compounds
- Hormones/vitamins
- Immunochemistry
- Lipids/lipoproteins
- Non-protein nitrogen compounds
- Proteins
- Therapeutic drug monitoring
- Toxicology
- Point-of-care

Experience is also required in **two** of the six procedures listed:

- Test development/validation
- Procurement of laboratory equipment
- Quality management
- Regulatory compliance
- Supervisory experience
- Teaching

## SH(ASCP) Specialist in Hematology

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** MT/MLS(ASCP) certification or H(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable experience in a clinical laboratory in hematology or three years of acceptable experience as an academic educator in hematology in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 1 eligibility route for the SH will be revised as follows: MT/MLS(ASCP) certification or H(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable experience in a clinical laboratory in hematology or three years of acceptable experience as an academic educator in hematology in the U.S., Canada or an accredited laboratory\* **within the last six years.** These three years of experience must be acquired post baccalaureate degree.

**Route 2:** Master's degree (or equivalent) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND three years full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be acquired post baccalaureate degree; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for the SH will be revised as follows: Master's degree (or equivalent) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND three years full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory\* **within the last six years.** These three years of experience must be acquired post baccalaureate degree.

**Route 3:** Doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral clinical fellowship\*\* in hematology in the U.S. or Canada or two years of full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory\* within the last ten years. These two years of experience must be acquired post baccalaureate; OR

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 3 eligibility route for the SH will be revised as follows: Doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral clinical fellowship\*\* in hematology in the U.S. or Canada or two years of full time acceptable clinical laboratory experience in hematology in the U.S., Canada or an accredited laboratory\* **within the last five years.** These two years of experience must be acquired post baccalaureate degree.

**Route 4:** MT/MLS(ASCP) certification or H(ASCP) certification AND a doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years full-time laboratory experience in hematology (clinical\*, research, or education) in the U.S. or Canada or an accredited laboratory within the last ten years.

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for the SH will be revised as follows: MT/MLS(ASCP) certification or H(ASCP) certification AND a doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years full-time laboratory experience in hematology (clinical\*, research or education) in the U.S. or Canada or an accredited laboratory\* **within the last five years.**

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* A copy of the certificate of completion of the post-doctoral fellowship is required.

## Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Hematology examination, you must have clinical laboratory experience within the last ten years in all of the following procedures:

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Specialist in Hematology Clinical Laboratory Experience will be revised as follows: To fulfill the experience requirement for the Specialist in Hematology examination, you must have clinical laboratory experience **within the time frame required** in all of the following procedures:

- Blood smear, evaluation and differential
- Complete blood count
- Instrument maintenance
- Miscellaneous tests (e.g., ESR, sickle screen, manual cell count, reticulocyte)
- Quality control: performance and evaluation
- Routine coagulation tests (e.g., PT, APTT, and D-dimer)
- Other coagulation tests (e.g., fibrinogen, factor assays)

Experience in performing, supervising or teaching **five** of the twelve procedures listed is also required:

- Advanced coagulation (e.g., inhibitor assays)
- Body fluid evaluation
- Bone marrow prep or evaluation
- Budgeting/inventory control/purchasing
- Cytochemical stains
- Flow cytometry
- Hemoglobinopathy evaluation
- Method evaluation
- Personnel management
- Platelet function studies
- PT/PTT mixing studies
- QA/QI



## SM(ASCP) Specialist in Microbiology

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** MT/MLS(ASCP) certification or M(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable experience in a clinical laboratory\* in microbiology or three years of acceptable experience as an academic educator in microbiology in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be acquired post baccalaureate degree; **OR**

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 1 eligibility route for the SM will be revised as follows:

MT/MLS(ASCP) certification or M(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND three years of full time acceptable experience in a clinical laboratory\* in microbiology or three years of acceptable experience as an academic educator in microbiology in the U.S., Canada or an accredited laboratory\* **within the last six years**. These three years of experience must be acquired post baccalaureate degree.

**Route 2:** Master's degree (or equivalent) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND three years full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be acquired post baccalaureate degree; **OR**

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for the SM will be revised as follows: Master's degree (or equivalent) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND three years full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory\* **within the last six years**. These three years of experience must be acquired post baccalaureate degree.

**Route 3:** Doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral clinical fellowship\*\* in microbiology in the U.S. or Canada or two years of full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory\* within the last ten years. These two years of experience must be acquired post baccalaureate degree; **OR**

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 3 eligibility route for the SM will be revised as follows: Doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of post-doctoral clinical fellowship\*\* in microbiology in the U.S. or Canada or two years of full time acceptable clinical laboratory experience in microbiology in the U.S., Canada or an accredited laboratory\* **within the last five years**. These two years of experience must be acquired post baccalaureate degree.

**Route 4:** MT/MLS(ASCP) certification or M(ASCP) certification, AND a doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years full-time laboratory experience in microbiology (clinical\*, research, or education) in the U.S. or Canada or an accredited laboratory\* within the last ten years.

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for the SM will be revised as follows:

MT/MLS(ASCP) certification or M(ASCP) certification, AND a doctorate in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years full-time laboratory experience in microbiology (clinical\*, research, or education) in the U.S. or Canada or an accredited laboratory\* **within the last five years**.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

\*\* A copy of the certificate of completion of the post-doctoral fellowship is required.

## Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Microbiology examination, you must have experience, within the last ten years, in four of six of the following areas:

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Specialist in Microbiology Clinical Laboratory Experience will be revised as follows: To fulfill the experience requirement for the Specialist in Microbiology examination, you must have clinical laboratory experience **within the time frame required** in four of six of the following areas:

- Bacteriology
- Molecular Microbiology
- Mycobacteriology
- Mycology
- Parasitology
- Virology

## SCT(ASCP) Specialist in Cytotechnology

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

**Route 1:** CT(ASCP) certification, AND a baccalaureate degree or higher from a regionally accredited college/university, AND three years of full time acceptable experience in cytology or three years of acceptable experience as an academic educator in cytology in the U.S., Canada or an accredited laboratory\* within the last ten years. These three years of experience must be obtained following CT(ASCP) certification.

