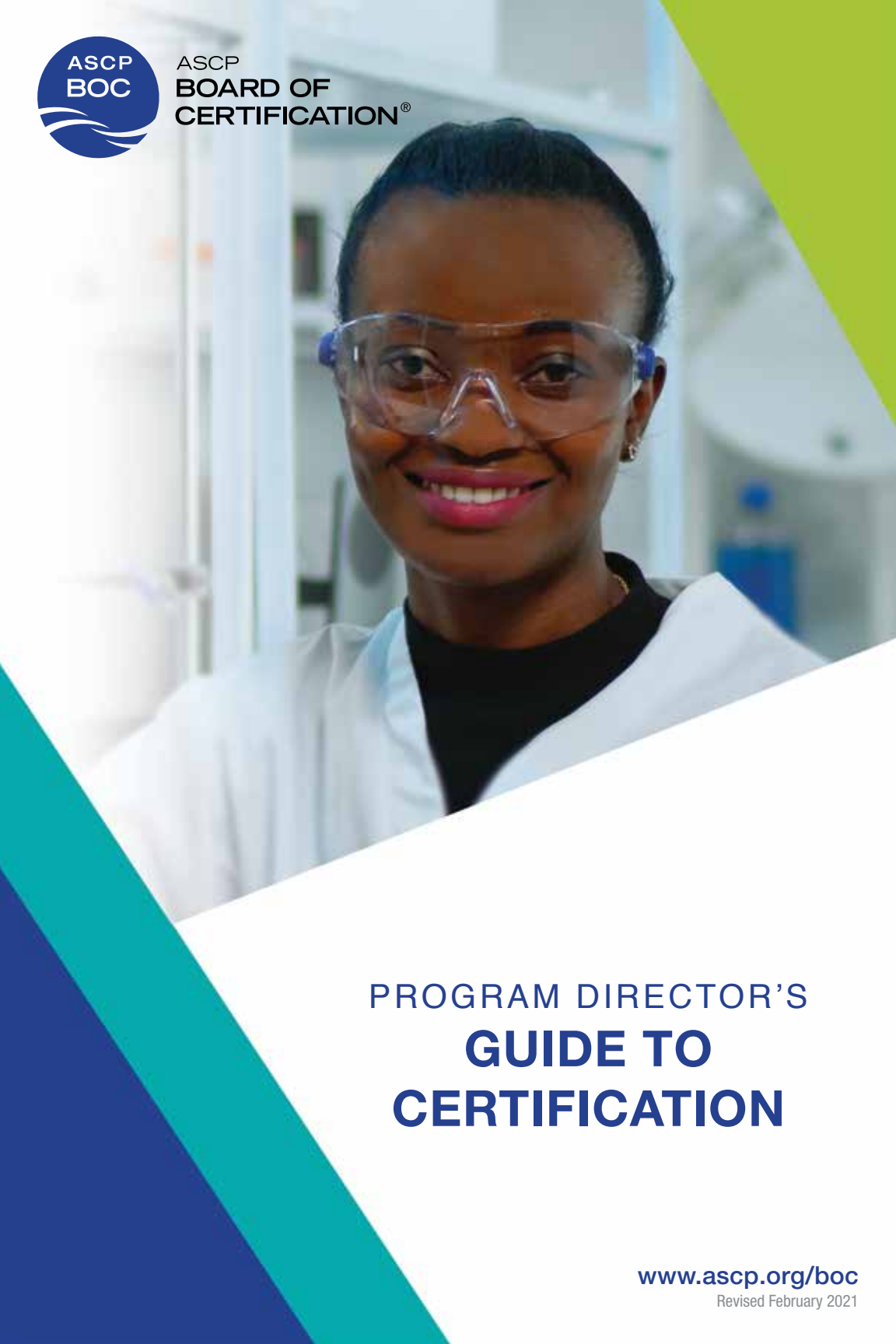




ASCP
**BOARD OF
CERTIFICATION®**



PROGRAM DIRECTOR'S **GUIDE TO CERTIFICATION**

www.ascp.org/boc
Revised February 2021



PROGRAM DIRECTOR'S **GUIDE TO CERTIFICATION**

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The profession has come a long way since the American Society for Clinical Pathology (ASCP) Board of Registry (BOR) was founded in 1928, when the primary role of laboratory professionals was to act as laboratory assistants for pathologists. In 2009, the ASCP Board of Registry (BOR) and the National Credentialing Agency for Laboratory Personnel (NCA) formed the ASCP Board of Certification (BOC), a single certification agency for medical laboratory professionals.

Today, laboratory professionals are everywhere, working in many different environments and playing many roles, from generalist to specialist to diplomates in laboratory management. The ASCP BOC is the recognized leader in certification of medical laboratory professionals with a formal certification process that requires education, clinical training, and/or experience, and successful completion of the certification examination.

ASCP BOC MISSION

The mission of the ASCP Board of Certification (BOC) is to provide excellence in certification of laboratory professionals on behalf of patients worldwide.

ASCP BOC VISION STATEMENT

To be the gold standard in global certification for all laboratory professionals.

ANSI ACCREDITATION

The ASCP BOC is accredited by the American National Standards Institute (ANSI). ANSI awards accreditation to personnel certification agencies that meet the International ISO Standard 17024. The ASCP Board of Certification is the only medical laboratory certification agency awarded accreditation by ANSI.

ABOUT THE ASCP BOC

While maintaining a corporate relationship with ASCP for fiscal and operational purposes, the ASCP BOC has autonomy in all governance and credentialing-related activities. The ASCP BOC manages conflict of interest and ensures objectivity by representative membership on its Board of Governors from other associations and societies.

See www.ascp.org/boc/governance for further information.