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 1 eligibility route for the SCT will be revised as follows: CT(ASCP) certification, AND a baccalaureate degree or higher from a regionally accredited college/university, AND three years of full time acceptable experience in cytology or three years of acceptable experience as an academic educator in cytology in the U.S., Canada or an accredited laboratory\* **within the last six years**. These three years of experience must be obtained following CT(ASCP) certification.

\* CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189



# Diplomate Certification

## DLM(ASCP) Diplomate in Laboratory Management

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

A Route of Eligibility **MUST** be indicated on your application. If no Route of Eligibility is designated, your application will not be processed.

**Route 1:** MBA or MHA or other management related Master's degree from a regionally accredited college/university, AND at least two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last ten years; **OR**

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 1 eligibility route for the DLM will be revised as follows: MBA or MHA or other management related Master's degree from a regionally accredited college/university, AND at least two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last five years;

**Route 2:** Master's degree from a regionally accredited college/university, AND ASCP Board of Certification technologist/scientist or specialist certification, AND at least two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last ten years; **OR**

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 2 eligibility route for the DLM will be revised as follows: Master's degree from a regionally accredited college/university, AND ASCP Board of Certification technologist/scientist or specialist certification, AND at least two years of full time acceptable experience in clinical laboratory supervision or management 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 ASCP Board of Certification technologist/scientist or specialist certification, AND at least four years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last ten years; **OR**

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 3 eligibility route for the DLM will be revised as follows: Baccalaureate degree from a regionally accredited college/university, AND ASCP Board of Certification technologist/scientist or specialist certification, AND at least four years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last eight years;

**Route 4:** Doctorate in medicine, chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field from a regionally accredited college/university, AND at least two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last ten years; **OR**

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 4 eligibility route for the DLM will be revised as follows: Doctorate in medicine, chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field from a regionally accredited college/university, AND at least two years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last five years;

**Route 5:** Baccalaureate degree in a management or business related field from a regionally accredited college/university, AND at least four years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last ten years; **OR**

**IMPORTANT INFORMATION:** Effective January 1, 2017 the Route 5 eligibility route for the DLM will be revised as follows: Baccalaureate degree in a management or business related field from a regionally accredited college/university, AND at least four years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last eight years;

**Route 6:** Baccalaureate degree from a regionally accredited college/university, AND at least five years of full time acceptable experience in clinical laboratory supervision or management in the U.S., Canada or an accredited laboratory\* within the last ten years.

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



## Additional Documents Required for the DLM Examination

If you own your own business, you must submit incorporation papers or other form of ownership documentation.

## Experience Requirements for Management

To fulfill the experience requirements for the Diplomate in Laboratory Management examination, you must have experience, within the last ten years, in **twenty-two** of the **thirty-five** areas listed below:

### **IMPORTANT INFORMATION:**

Effective January 1, 2017 the DLM Experience Requirements for Management will be revised as follows: To fulfill the experience requirements for the Diplomate in Laboratory Management examination, you must have experience, **within the time frame required**, in **twenty-two** of the **thirty-five** areas listed below:

### Financial Management

- Billing
- Budgets
- Capital equipment acquisition
- Cash flow analysis
- Contract negotiations
- Cost analysis
- Financial accounting
- Labor resource management
- Materials management
- Utilization/reimbursement management

### Operations Management

- Communications
- Data management
- Development, evaluation, and/or validation of new technology/tests

- Facilities management
- Information technology
- Intra/Interdepartmental relations
- Marketing
- Safety and emergency management
- Strategic planning and growth

### Personnel Management

- Conflict resolution
- Education and training/continuing education
- Job descriptions
- Performance management
- Performance standards
- Personnel engagement
- Personnel regulatory compliance
- Recruiting and hiring
- Staffing and scheduling
- Succession planning and staff development
- Wage and salary administration

### Quality Management

- Accreditation
- Performance improvement
- Productivity assessment and process improvement
- Regulatory compliance and licensure
- Risk management/medical-legal issues

# Official Documents Required

## Documentation Required

Eligibility to take a certification examination is established by:

- Meeting the stated minimum requirements for the particular category of certification (pages 4-16)
- Submission of the online application
- Payment of the appropriate application fee
- Submission of all appropriate documentation including official transcripts indicating the appropriate degree

In order to establish your eligibility upon application you must submit the appropriate documents verifying that you meet the current ASCP Board of Certification requirements.

## Verification of Academic Education

If college credits are required for the examination category, you must submit an official transcript or transcript evaluation as described below:

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

1. **MLS, MLT, CG, CT, HT, HTL, MB, PA and SBB applicants from NAACLS/CAAHEP/ABHES\* accredited programs**—An official transcript from a regionally accredited college/university bearing the seal of the college/university, the signature of the Registrar and the date your degree was conferred must be submitted to our office upon completion of all degree requirements. All degree requirements must be completed before you will be allowed to sit for the examination. An official transcript verifying the date your degree was conferred is required before you will be certified and your examination score emailed to you.

\***NAACLS**—National Accrediting Agency for Clinical Laboratory Sciences

\***CAAHEP**—Commission on Accreditation of Allied Health Education Programs

\***ABHES**—Accrediting Bureau of Health Education Schools

\* *Note: Applicants from NAACLS/CAAHEP/ABHES accredited programs who do not appear OR fail the examination and wish to reapply, will not be sent an admission letter until the ASCP Board of Certification receives an official transcript verifying degree and date of degree conferral.*

2. **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.

If the academic requirements state courses are required in biology and chemistry, the courses listed on the official transcript must be in the biology and/or chemistry departments.

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

**MSCHE**—Middle States Commission on Higher Education

**NWCCU**—Northwest Commission on Colleges and Universities

**NCA-HLC**—North Central Association of Colleges and Schools

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

**SACS/COC**—Southern Association of Colleges and Schools/Commission on Colleges

**WASC-ACCJC or WSCUC**—Western Association of Schools and Colleges; WASC Senior College and University Commission

If you are applying for one of the following certifications, Specialist in Blood Banking (SBB), Specialist in Chemistry (SC), Specialist in Cytotechnology (SCT), Specialist in Hematology (SH), Specialist in Microbiology (SM) or Technologist in Molecular Biology (MB) and were previously certified as a U.S. technologist (MT/MLS, CG, CT, BB, C, H, HTL, I, M) on or after January 1, 2000, you are not required to submit an official transcript verifying your baccalaureate degree provided you supply your Certification Number on your application.

*Note: A three year baccalaureate degree from a Canadian University is not acceptable for the technologist/scientist level examinations or higher. A minimum four year baccalaureate degree is required for ALL technologist/scientist and specialist level examination categories.*

*Canadians applying for a Medical Laboratory Science (MLS), Medical Laboratory Technician (MLT) or Cytotechnologist (CT) certification examination must have completed a **CMA Accredited Medical Laboratory Technology Training Program.***

3. 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 B, on page 29. 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 subject breakdown. The original or notarized copy of the evaluation showing degree equivalency and subject breakdown must be submitted when you apply for examination.

## NAACLS Accredited Programs Outside of the United States

Students from NAACLS accredited programs outside of the United States should contact their program director for the appropriate documentation for verification of your degree.

### Verification of Experience (if required)

#### Experience Documentation Forms Documenting Clinical Laboratory Experience

If required for the route under which you are applying, clinical laboratory 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; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189

To document your clinical laboratory experience (if required):

- Step 1** Experience documentation forms (for the appropriate certification category and route number) must be downloaded and printed from the ASCP website at [www.ascp.org/certification](http://www.ascp.org/certification). Employer Guidelines must be downloaded for the BB and SBB categories. If you are unable to download these forms, please go to

[www.ascp.org/bocfeedback](http://www.ascp.org/bocfeedback) to request a printed copy or call 312-541-4999 and ask for Board of Certification to request printed copies be mailed to you.

- Step 2** 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. **NOTE: Documentation forms and letters of authenticity must be completed and signed by your employer at each place of employment required 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** Submit your experience documentation form(s) and letter(s) of authenticity immediately to: Board of Certification, 33 W. Monroe Street, 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).

Simultaneous experience at two different places of employment in excess of 35 hours per week is not counted toward the experience requirement.

## Foreign Medical Laboratory Science Clinical Training Programs

Foreign medical laboratory science clinical training programs are recognized as equivalent to one year of full time clinical laboratory experience obtained in the United States and may be applied toward one of the five (5) years required for eligibility for the MLS examination or three (3) years required for the MLT examination (provided the training was completed within the required time frame).

The other four years of acceptable clinical laboratory experience for



the MLS examination or the other two years of acceptable clinical laboratory experience for the MLT examination must be completed in the United States, Canada or an accredited laboratory\*. For all other examination categories, experience must be completed in the United States, Canada or in an accredited laboratory\*.

\* *CMS CLIA certificate of registration, compliance, accreditation; AND/OR CAP, AABB, Joint Commission accreditation; OR JCI accreditation; OR Accreditation under ISO 15189*

## Verification of Training

### 1. NAACLS, CAAHEP or ABHES Accredited Programs

The education received from a NAACLS, CAAHEP or ABHES accredited program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience (except Cytotechnologist and Pathologists' Assistant) as stated in the current examination eligibility requirements.

### 2. Phlebotomy Technician Training

**Route 2:** You must download the appropriate training documentation form from the ASCP web site at: [www.ascp.org/certification](http://www.ascp.org/certification). If you are unable to download the form, go to [www.ascp.org](http://www.ascp.org) to request printed copies. The training documentation form must be completed by your program director and attached to a letter of authenticity, on letterhead, signed by the program director verifying the accuracy of the information on the form.

**Route 4:** You must download the appropriate training documentation form to be signed by the program official of the accredited allied health program. You must also submit a

**notarized** copy of your current state/provincial license for RN or LPN or a **notarized** copy of certificate of completion from the accredited allied health program you completed.

**Route 6:** You must download the appropriate experience documentation form from the ASCP web site at [www.ascp.org/certification](http://www.ascp.org/certification). If you are unable to download the form, go to [www.ascp.org](http://www.ascp.org) to request printed copies. The experience documentation form must be completed by your immediate supervisor or laboratory director and attached to a letter of authenticity, on letterhead, signed by this individual verifying the authenticity of the form.

**Route 7:** If you are applying from a California Dept. of Public Health approved program you must download the appropriate training documentation form from the ASCP web site at: [www.ascp.org/certification](http://www.ascp.org/certification). If you are unable to download the form, go to [www.ascp.org](http://www.ascp.org) to request printed copies. The training documentation form must be completed by your program official and attached to a letter of authenticity, on letterhead, signed by the program official verifying the accuracy of the information on the form.

### 3. Military trained MLT applicants

Official or **notarized** documentation of your military code (NEC, MOS or AFSC code or 68K), certificate verifying completion of training or letter from Program Director documenting completion date or notarized copy of your DD214 form or ER.B must be submitted. Refer to page 5 for complete eligibility requirements.

### 4. Donor Phlebotomy Technician

If you are an LPN or RN, you must submit a **notarized** copy of your current state or provincial license.





## ASCP Certified Applicants

Although you may be certified in another category, you must resubmit all required documentation necessary to establish your eligibility for the current examination category. Official transcripts must be submitted each time you apply for a new category of certification with the following exception.

If you are applying for one of the following certifications, Specialist in Blood Banking (SBB), Specialist in Chemistry (SC),

Specialist in Cytotechnology (SCT), Specialist in Hematology (SH), Specialist in Microbiology (SM) or Technologist in Molecular Biology (MB) and were previously certified as a U.S. technologist (MT/MLS, CG, CT, BB, C, H, HTL, I, M) beginning January 2000, you are not required to submit an official transcript verifying your baccalaureate degree provided you supply your Certification Number on your application.