The ASCP BOC is not a membership organization and successful certification, qualification, and/or credential maintenance by the ASCP BOC does not grant or require membership in any professional organization. The ASCP Board of Certification does not discriminate among applicants as to age, gender, race, religion, national origin, disability, marital status, or sexual orientation.

For additional information about the ASCP BOC, including an in-depth history and the ASCP BOC Values and Commitments, visit www.ascp.org/boc/about-the-boc.

ASCP BOC Credentials

To date, more than 590,000 individuals from 100 countries have earned certification from the ASCP BOC. The ASCP BOC offers certification for those living and working around the world.

ASCP BOC certification is recognized as the gold standard of excellence for laboratory professionals world-wide. Following are the certifications and qualifications that are currently available from the ASCP BOC:

CERTIFICATION	U.S. CREDENTIAL	INTERNATIONAL CREDENTIAL
Medical Laboratory Scientist	MLS(ASCP)	MLS(ASCP ⁱ)
Medical Laboratory Technician	MLT(ASCP)	MLT(ASCP ⁱ)
Medical Laboratory Assistant	MLA(ASCP)	—
Phlebotomy Technician	PBT(ASCP)	PBT(ASCP ⁱ)
Donor Phlebotomy Technician	DPT(ASCP)	—
Histotechnician	HT(ASCP)	HT(ASCP ⁱ)
Histotechnologist	HTL(ASCP)	HTL(ASCP ⁱ)
Technologist in Blood Banking	BB(ASCP)	BB(ASCP ⁱ)
Specialist in Blood Banking	SBB(ASCP)	SBB(ASCP ⁱ)
Technologist in Chemistry	C(ASCP)	C(ASCP ⁱ)
Specialist in Chemistry	SC(ASCP)	SC(ASCP ⁱ)
Technologist in Cytogenetics	CG(ASCP)	CG(ASCP ⁱ)
Cytotechnologist	CT(ASCP)	CT(ASCP ⁱ)
Technologist in Gynecologic Cytology	—	CTgyn(ASCP ⁱ)
Specialist in Cytotechnology	SCT(ASCP)	SCT(ASCP ⁱ)
Technologist in Hematology	H(ASCP)	H(ASCP ⁱ)
Specialist in Hematology	SH(ASCP)	SH(ASCP ⁱ)
Technologist in Microbiology	M(ASCP)	M(ASCP ⁱ)
Specialist in Microbiology	SM(ASCP)	SM(ASCP ⁱ)
Technologist in Molecular Biology	MB(ASCP)	MB(ASCP ⁱ)
Specialist in Molecular Biology	SMB(ASCP)	SMB(ASCP ⁱ)
Specialist in Cytometry	SCYM(ASCP)	SCYM(ASCP ⁱ)
Diplomate in Laboratory Management	DLM(ASCP)	—
Pathologists' Assistant	PA(ASCP)	—
Científico de Laboratorio Medico en español	—	CLM(ASCP ⁱ)

In addition, the ASCP BOC offers qualifications in several technical areas.

QUALIFICATION	CREDENTIAL
Qualification in Biorepository Science	QBRs
Qualification in Apheresis	QIA
Qualification in Immunohistochemistry	QIHC
Qualification in Laboratory Safety	QLS

For complete information, including eligibility requirements for each category, please visit: www.ascp.org/certification.

Here are some key terms, with definitions and explanations, that may be of use to Program Directors.

ACCREDITATION

A process of external review to assess the quality of institutions, programs, and services and to assure that established standards are met. ASCP BOC eligibility requirements specify completion of an accredited program for a number of certification categories. Please note that the ASCP BOC does not accredit or approve educational programs.

There are three agencies recognized by the ASCP BOC for accreditation of educational programs in the medical laboratory sciences:

THE NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES (NAACLS)

is the recognized accreditation agency for the following programs:

- Medical Laboratory Scientist
- Medical Laboratory Technician
- Histotechnician/Histotechnologist
- Cytogenetics
- Diagnostic Molecular Science – can be eligible for the Technologist and/or Specialist in Molecular Biology certification exams
- Pathologists' Assistant

NAACLS also approves education programs in the following categories:

- Phlebotomy
- Clinical Assistant – can be eligible for the Medical Laboratory Assistant certification exam

THE COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP)

is the recognized agency for accreditation of the following programs:

- Cytotechnologist
- Specialist in Blood Banking

THE ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)

is a recognized agency for accreditation of the following program:

- Medical Laboratory Technician



CERTIFICATION

The process by which a nongovernmental agency or association recognizes the competence of an individual who has met predetermined qualifications.

Certification by the ASCP BOC confirms that an individual has demonstrated that they possess the essential knowledge and skills necessary for competent practice within a particular field of the medical laboratory. Visit www.ascp.org/boc/certification for complete information.

LICENSURE

A process enacted by law and regulated by state, federal, or other governmental bodies that may cover institutions, programs, services, or individuals. ASCP BOC credentials are accepted for state licensure, provided the individual meets all other licensure requirements. You can find more information about states with licensure requirements at www.ascp.org/boc/licensure.

Students wishing to work in **CA** and **NY** should make sure to review the state licensure requirements carefully, as well as the ASCP BOC eligibility requirements.

- If students meet the CA/NY state licensure requirements **and** ASCP BOC eligibility requirements, they should apply for **certification**; once certified they can order a verification of certification to be sent to their state licensing board.
- If students **do not** meet ASCP BOC eligibility requirements but **do** meet those of CA/NY, they should apply for the **licensure only** examination.

Successful certification by the ASCP BOC does **not** automatically grant an individual a state license.



OTHER IMPORTANT ASCP BOC TERMINOLOGY

VERIFICATION OF CERTIFICATION

Primary source verification of ASCP credentials may be purchased online through the ASCP BOC website. See complete information at www.ascp.org/boc/verify-credential.