# Application Process

**Step 1:** MLS, MLT, CG, CT, HT, HTL, MB, PA and SBB applicants from NAACLS/CAAHEP/ABHES accredited programs are required to submit an official transcript from a regionally accredited college/university bearing the seal of the college/university, the signature of the Registrar and the date your degree was conferred. This transcript must be submitted to our office upon completion of all degree requirements. An official transcript verifying the date your degree was conferred is required before you will be certified and your examination score emailed to you.

All other applicants, BEFORE you apply for certification examination you must obtain all documentation necessary to establish your eligibility i.e. experience documentation form(s), training 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 submitted to our office at the time of application. Faxed experience documentation form(s) and letter(s) of authenticity will not be accepted.**

Submit all documentation required to establish your eligibility to:

**Board of Certification**  
33 W. Monroe Street, Suite 1600  
Chicago, IL 60603

DO NOT submit documentation forms and/or transcripts in advance of application.

**Application fees are non-refundable.** Be sure you choose the correct category of examination and you meet the eligibility requirements as stated (pages 4-16) and are able to provide the appropriate documentation when submitting your application and application fee. You **MUST** indicate a Route of Eligibility. If no Route of Eligibility is designated, your application will not be processed. **If you determine that you have applied for an incorrect certification examination, our office will be unable to change the category of examination.**

Applications will be processed within 45 days of receipt. If documentation establishing eligibility is not received within 45 days, you will be deleted from the examination process. **Application fees are non-refundable.**

**Step 2:** Carefully and completely review the eligibility requirements of the certification category you have chosen (pages 4-16) to ensure that you meet all the requirements as specified. You **MUST** indicate a Route of Eligibility. If no Route of Eligibility is designated, your application will not be processed. **(APPLICATION FEES ARE NON-REFUNDABLE).**

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

The first name, middle initial (if applicable), and the last name you enter on the application must match your valid driver's license/state ID and secondary ID that you present at the test center to take the examination.

**Step 4:** If college credits/degree are required, 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 Street, Suite 1600  
Chicago, IL 60603

## Payments for Online Applications

The ASCP Board of Certification no longer accepts paper applications. **Individuals are required to apply online.** Application fees must be paid using a credit card online. 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.

## Email Notifications

**All correspondence from the Board of Certification is delivered via email.** It is your responsibility to keep your email current. Update your email address in your record by logging on to the ASCP website at [www.ascp.org](http://www.ascp.org). Failure to keep the Board of Certification informed of your current email address will result in non-receipt of important information such as the status of your application, Admission Notice and Score Report.

## Applicants with a Disability

Notify the ASCP Board of Certification office in writing **at the time of application** if you wish to request testing modifications.

An applicant who wishes to request modifications in the examination environment because of a disability must notify the ASCP Board of Certification office in writing at the time of application and **provide a letter of diagnosis from an appropriate professional specifying the needed modification.** The ASCP Board of Certification will consider modification of the testing conditions on a case-by-case basis. The ASCP Board of Certification will work directly with the applicant and proctors at the test centers to make modifications in the testing environment which make it possible for an individual with a disability to take an examination under conditions which will accurately reflect the individual's aptitude or achievement level. Such modifications may include providing auxiliary aids and services to an applicant with a disability.

**NOTE:** Once a candidate has received their Admission Notification, requests for testing modifications will not be accepted.

## 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](http://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](http://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).

The first name, middle initial (if applicable), and the last name you enter on the application must match your valid driver's license/state ID and secondary ID that you present at the test center to take the examination.

- **Online:** To submit a name change request online, click on [www.ascp.org/bocfeedback](http://www.ascp.org/bocfeedback), select the topic **Change Name/Contact Information** and the subject **Name Change**. you will be prompted to login. The name change screen allows you to upload your document(s), if you have them in electronic format and send them via email.
- **By Mail:** OR you can print a cover sheet and mail your documents to:

ASCP Board of Certification  
33 W. Monroe St., Suite 1600  
Chicago, IL 60603  
Attn: Name Change

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

## Application Processing

### ACKNOWLEDGEMENT OF APPLICATION

Upon receipt in the ASCP Board of Certification office, your application and fee will be acknowledged via email. **Online applications paid by credit card will be acknowledged within one business day.**

### Review of Documents

In order to determine your eligibility for examination, **all required documentation must be submitted to our office within forty-five (45) 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.

## Application Status

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

To access your ASCP account:

1. Go to [www.ascp.org/login](http://www.ascp.org/login)
2. Login using your ASCP Customer User ID (8 digit number) & Password (for login assistance contact ASCP Customer Service 800.267.2727)
3. Scroll down and click on the **BOC Activities** icon
4. Scroll down and click on the **View Application Status** link
5. Click on the Show Details button to view the current status of your application

All notifications from the ASCP Board of Certification informing an applicant to login to their account to view important information regarding the status of their application are sent via email. **It is your responsibility to keep your email address current.** Update the email address in your record by logging on to the ASCP website and click on "Profiles & Settings". Failure to keep the ASCP Board of Certification informed of your current email address will result in the non-receipt of important information and notifications regarding your application, scheduling the examination and receipt of scores.

## 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 an email 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. These centers are listed in Appendix A on page 28. You may schedule an appointment at the Pearson Professional Center of your choice.

## Ineligibility

If you are not determined eligible for examination, you will receive an email notification. Reapplication information is provided on page 23.

**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 fee.

## Study Materials

Study materials and recommended reading lists are available to prepare for examination. Visit the ASCP website at [www.ascp.org/examprep](http://www.ascp.org/examprep) for details.



# Scheduling Your Exam

## SCHEDULING YOUR APPOINTMENT

When you receive your email notification to login to view your Admission Notice, verify all information for accuracy.\* You may schedule an appointment to take the examination at your convenience Monday through Saturday within the chosen three-month period.