CREDENTIAL MAINTENANCE PROGRAM (CMP)

Laboratory professionals who are ASCP certified beginning January 2004 or later are required to complete the Credential Maintenance Program (CMP) every three years to maintain valid certification. See page 35 for further information, or visit www.ascp.org/cmp.

EXAM ELIGIBILITY VERIFICATION (EEV)

The Exam Eligibility Verification Report (EEV) is a tool for Program Directors of NAACLS, CAAHEP, and ABHES accredited/approved programs. The EEV provides a listing of students who are awaiting verification of completion of your program. See pages 27-29 for complete information, or visit www.ascp.org/boc/pd/eev.

PROGRAM PERFORMANCE REPORT (PPR)

The Program Performance Report (PPR) is an optional paid service that allows you to view your students' certification examination scores. Scores will appear on the report 10 business days after your student's examination date. See pages 30-34 for complete information, or visit www.ascp.org/boc/pd/ppr.



STRUCTURED PROGRAMS:

- Categorical Programs in Blood Banking, Chemistry, Hematology, and Microbiology

Some NAACLS accredited Medical Laboratory Scientist (MLS) programs offer structured categorical programs in blood banking, chemistry, hematology, and/or microbiology, in addition to the traditional, complete MLS program. Individuals who complete structured training programs in a single area under the auspices of a NAACLS accredited MLS program, with the requisite education, qualify for the technologist examination (BB, C, H, or M) under Route 3. For complete eligibility requirements, visit www.ascp.org/boc/us-certifications.

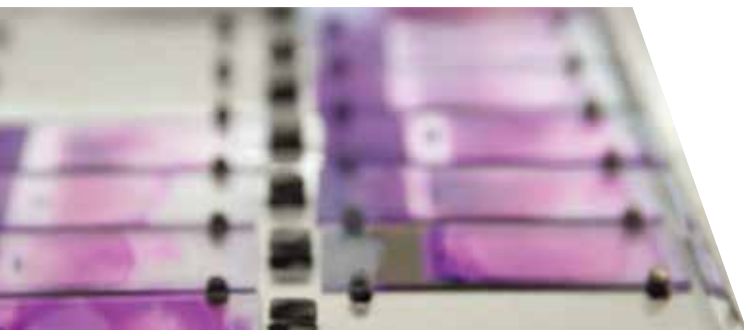
To ensure that graduating students qualify for ASCP categorical certification under Route 3, these structured programs are required to follow specific guidelines. Contact us at PDInfo@ascp.org for more information.

Students enrolled in NAACLS accredited MLS programs who fail to complete the MLS program for any reason are not qualified to apply for a categorical certification under Route 3, which is specifically designed for students in structured categorical programs.

- Phlebotomy and Medical Laboratory Assistant Programs

If your program is a formal structured phlebotomy or medical laboratory assistant training program that is not approved by NAACLS, you must submit documentation forms to verify your students' training. Completed documentation forms and letters of authenticity should be submitted to the ASCP BOC within a week of the students' application in order to avoid delays. Documentation forms can be found at www.ascp.org/boc/pbt or www.ascp.org/boc/mla.

At this time, all documentation is requested to be sent electronically. Please click [here](#) to see the ASCP BOC COVID-19 page for complete information.





APPLY FOR ACCREDITATION AND/OR APPROVAL

If your program is new, you'll need to apply for accreditation and/or approval by NAACLS, CAAHEP, or ABHES by submitting a formal application and fee to the appropriate accreditation agency.

NAACLS ACCREDITATION AND/OR APPROVAL

When you have applied for accreditation/approval from NAACLS and program officials have submitted the formal application form, fee, and the Self-Study, upon review by NAACLS your program is granted Serious Applicant Status. NAACLS will notify the ASCP BOC once a program reaches Serious Applicant Status.

CAAHEP ACCREDITATION

Once a program has successfully completed a CAAHEP Request for Accreditation Services Form, a self-study document, and an on-site review, your program is granted Initial Accreditation Status. CAAHEP will notify the ASCP BOC once a program has reached Initial Accreditation Status.

ABHES ACCREDITATION

Successful completion of the accreditation process is required. ABHES will notify the ASCP BOC once a program has been accredited.

GET YOUR ASCP BOC SCHOOL CODE

While you're going through the accreditation and/or approval process, and once you have accepted your first class of students, you will need to obtain a school code number from the ASCP BOC. Please note that only students who complete your program after your program has met the above requirements are eligible to sit for the ASCP BOC exam under the program route.

(For example, if your program is granted Serious Applicant Status in March, students who complete your program in June are able to apply under the accredited program route but students who completed your program in February are not.)

Once the ASCP BOC has received official notification from the accreditation agency of your program's status, the ASCP BOC will assign your program a school code. The school code number is for your reference. This information can also be found at www.ascp.org/boc/pd/accreditation-agencies.

All accredited/approved programs will appear on the institution lookup feature of the online application. If your program's name is not appearing on the drop-down menu, please contact us at PDInfo@ascp.org for further instructions. Students **must** choose your program while applying to ensure that they will appear on your Examination Eligibility Verification (EEV) and Program Performance Reports (PPR).

ASCP ACCOUNT

If you do not already have one, an ASCP account will be created for you when your program receives a school code. You will need to log in to your personal ASCP account to access the EEV and PPR. See pages 27 - 34 for complete information on the EEV and PPR.

To log in to your account, go to www.ascp.org/login. If you have forgotten your password or login information, choose "Forgot Username / Password" and follow the instructions provided.