It is strongly recommended that you contact Pearson registration as early as possible to make your appointment within the three-month examination period. After you have made your appointment, a confirmation letter will be mailed to you. **The confirmation letter is not required to sit for the examination.**

You **must** take the examination within the three-month examination period indicated on your Admission Notice. *If you cancel, do not appear, or miss your scheduled appointment date you must submit a full application fee and reapply for examination. Applicants are solely responsible for making and keeping their scheduled examination appointment date. To verify your appointment, call Pearson registration.*

**Application fees are not transferable to another three-month period nor are they refundable.**

\* *Note: If you appear at the test center without a valid driver's license with photo or valid state ID with photo OR the first and last names do not match, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period.*

## Rescheduling Appointments

If you wish to reschedule your testing appointment, within the three month period, you must contact Pearson Registration at least one full business day (24 hours) prior to the date and time of the test to reschedule another date within the same three-month period. The Test Cancellation and Change Deadlines for a Scheduled Test are shown in the next column.

Scheduling changes must be made and confirmed by direct contact with Pearson Registration. Leaving a message on voice mail or on a recorder is not sufficient to reschedule your appointment.

If you have successfully rescheduled your test date online, you will receive a confirmation email from Pearson Vue within 24 hours. **If you do not receive an email, you have not successfully rescheduled.**

If you call **within 24 hours** (one full business day) of your appointment,

you will not be permitted to reschedule and you will be considered a "no show". You will not receive any refund of your application fee nor can it be transferred to another examination period. A full fee will be required to reapply for another three-month period.

## 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 make an appointment within the three-month examination period, if you cancel your application OR if you do not appear for your scheduled appointment. **A full fee will be required to reschedule the examination.**

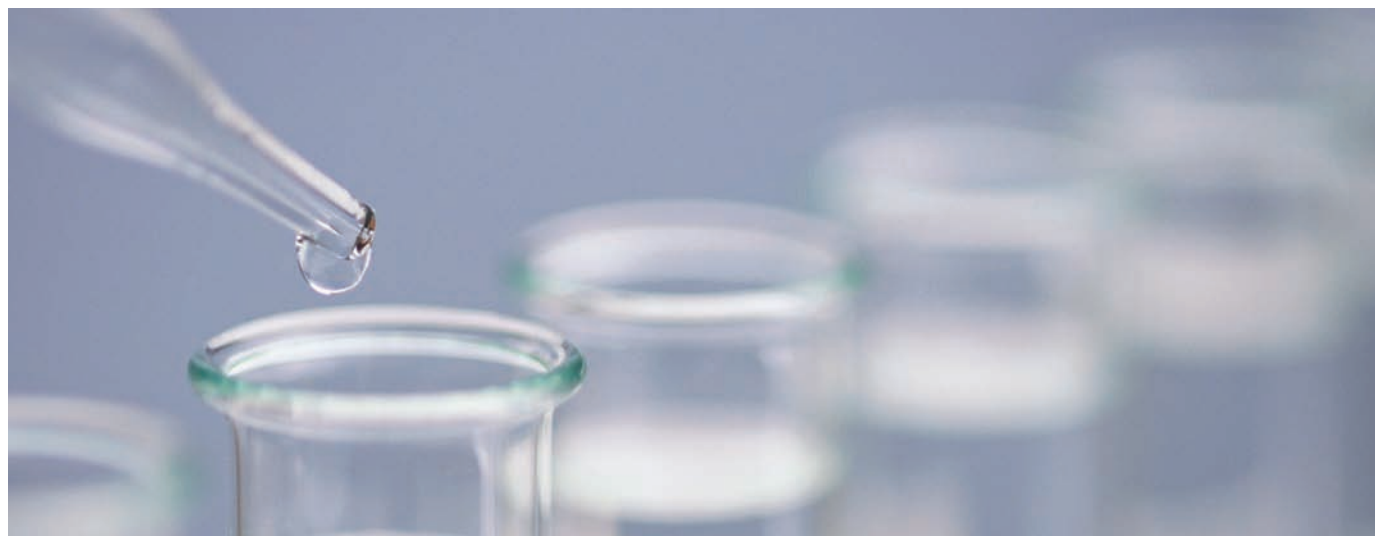
Test Day	Last Cancel/Change Day (at least 24 hours before time of appointment)
Monday	Friday of the preceding week
Tuesday	Monday of the same week
Wednesday	Tuesday of the same week
Thursday	Wednesday of the same week
Friday	Thursday of the same week
Saturday	Friday of the same week

## Reapplying for Examination

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.

\* *NAACLS/CAAHEP/ABHES accredited programs are valid for a period of five years from the date of completion. Your application under a NAACLS accredited program is valid for five years from the date of application. Your laboratory experience must be within the required time limit from the date of application.*

If you cancel, do not appear, miss your scheduled appointment date or are determined ineligible, you must submit a full application fee and reapply for examination.



# Examination Administration

## Board of Certification Examinations — Computer Adaptive Testing

The ASCP Board of Certification uses computer adaptive testing (CAT), which is criteria referenced. This means that an examinee's score on the exam is not influenced by the scores of other examinees who take the exam. With CAT, when a person answers a question correctly, the next test question has a slightly higher level of difficulty. The difficulty level of the questions presented to the examinee continues to increase until a question is answered incorrectly. Then a slightly easier question is presented. In this way the test is tailored to the individual's ability level.

Each question, in the test bank is calibrated for level of difficulty, and is assigned a content area that matches with the subtest area of the content outline for a particular examination. The weight (value) given to each question is determined by the level of difficulty. Therefore, the examinee must answer enough difficult questions to achieve a score above the pass point. To pass the certification examination, the examinee's scores must exceed the minimum pass score, previously established by the examination committee.

The examinations (with the exception of PBT) are scheduled for 2 hours and 30 minutes with 100 questions. The PBT examination is scheduled for 2 hours with 80 questions.

Your preliminary test results (pass/fail) will appear on the computer screen. Examination score will be emailed two business days after the examination administration, provided all required documents have been received. Examination results cannot be released by telephone, to anyone.

Your official score report will indicate "pass" or "fail" status and the scaled score on the total examination. A scaled score is mathematically derived from the raw score (number of correctly answered questions). Because each examinee has taken a different form of the examination, scaled scores are used so that tests may be compared on the same scale. The minimum passing score is 400. The highest attainable score is 999.