JOIN THE ASCP BOC PROGRAM DIRECTOR'S FACEBOOK GROUP

The ASCP BOC Program Directors Facebook group is a group for directors of NAACLS, CAAHEP, and ABHES accredited or approved laboratory programs, as well as education and clinical coordinators and faculty, whose students seek ASCP certification. This peer-based group can answer any of your certification-related questions. Supported by volunteers with several years of program experience, the group aims to become the program director's resource for information and support. **Join now!**

PROGRAM INFORMATION

Make sure to contact PDInfo@ascp.org to notify the ASCP BOC of any changes to your program including:

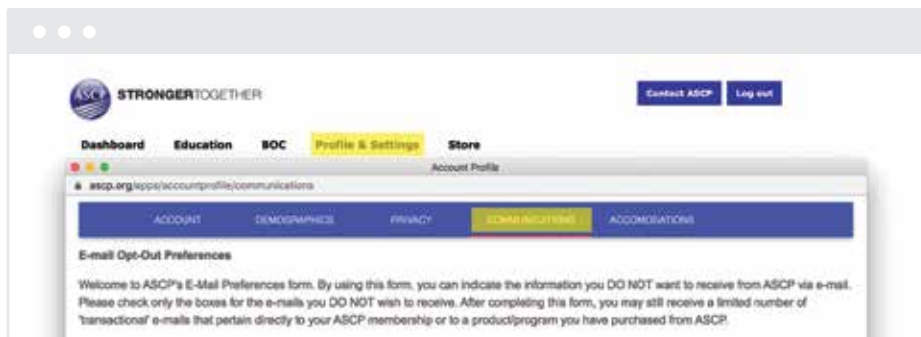
- Program Director information
- Program address
- Program status

COMMUNICATION

Ensure that you will receive all necessary ASCP BOC related emails, such as emails regarding the EEV, PPR, and eLinks for Program Directors, by adding ascp@site02.ascpmail.org to your “safe” email list.

Also make sure that you have **opted in** to receiving important emails. Log in to your ASCP account and choose “Profile and Settings.” From there, choose “Communications” to review your preferences.

Please make sure that the “Board of Certification” and “ASCP Surveys” are **not** checked. This will ensure that you receive emails from the ASCP BOC as well as surveys used to gather information and feedback on improving the laboratory profession.



The purpose of a certification examination is to ensure minimum competency of an individual to perform their job safely and thereby protect the public. A certification provides a determination that an acceptable level of competence has been achieved by an individual who possesses the minimum qualifications to be eligible to sit for the certification examination.

CERTIFICATION EXAM COMMITTEES & QUALIFICATION WORK GROUPS

ASCP BOC certification examination committees and qualification work groups are made of up more than 100 volunteer technologists, technicians, phlebotomists, laboratory scientists, educators, supervisors, pathologists, and professional researchers. These volunteers are selected to represent diversity in job type, geographic location, facility type, and amount and level of experience. This diversity provides a broad spectrum of subject matter expertise and knowledge of current practice in the profession across the country.

An ASCP BOC certification examination committee's primary responsibility is to validate the content of the certification examination. They are responsible for the planning, development, and review of the examination databases, setting the standards for each exam, and performing job or practice analyses. Much time and energy goes into reviewing current exam items for accuracy and relevancy, reviewing psychometric and statistical analysis of the exam items/database, and writing new exam items. The committees meet face-to-face annually and by conference call as needed to complete these tasks.

For additional information, and to submit a volunteer application, visit www.ascp.org/boc/exam-cmtes.

PRACTICE ANALYSES

The purpose of conducting a practice analysis is to define practice in a profession. Practice analysis surveys define the actual tasks that individuals must be able to perform at the time of certification, for entry-level practice. The practice analysis provides the foundation for the certification examination. It also ensures the certification is fair, job related, and legally defensible. The practice analysis provides evidence of content validation and is required by psychometric research (i.e., AERA) and is considered best practices for high stakes examination development. In addition, professional standards used by accrediting bodies (i.e. ANSI), as well as legal statutes and guidelines, utilize the practice analysis to evaluate the validity of certification programs.

The practice analysis process begins with the development of a comprehensive list of tasks needed for current practice in the field by subject matter experts. This list is placed into survey format along with a rating scale and demographic questions. The practice analysis survey is then distributed to practitioners. The data is analyzed and the exam committee reviews the data to determine which tasks will be included when developing the content guideline and subsequently the examination database. All exam items are linked to a content area on the content outline.

Current [ASCP BOC Practice Analysis Reports](#) are available online.

CONTENT GUIDELINES

A content guideline is provided for each examination category at www.ascp.org/certification. Each content guideline provides an overview of the content areas with an exam percentage for each. Following this is a more specific overview of the content for each examination category. All exams consist of questions at three taxonomy levels: 1) recall, 2) interpretation, and 3) problem-solving. Exam items are related to the subtest areas outlined on the examination content outline and may be both theoretical and/or procedural.

THE EXAMINATION

All ASCP BOC exams contain multiple-choice questions with one best answer. Most* certification examinations are composed of 100 questions given in a 2 ½ hour time frame. Once an exam is completed, and if there is time remaining, examinees may review and change their answers.

All of the certification examinations contain experimental or field test questions. These questions are not used to calculate the examinee's examination score. This is a common practice in national examination programs and is necessary to test new questions and to ensure the validity of the examination. The time allotted for testing includes adequate time to complete the examination questions as well as the field test questions. Visit www.ascp.org/boc/the-exam.

**The Phlebotomy Technician Examination contains 80 questions given in a 2-hour timeframe while the Donor Phlebotomy Technician examination contains 90 questions and is given in a 2 ½ hour time frame.*



COMPUTER ADAPTIVE TESTING (CAT)

The ASCP BOC uses criterion-referenced computer adaptive testing (CAT) for certification examinations. CAT is used because it measures knowledge and skills more accurately and quickly than standard fixed form tests. 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. This is ideal for certification or licensure examinations, where the ability level (minimally competent) is already established.

Test takers cannot skip a question because the CAT algorithm measures the individual's ability level each time a question is answered. Since each examination adjusts to meet the test taker's knowledge level, every exam is unique.