If you were unsuccessful in passing the examination, your scaled scores on each of the subtests will be indicated on this report as well. These subtest scores cannot be calculated to obtain your total score. These scores are provided as a means of demonstrating your areas of strengths and weaknesses in comparison to the minimum pass score.

## What to Bring to the Examination Center

When you arrive at the examination center, you must present a **valid** drivers license with photo and signature or valid state identification card with photo and signature, a second personal ID containing your signature to the proctor. Your first and last names on the **valid** drivers license/**valid** state ID and secondary ID must match your first and last names on the admission letter. Your identification must be **valid** (not expired) or it will not be accepted.

**If you appear at the test center without a valid driver's license with photo or valid state ID with photo OR the first and last names do not match, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period.**

You must report to the test center 30 minutes prior to your scheduled time. Upon check-in Pearson VUE will collect your signature, photographic image and palm vein image. This is a standard procedure at all Pearson Professional Centers. Biometric technology ensures that each candidate will only have a single record in the Pearson VUE system and will help safeguard the integrity of the ASCP Board of Certification examinations. You will be given a checklist of rules to read. Another palm vein image will be taken before you are seated in the examination room and if you leave the room at any time during your examination.

## Electronic Devices

Only non-programmable calculators may be brought to the test center. Writing material for calculations will be provided for you by the test center. Cell phones will not be permitted in the examination room.

## Reference Materials

Do not bring reference books, notes or other study materials to the test location. If the test proctor determines that you have engaged in inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid; looking at notes/reference books/study guides), your examination session will be terminated and you will be unable to complete your examination. You will need to appeal to the Board of Certification. The Board will review your case and determine the appropriate course of action.

## Examination Irregularities

Please view the appeals procedure regarding examination content irregularities and/or examination administration irregularities at [www.ascp.org/certification](http://www.ascp.org/certification) under What to Bring to the Examination Center.

## Taking the Test

At the beginning of the examination, you must verify that your name and examination category are correct as shown on the computer screen. Next, the directions for entering responses will appear. You should read these directions carefully before beginning the test.

The examinations in all categories consist of multiple choice questions, presented one at a time on the computer screen. Visual material such as graphs or photographs, appear on the computer screen with the question. You answer each question by pressing the letter key (A, B, C or D) corresponding to the letter of the response you select. You may also use the computer mouse to choose and record your answers. Responses may be changed as many times as you wish by pressing the key for a different response number or by using the mouse. When you are satisfied with the response, press the "ENTER" key or click the NEXT key to record it. The next question will then appear.

You must answer each question to the best of your ability when it is presented. However, at the end of the test, you may review some or all of your responses and change them if you wish.

When you have completed reviewing the exam, you will use the END EXAM (E) button on the screen. A message will appear on the screen, asking you to verify that you wish to exit the examination. If you respond using the YES button, your test will be complete.

# Examination Results

## Emailing of Examination Score

Notification to view your examination score post login will be emailed to you four business days after you have taken the examination provided all official transcripts verifying the appropriate degree have been received.

**Note:** *Examination results cannot be released by telephone or fax to anyone.*

Information on how to reapply for certification examination will be provided with your examination score. **DO NOT** submit a new application fee to retake the test prior to receiving your examination score. You may not retest for the same certification examination within the same three month examination period.

## Score Report

Your score report can be viewed online post login. It is important that you print the examination score report as this report will be the only document from the Board of Certification that will contain your **Certification Number**. If lost, your certification number can only be obtained through the certification verification service. You will be required to pay a \$15 fee for this service.

## Release of Score to Program Officials

If you completed a NAACLS, CAAHEP or ABHES accredited program, your examination score will be released to the officials of the program in which you were enrolled unless you instruct the ASCP Board of Certification by mail, **no later than 10 days before your examination administration**, to withhold such score. Requests received after this time cannot be honored.

Mail your request to:  
**ASCP Board of Certification**  
Certification Activities  
33 W. Monroe Street, Suite 1600  
Chicago, IL 60603

## Watch for Your Certificate

You'll receive your certificate approximately three to five weeks after your examination date. This certificate is valid for three years. You'll also receive information about the Credential Maintenance Program (CMP) and the requirements for maintaining your certification.

## Request for Examination Score Submitted to a Third Party

A *Third Party Verification Request* link will be made available on the online examinee score report providing instruction for requesting verification of certification to be submitted to a third party, such as State licensing board or employer. Third party verification requests may also be made by going to this link [www.ascp.org/verification](http://www.ascp.org/verification).

Do not place a third party verification request until successful completion of the examination and receipt of your score report. There is a \$15 service fee (payable by credit card) associated with requesting a third party verification.

**IMPORTANT INFORMATION:** For NAACLS/CAAHEP/ABHES accredited candidates you will not be able to complete Verification of BOC Certification until **after** you have received your online score report with your Certification Number.

Results for California and New York Licensure examination **only** are automatically submitted to the appropriate state licensing board upon completion of the examination. It is not necessary to place a verification order through the ASCP website to submit your licensure exam results to the California or New York State licensing boards.

## Verification of Computer Examination Results

If you wish to question your computer examination results, you must notify our office in writing within 30 days from the date of receipt of scores. A \$25.00 fee is required. The check or money order must be enclosed with your request. The ASCP Board of Certification does not release or disclose the content or answers for specific test items. Incorrect responses will not be reported when requesting a review.

## Re-examination

If you are unsuccessful in passing the examination, information on re-testing will be emailed with your examination score. **DO NOT** submit an application fee to retake the examination until you receive your examination score. You may not reapply to retest within the same three month period.

## Maximum Number of Examination Attempts

You are permitted to take the examination in any one particular category a total of five times under one route. If you are unsuccessful after five attempts, you are ineligible for further examination in that category under the same route.

# Certification

## Certification Benefits

After passing the examination, you will receive a packet of information welcoming you as part of the ASCP certified laboratory team, including:

- Certificate of Certification suitable for framing, valid for three years
- Credential Maintenance Program (CMP) booklet

This information will be mailed to you approximately 3 – 5 weeks after notification of exam results.

The initials “CM” in superscript must be used after your certification initials immediately upon receipt of your certification [i.e., MLS(ASCP)<sup>CM</sup>].

If you passed the Specialist (SBB, SC, SCT, SH, SLS, SM) or Diplomate (DLM) level examinations, you will also be awarded 25 CMLE credits. You will be notified via email of the receipt of 25 CMLE credits. These credits cannot be used for recertification points in the category for which they are received.

ASCP certification is public record. Inquiries about an individual’s certification status will be answered with the category, certification number and certification validation period.

## Certification Expiration

Your certification will remain valid for a period of three years, with the validation dates indicated on your certificate. In order to maintain your certification, you must complete the Credential Maintenance Program (CMP), as described below, every three years. If you are certified in more than one category, you may synchronize your certifications so they expire in the same time period. Visit [www.ascp.org/cmp](http://www.ascp.org/cmp).

If you fail to complete the CMP as required, your certification will expire and no longer be valid. The ASCP Board of Certification will respond to requests for verification of certification with the dates in which your certification was valid.

## Revocation of Certification

Certification, if granted, may be revoked at any time and the applicant may be barred from admission to take future certification examinations if it is established that the information contained in, or supplied in support of, an application for examination is inaccurate in any material respect, if the applicant engages in any inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid) or if the applicant misrepresents or misuses the applicant’s certification status at any time.

## Credential Maintenance Program (CMP)

Individuals certified in all categories will be required to participate in the BOC Credential Maintenance Program as indicated in the table on the next page in order to maintain their certification status.





The Credential Maintenance Program requires individuals to accrue points as shown in this table. Acceptable activities to document continued competence may include some or all of the following:

- Formal continuing education courses—continuing education credits awarded by AACME accredited programs, ASCP CMLE approved programs, AACC ACCENT approved programs, ASCLS PACE approved programs, CE programs sponsored by other professional societies and courses taken at regionally accredited colleges/universities.
  - Employer offered courses (in-service, instrument training, vendor-sponsored)
  - Successful completion of an ASCP Specialist or Diplomate certification (PA, SBB, SC, SCT, SH, SM, SLS or DLM).
- \* *Note: The 25.00 CMLE credits awarded you for your successful completion of a specialist, PA or DLM certification cannot be used towards meeting the requirements for the Credential Maintenance Program (CMP) for this same certification.*
- Competence assessment from employer (documentation of continued competency in specific laboratory areas).
  - Subscription or online self-instructional courses for which CMLE, ACCENT or PACE credits are awarded.
  - Other educational activities—such as research and preparation for presenting a workshop or course, authoring journal articles, presenting posters, etc.

Continuing education credits are equal to one hour per each contact hour. Employer competency assessment and other activities will have assigned hours for each activity.

## CMP Requirements

As a first step in the BOC Credential Maintenance Program, you may complete a self-assessment to determine current responsibilities, to identify areas of professional interest, professional strengths and areas for improvement, and to develop professional goals. You may use this self-assessment to identify the technical areas to focus on for continuing competence activities.

Upon completion of the required points, a declaration containing a list of activities completed must be submitted to the Board of Certification once every three years. The declaration may be audited and you may be required to submit documentation upon request. Upon completion of the program, you will receive a dated certificate verifying certification for a three-year period. The initials “CM” in superscript must be indicated after your certification initials [i.e., MLS(ASCP)<sup>CM</sup>].

Completion of the BOC CMP is mandatory, as shown in the chart below, to maintain your certification.

Certification Category	CMP Required for Individuals Certified Beginning in the Year Indicated	Total Number of Points Required	Points Distribution
MT/MLS, MLT	2004	36	<ul style="list-style-type: none"> <li>• 1 point laboratory or patient safety</li> <li>• 2 points in each of the following: blood banking, chemistry, hematology, microbiology</li> <li>• Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education or other related laboratory areas of interest</li> </ul>
AT, CT, HT, HTL, BB, C, CG, H, M, MB	2004	36	<ul style="list-style-type: none"> <li>• 1 point laboratory or patient safety</li> <li>• 2 points in areas in which you are certified</li> <li>• Remaining points in area(s) of specialty, management, education or other related laboratory areas of interest</li> </ul>
PBT, DPT	2004	9	<ul style="list-style-type: none"> <li>• 1 point laboratory or patient safety</li> <li>• 2 points in area in which you are certified</li> <li>• Remaining points in area(s) of specialty, management, education or other related laboratory areas of interest</li> </ul>
PA	All ASCP Certified	45	<ul style="list-style-type: none"> <li>• 1 point laboratory or patient safety</li> <li>• 20 points in anatomic pathology</li> <li>• Remaining points in the area(s) of anatomic pathology, management, education or other clinical specialties</li> </ul>
SBB, SC, SCT, SH, SLS, SM, HP, DLM	2006	36	<ul style="list-style-type: none"> <li>• 1 point laboratory or patient safety</li> <li>• 10 points in area of specialty</li> <li>• Remaining points in area(s) of laboratory specialty, management, education or other related laboratory areas of interest</li> </ul>

# Appendix A

## PEARSON PROFESSIONAL CENTERS

(All sites are subject to change. Updated center locations will be sent along with the admission letter) For the most current listing of test centers, check our web site a [www.ascp.org/certification](http://www.ascp.org/certification).