Each question in the test bank is calibrated for level of difficulty and is classified by content area. The content area aligns with the examination specific content outline; each exam administers questions according to the percentages from this content outline. The questions are not administered in groups, but are administered based on item difficulty, could be from any of the content areas, and follow the exam content percentages. In other words, an examinee taking the MLS exam could start with a microbiology question, followed by a chemistry question, followed by a hematology question, and so on until the end of the exam.

The examinee must answer enough questions correctly to achieve a measure above the pass point in order to successfully pass the certification examination. There is no set number of questions one must answer to pass, nor is there a set percentage one must achieve to pass. If, at the end of the exam, the examinee's score is above the pass point, then he or she passes the exam.



When your students apply for certification, they agree to a legal statement stating, in part:

"I understand that this examination and all test questions are the exclusive property of the Board of Certification and are protected by copyright law. Because of the confidential nature of these copyright materials, I agree not to retain, copy, disclose or reveal any part of these examination materials . . ."

COPYRIGHT

ASCP Board of Certification examinations are protected by copyright law. The ASCP BOC monitors the web and social media sites regularly for individuals or groups who claim to have questions from ASCP BOC examinations. These are sometimes called recalls, remembrances, or brain dumps. Specific exam information should not be shared with anyone including peers, instructors, and future applicants.

Be aware that students who contribute to social media sites or in any way reveal specific information from the examination, such as recalling examination questions and/or answer choices, are committing copyright infringement. If ASCP certificants are found to be in violation, their certification may be revoked. All individuals found to be in violation will be barred permanently from taking any ASCP BOC examination.

EXAMINATION INTEGRITY PLEDGES

Please remind your students not to share information from the examination with anyone. Several program directors have instituted Integrity Pledges that students from their programs are required to sign which explicitly state that sharing of exam content is an ethical violation. For further information, or for an example, email PDInfo@ascp.org.

CONTACT THE ASCP BOC

If you or your students are aware of sites claiming to have ASCP BOC exam content, please email us at PDInfo@ascp.org.



Applicants can take ASCP BOC certification examinations at their choice of more than 275 Pearson Professional Center locations across the country – and many more around the world – all year.

Military personnel and their families may take their examinations at a military base. See page 36 for more information.

Students are responsible for reading all eligibility requirements, application procedures, and information for completing the certification process before submitting an application. All information can be found at www.ascp.org/certification.

ELIGIBILITY FOR THE EXAMINATION

To be eligible to take the ASCP BOC examination, students must complete your program and ALL degree requirements, even if a missing course is not related to the laboratory training program. **Students who have not completed all requirements for their degrees are not eligible to sit for the examination.** Encourage your students to verify with the Registrar's office that they have completed all of their courses for graduation before they submit an application to the ASCP BOC as application fees are non-refundable.

STUDENTS WITH DISABILITIES

A student who wishes to request modifications in the examination environment because of a disability must notify the ASCP BOC in writing **before submitting an application** and provide a letter of diagnosis from an appropriate professional specifying the needed modification. This request for modifications must come from the applicant themselves, not a third party. For further information, see www.ascp.org/boc/ada.

ASCP ACCOUNT

Students must have a personal ASCP account (ASCP Customer ID) in order to apply for an ASCP BOC examination. They should **not** create a duplicate account. Login at www.ascp.org/login.

ALL communication from the ASCP BOC will be sent to the student's email address that they verify when starting their application. Students are responsible for reading all communications from the ASCP BOC and ensuring the ASCP BOC has a current email address on file. When logged in to their ASCP account, after an application has been submitted, students will see a "BOC Activities" card where information can be found regarding their application status.

WHEN TO APPLY

Students should **not** submit an online application more than six weeks prior to the date of program completion. For example, if a student will complete your program at the end of May they should submit an application no earlier than the middle of April. See the Application Timeline on the next page for additional information.

Application Timeline

Students should submit an application six weeks before program completion or later.



STUDENT COMPLETES ONLINE APPLICATION

- » Once payment is submitted, evaluators have up to 60 business days to process an application

EVALUATOR PROCESS APPLICATIONS as they are received

STUDENT APPEARS ON EEV

within 24 hours of application being fully processed

PROGRAM DIRECTOR VERIFIES PROGRAM COMPLETION ON THE EEV

- » Make sure you are certain that the student will successfully complete ALL components of the program by the date indicated (including finals, clinicals, etc.) before verifying program completion. For complete information, see pages 27 - 29.

STUDENT RECEIVES EMAIL TO LOG IN TO THEIR ASCP ACCOUNT

within two business days of EEV sign off. They can access their Admission Notification which includes:

- » The eligibility window in which to schedule and take their exam
- » Instructions for how to schedule their exam at a Pearson VUE testing location

STUDENT SCHEDULES EXAM

STUDENT'S SCORES APPEAR ON YOUR PPR

10 business days after the student sits for the exam

COMPLETING THE ONLINE APPLICATION

The ASCP BOC has created a video that walks applicants through the online application. It can be found on our website at www.ascp.org/certification.

All applications must be completed online. Applicants can pay immediately by credit card or follow the instructions to pay by check.

Your students will need the following information in order to complete the online application:

FIRST AND LAST NAME AS IT APPEARS ON THEIR VALID DRIVER'S LICENSE/VALID STATE ID

- If the first and last names do not match the valid ID when the applicant appears at the test center, he or she will **not** be permitted to take the examination. The applicant will be required to reapply and submit a full application fee.

Detailed information on IDs are provided online under “Acceptable Forms of Identification” at www.ascp.org/boc/test-center.

PERSONAL EMAIL ADDRESS

- ALL communication regarding a student's application is sent via email. It is the student's responsibility to ensure that this email is updated in their ASCP record if necessary.

NAME OF THEIR NAACLS/CAAHEP/ABHES PROGRAM.

- This may be different than their clinical site.
- Students **must** choose their program from the accredited program lookup in the online application. Students should not manually enter their program information as they will then **not** appear on your EEV or PPR.

Education Details

If you are applying for examination based on completion of a NAACLS, ABHES, CAAHEP accredited program, YOU MUST click on the Accredited Program Lookup link below to select your institution.

Institution Information:

Country of Education*

Institution*

Address Line 1*

Address Line 2

City*

State*

Degree/Diploma Information:

Type of Degree/Diploma*

Major or Specialization

Begin Date*

End Date*

Program Director Information:

Select from below to find your institution.

Country of Education* Required

Institution City

State

THE BEGINNING AND END DATES OF THEIR PROGRAM

- This program end date is not necessarily the same as their graduation date.

PROGRAM DIRECTOR'S NAME, PHONE NUMBER, AND EMAIL ADDRESS

PAYMENT INFORMATION

An application is not complete until payment has been received and processed by the ASCP BOC. Credit card payments process overnight. Once a check has been mailed, it may take up to 30 business days for payment to be processed.

PAY BY CREDIT CARD

Students may pay for their application by credit card when submitting their application. If the institution wishes to pay for student applications by credit card, they would need to do so for each student individually.

PAY BY CHECK

MULTIPLE APPLICATIONS WITH ONE CHECK

If you wish to pay the application fees for multiple students with one check:

Each student will need to:

- Complete an application online
- Print the Pay by Check invoice

As the Program Director, you will then need to:

- Collect invoices from students
- Submit one check and ALL invoices to

ASCP Board of Certification
3462 Eagle Way
Chicago, IL 60678

The ASCP BOC cannot hold funds for future applications. Any fees submitted without an invoice will be returned to the institution. Purchase orders are not accepted for payment.

Training and/or work experience documentation forms should **not** be mailed with payment. For complete information about submitting documentation forms, visit www.ascp.org/boc/us-documentation.



Official Transcripts

Official transcripts are required to verify that the academic requirements have been met including high school graduation, college/university credits, and/or an appropriate degree. If necessary, multiple transcripts may be submitted to verify that all educational requirements have been met.

Students who have completed a NAACLS, CAAHEP, or ABHES accredited or approved program are able to sit for the exam **one** time before an official transcript has been received in the ASCP BOC office. However, it is important to note that students will not have access to their exam score, and **are not certified**, until their official transcript has been received and processed by the ASCP BOC office.

Students have up to one year after taking the examination to submit their official transcript to the ASCP BOC office. If, after one year, their official transcript has not been received and processed, their score will be **invalidated**. If they wish to be certified they would need to submit a new application, including application fee and official transcript, and take the certification examination again.

Please remind your students to request an official transcript be submitted to the ASCP BOC. Students should allow at least 10 business days after receipt of the transcript for notification to view their examination score.

OFFICIAL TRANSCRIPT REQUIREMENTS

- Date degree was conferred (if required)
- Seal of educational institution
- Signature of Registrar

At this time, all documentation is requested to be sent electronically. Please click [here](#) to see the ASCP BOC COVID-19 page for complete information.

If your students are unable to submit transcripts electronically, they should mail them to the address below. Please note that there will be an additional delay of 2 weeks in the processing of all documents submitted by mail.

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

All documents, both mailed and electronic, are processed by the ASCP BOC in the order that they are received.



SCHEDULING THEIR EXAM

Be sure to encourage your students to schedule their examinations as soon as they receive their Admission Notification. If students call immediately after receiving their Admission Notification, they should expect to schedule an exam date within 30 days of their eligibility window begin date.

Due to COVID-19, scheduling availability may be heavily impacted. Please review the [ASCP BOC COVID-19](#) document regularly for the most up to date information.

RESCHEDULING AN EXAM

Any rescheduled exams must be within the original eligibility window noted on the student's Admission Notification. Students must contact Pearson VUE at least one full business day (24 hours) prior to the date and time of their test to reschedule their exam.

If a student does not receive an email confirmation from Pearson VUE, they have **not** successfully re-scheduled their exam.

Further information about scheduling and rescheduling appointments can be found at www.ascp.org/boc/schedule-date.



Additional ASCP Resources

You and your students can purchase a number of additional ASCP resources that will help them prepare for the certification examination at www.ascp.org/boc/study-resources, including:

ASCP BOARD OF CERTIFICATION STUDY GUIDES

- The *BOC Study Guide for Clinical Laboratory Certification Exams, 6th edition, enhanced*. This study guide contains more than 2,000 multiple-choice questions presented in a format that is similar to the actual ASCP BOC MLS and MLT certification examinations.
- *BOC Study Guide: Histotechnology Examinations, 2nd edition*
- *BOC Study Guide: Phlebotomy, 2nd edition*

The ASCP provides resources to support students throughout the certification process.

ASCP BOC RESOURCES

The ASCP BOC provides specific content for each exam category at www.ascp.org/boc/us-certifications. These free resources include:

- Eligibility requirements
- Required documentation forms
- Reading lists of suggested material to prepare for the examination
- Examination content guidelines with an outline of topics covered on the examination

A video walk through of completing the online application can be found at www.ascp.org/boc/certification.

EXAMINATION ELIGIBILITY ASSISTANT

To help applicants determine if they meet the eligibility requirements for an examination, the ASCP BOC has developed the Examination Eligibility Assistant. While not necessary for students who are completing an accredited/approved program, other applicants for U.S. certifications may find it helpful.

After choosing a category of certification, and answering a set of Yes/No questions about their education, training, and or/work experience, the Eligibility Assistant will help potential applicants determine if they may be eligible for the certification exam they selected. The ASCP BOC Examination Eligibility Assistant is based on **U.S. education only** and can be found here: www.ascp.org/BOCEligibilityAssistant.

SOCIAL MEDIA

Follow the [ASCP BOC Facebook page](#) to follow the largest certification agency for laboratory professionals. See FAQ's, highlights of various certifications, and timely information throughout the week.