<b>Alabama</b> Birmingham Decatur Dothan Mobile Montgomery	<b>Georgia</b> Albany Atlanta (North) Atlanta (South) Augusta Macon Savannah Stockbridge	<b>Minnesota</b> Bloomington Brooklyn Pk/ Minneapolis NW Eagan/Minneapolis SE Hermantown/Duluth Rochester	<b>Ohio</b> Beachwood/Cleveland East Columbus Copley Town Gahanna/Columbus South Maumee/Toledo Moraine Westlake/Cleveland West	Midland San Antonio Tyler Waco
<b>Alaska</b> Anchorage	<b>Hawaii</b> Honolulu	<b>Mississippi</b> Ridgeland/Jackson Tupelo	<b>Oklahoma</b> Norman Oklahoma City Tulsa	<b>Utah</b> Bountiful Draper Ogden
<b>Arizona</b> Chandler Phoenix Tucson	<b>Idaho</b> Boise	<b>Missouri</b> Columbia Kansas City Springfield St Louis	<b>Oregon</b> Beaverton Medford Portland Salem	<b>Vermont</b> South Burlington
<b>Arkansas</b> Fort Smith Little Rock Texarkana	<b>Illinois</b> Buffalo Grove Chicago Marion Peoria Schaumburg/ Chicago NW Springfield	<b>Montana</b> Billings Helena	<b>Pennsylvania</b> Allentown Erie Harrisburg Horsham/Philadelphia Lancaster Pittsburgh (East) Pittsburgh (West) Plymouth Scranton Wayne/Philadelphia	<b>Virginia</b> Alexandria Chesapeake Lynchburg Newport News Richmond Roanoke Vienna
<b>California</b> Anaheim Daly City Fairfield Fresno Gardena Lake Forest Milpitas Oakland Ontario Pasadena Redding Redlands Roseville/Sacramento San Dimas San Diego San Francisco San Marcos Santa Maria Westlake Village/LA Visalia	<b>Indiana</b> Evansville Fort Wayne Indianapolis Merrillville Terre Haute	<b>Nebraska</b> Lincoln North Platte Omaha	<b>Rhode Island</b> Warwick	<b>Washington</b> Renton/Seattle Spokane Yakima
<b>Colorado</b> Greenwood Village/Denver Pueblo Westminster/Boulder	<b>Iowa</b> Coralville/Iowa City Davenport/Quad Cities Sioux City West Des Moines	<b>Nevada</b> Las Vegas Reno	<b>South Carolina</b> Columbia Greenville North Charleston	<b>West Virginia</b> Charleston Morgantown
<b>Connecticut</b> Norwalk Wallingford/New Haven Wethersfield/Hartford	<b>Kansas</b> Hays Topeka Wichita	<b>New Hampshire</b> Concord	<b>South Dakota</b> Sioux Falls	<b>Wisconsin</b> Brookfield/Milwaukee Eau Claire Kenosha Madison Milwaukee
<b>Delaware</b> Dover Newark/Wilmington	<b>Kentucky</b> Lexington Louisville	<b>New Jersey</b> Atlantic City Lyndhurst/Newark Somerset Princeton/Trenton	<b>Tennessee</b> Brentwood Chattanooga Johnson City Knoxville Memphis Nashville	<b>Wyoming</b> Casper
<b>District of Columbia</b> Washington	<b>Louisiana</b> Baton Rouge Metairie Shreveport	<b>New Mexico</b> Albuquerque	<b>Texas</b> Abilene Amarillo Austin Bellaire Corpus Christi Dallas El Paso Harlingen Hurst/Fort Worth Houston SE Lubbock	<b>U.S. Territories</b> <b>American Samoa</b> Pago Pago <b>Guam</b> Tamuning <b>Northern Mariana Island</b> Saipan <b>Puerto Rico</b> San Juan <b>Virgin Islands</b> St Thomas
<b>Florida</b> Altamonte Deerfield Beach Gainesville Jacksonville Orlando Pinecrest/Miami Plantation (Ft. Lauderdale) Port Charlotte St. Petersburg Tallahassee Tampa	<b>Maine</b> Bangor Westbrook/Portland	<b>New York</b> Albany Brooklyn East Syracuse Endicott/Binghamton Lake Success/Queens Long Island-Islandia New York/Manhattan New York/Lower Manhattan Rego Park/Queens Rochester Staten Island Utica Watertown White Plains Williamsville/Buffalo	<b>International</b> <b>Canada</b> Montreal, Quebec Toronto, Ontario Vancouver, B.C.	
	<b>Maryland</b> Baltimore Bethesda Columbia Salisbury	<b>North Carolina</b> Ashville Charlotte Durham Greenville Raleigh Wilmington Winston-Salem		
	<b>Massachusetts</b> Boston Springfield Waltham Worcester	<b>North Dakota</b> Bismarck Fargo		

For the most current list of International Pearson Professional Centers visit [www.pearsonvue.com/ascp](http://www.pearsonvue.com/ascp)

For information regarding Military on-site test centers visit [www.pearsonvue.com/military/exams](http://www.pearsonvue.com/military/exams)

# Appendix B

## ACCEPTABLE EVALUATION AGENCIES FOR FOREIGN TRANSCRIPTS

### AACRAO

Office of International Education Services  
One Dupont Circle, NW, Suite #520  
Washington, DC 20036-1110  
202-293-9161  
202-872-8857 FAX

### 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: eval\_caree@yahoo.com

### 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 618056  
Chicago, IL 60661-8056  
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

### 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

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

# ASCP Board of Certification Examinations

JULY 2015

## General Certification

Medical Laboratory Scientist (MLS)  
Medical Laboratory Technician (MLT)

## Categorical Certification

Technologist in Blood Banking (BB)  
Technologist in Chemistry (C)  
Technologist in Cytogenetics (CG)  
Cytotechnologist (CT)  
Donor Phlebotomy Technician (DPT)  
Technologist in Hematology (H)  
Histotechnician (HT)  
Histotechnologist (HTL)  
Technologist in Microbiology (M)  
Technologist in Molecular Biology (MB)  
Phlebotomy Technician (PBT)

## Specialist Certification

Pathologists' Assistant (PA)  
Specialist in Blood Banking (SBB)  
Specialist in Chemistry (SC)  
Specialist in Cytotechnology (SCT)  
Specialist in Hematology (SH)  
Specialist in Microbiology (SM)

## Diplomate Certification

Diplomate in Laboratory Management (DLM)



ASCP Board of Certification  
33 W. Monroe St., Suite 1600  
Chicago, IL 60603  
312-541-4999  
[www.ascp.org/bocfeedback](http://www.ascp.org/bocfeedback)