#BOCSTUDYGUIDE QUESTION OF THE WEEK ON FACEBOOK

The #BOCStudyGuide Question of the Week can help your students prepare for the MLS and MLT exams. These practice questions from the BOC Study Guides test their knowledge on various exam topics, and can aid them in identifying with which concepts they are struggling so they can focus their studies more effectively. Watch the ASCP BOC Facebook page weekly to see the new question.

ONLINE PRACTICE TESTS

- The ASCP BOC MLS/MLT Interactive Practice Exam enables the user to build custom quizzes and timed practice tests based on topics, difficulty and more, pulling from a library of nearly 2,500 study questions built by ASCP. MLT and MLS educators can purchase the interactive practice exams for your students and get access to advanced reporting features, including comparative data across program averages (once a minimum participant threshold has been met). Programs with more than five students qualify to receive a 40% discount.
- Additional Online Practice Tests are available for the following categories: CT, PBT, MLT, MLS, HT, HTL, and SC. Purchase includes a 90-day subscription to a package of five to seven tests consisting of 50 unique multiple choice questions. Program Directors can save 20 percent when you order 10 or more practice tests. (Please note the last day to purchase MLT and MLS Online Practice Tests is February 1, 2021. The last day to access these tests is June 30, 2021. After June 30, the tests will no longer be accessible.)
- For complete information, see www.ascp.org/boc/pd/tools-for-students.

MLS ONLINE REVIEW COURSE

- The MLS Online Review Course is a competency-based curriculum to help prepare your students for the MLS examination. In addition to functioning as a concise review, covering the highlights of the content areas on the MLS exam, the MLS Online Review Course can also help your students determine when they are ready to take the exam.

EXAMINATION RESULTS

Immediately after completing the certification examination, your students will see their preliminary results on the computer screen, indicated as “Pass” or “Fail.” Within four business days, students will receive an email notification to log in to see their score report **if** their transcript has been fully processed by the ASCP BOC.

Any student who takes the certification examination without submitting a final academic transcript at the time of application will not receive access to their score report. As Program Director, encourage these students to submit their final transcripts verifying completion of the academic requirements within one year of their examination date. As a courtesy, monthly email reminders will be sent to these students reminding them to submit their official transcript to the ASCP BOC office. If their transcript is not received within one year of examination date, their examination scores will be invalidated and they **will not be certified**. See page 21 for additional information about official transcript requirements.

Students who have failed the exam are given subtest scores in order to help them focus their studying. Subtest scores are not provided to students who passed the exam because it does not serve a useful purpose, and we ask that you do not share this level of information with them. For additional information about the PPR, and the sharing of information, see pages 30-34.

WALL CERTIFICATE

Four to six weeks after they receive their score reports, students will receive a three-year, time-limited wall certificate that includes their name, credential, and valid dates of certification. See page 35 for further information on how to maintain certification.

SOCIAL MEDIA

PICTURES OF WALL CERTIFICATES, ETC.

Please inform your students not to post images of their wall certificates or ASCP BOC documentation on social media. While we appreciate their enthusiasm and pride in becoming certified, these images can be used by unscrupulous individuals to misrepresent themselves as being certified. To protect the integrity of ASCP BOC credentials and records, and for patient safety and welfare, it is important for individuals to protect their certificates from misuse. Please share the following with your students:

- Do not share your wall certificate, score report, or ASCP Member ID card (if applicable) with anyone
- Do not post a copy or image of your wall certificate, score report, or ASCP Member ID card (if applicable) on the Internet or social media.

For complete information, visit www.ascp.org/boc/fraud.

EXAMINATION INTEGRITY

Remind your students not to share any specific exam content, including recalled items or answer choices, with anyone in any form. See page 16 for complete information.

VERIFICATION OF CERTIFICATION

If a student would like verification of their certification status sent to a third party, such as a state licensing board or employer, they should wait until they have received their score report. At that time, they may go online and request verification of certification be sent to a third party. There is a fee for this service. See www.ascp.org/verification for complete instructions.



The ASCP BOC provides resources to support you and your students throughout the certification (and CMP) process. A video for Program Directors can be found at www.ascp.org/boc/program_directors.

ONLINE EDUCATION RESOURCES AVAILABLE

The ASCP BOC has compiled a [list of educational resources](#) from a number of different social media channels. These resources are being brought to US and Canadian Program Directors and Educators to help support programs and students during the transition to distance education. This material is for informational purposes only and does not constitute an endorsement by the ASCP Board of Certification. If you have additions or corrections to this resource list, please contact us at PDInfo@ascp.org.

REVIEW THE ONLINE APPLICATION

We invite you to review the online application in order to better answer questions from your students. [Login](#) to your ASCP account to apply, just don't submit payment information. Take screenshots to share with students and highlight any potential difficulties. Once saved, your application will remain in your account for six months. If you need assistance or have questions, email us at PDInfo@ascp.org.

ASCP BOC PROGRAM DIRECTOR'S GROUP ON FACEBOOK

Join the [ASCP BOC Program Director's Group](#) on Facebook. This group is for directors of NAACLS, CAAHEP, and ABHES accredited or approved laboratory programs whose students seek ASCP certification. This peer-based group can answer any of your certification related questions.

PROGRAM DIRECTOR'S SECTION OF THE WEBSITE

The ASCP BOC website includes pages that are dedicated to you, the Program Director. You can find information about online practice tests and study guides, the EEV and PPR, the Program Director's Guide to Certification e-book, and much more at www.ascp.org/boc/pd/resources.

ASCP BOC NEWSLETTER

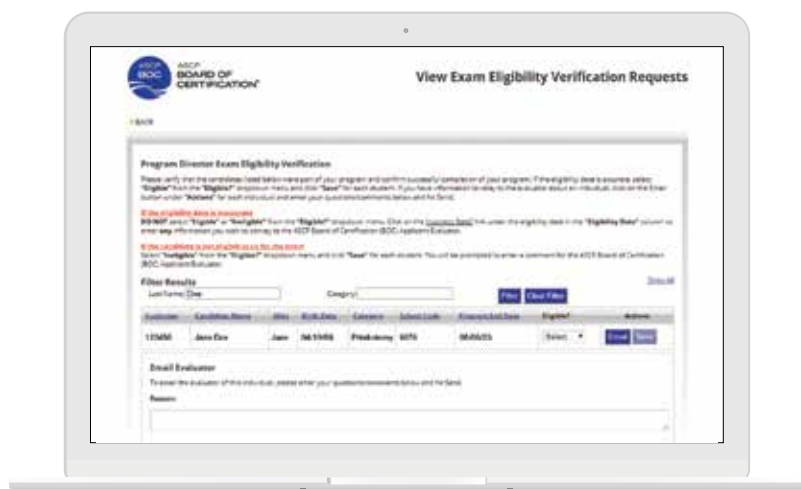
Published three times per year (Spring, Summer, and Winter), the ASCP BOC Newsletter provides in-depth articles, detailed annual reports on ASCP BOC activities, staff spotlights, examination statistics, and more at www.ascp.org/boc/newsletter.

eLINKS

eLinks is an electronic newsletter geared towards keeping you up to date on the ASCP BOC activities that affect you and your students. Emails are sent to all Program Directors and Program Coordinators in our database five times a year. To access previous editions of eLinks, visit www.ascp.org/boc/pd/resources.

CONTACT US

If you have questions about certification, please email us at PDInfo@ascp.org. For questions about International certification, please email Angela Sreckovic, Manager, International Certification, at angela.sreckovic@ascp.org.



The Exam Eligibility Verification Report (EEV) is a tool for Program Directors of NAACLS, CAAHEP and ABHES accredited/approved programs. The EEV provides an up-to-date listing of students whose applications have been processed and are awaiting verification of their eligibility to sit for the exam. You will be required to verify their successful completion of all components of your program before they can schedule their examination date.

You will receive an initial email notification each time a student's application has been processed and they are marked "Eligible;" they will now appear on your EEV. These emails will prompt you to sign into your ASCP account to review the EEV report. Reminder emails are sent every Sunday as well; you will only receive a reminder email if you have students that are still awaiting verification. Please note that you can log in at any time to sign off on student eligibility.

You are encouraged to wait to sign off on a student's eligibility until you are sure that they will complete all requirements of the program by the date indicated. A students' window in which to schedule their exam begins after their program completion is verified through the EEV. If applying before their program is complete, your students' 90-day eligibility window will begin a day after the program completion date verified on the EEV.

The Examination Eligibility Verification Report (EEV)

ACCESSING YOUR EEV REPORT

1. Login to your ASCP account at www.ascp.org/login.
2. Under “Management Tools” choose “Exam Eligibility Verification”.
Please note that you will only see this option if you have students currently waiting to be verified.
3. Click the top link to view pending exam eligibility requests.
4. If you only see an option to view EEV archives, there are no pending requests.

COMPLETING AN EEV REPORT

Applications are processed individually, not as school groups; therefore, not all of your students will appear on the EEV at the same time.

REVIEW THE EEV REPORT FOR EACH STUDENT FOR ACCURACY:

- student’s full name
- certification category
- date of program completion

IF ALL INFORMATION IS ACCURATE, SELECT “ELIGIBLE”.

FOLLOW THE INSTRUCTIONS TO SEND AN EMAIL TO THE ASCP BOC IF:

- a particular student is not listed.
- you do not recognize a student listed.

IMPORTANT: Do **not** mark the student as “Ineligible” as this will delete the student’s application.

IF YOU SEE A STUDENT’S NAME FROM A PREVIOUS CLASS on your EEV, proceed with the standard review process. Students from accredited/approved programs are eligible for examination for up to five years after program completion.



DATE OF PROGRAM COMPLETION VS. GRADUATION DATE

Before your students apply, please ensure that they know the date of your program's completion as this may not be the same as their actual graduation date. Students should enter their program completion date on the online application.

INCORRECT PROGRAM END DATE

If the program end date is incorrect, **do not** select anything from the dropdown menu. Click on "Incorrect Date?" to send an email with the correct information to the ASCP BOC.

- If the program end date entered by the student is up to one week after their actual end date, **do not** request that it be changed.
- If you have submitted a change in program completion date to the ASCP BOC, allow up to 5 business days for the change to be made.

You will need to log back in to the EEV to verify the corrected date. Please note that you will **not** receive an email to alert you when the program end date has been updated by ASCP BOC staff.

STUDENTS WHO WILL NOT COMPLETE A PROGRAM

- Notify the ASCP BOC immediately about any student on the EEV who will not complete your program or degree requirements by the date indicated.
- If you have already submitted the EEV, contact Angela Nunn, Assistant Manager of Certification Processing, at angela.nunn@ascp.org as soon as possible.
- The student will be notified by email that he or she is ineligible.
- If the student completes the required coursework at a later date, they must submit a new application and application fee.

EEV ARCHIVE

Archived reports list students in chronological order by program end date.



Program Performance Reports (PPR)

The Program Performance Report (PPR) is an optional paid service that allows you to view and download your students' certification examination scores. You can also access program and national scaled score comparisons and subtest mean scaled scores, as well as archives of reports. Information can also be found online at www.ascp.org/boc/pd/ppr.

PPR AVAILABLE FOR:	PPR INCLUDES:
Technologist in Cytogenetics (CG)	First time individual student scaled scores
Cytotechnologist (CT)	Program and National scaled score comparisons
Histotechnician (HT)	Repeat individual student scaled scores
Histotechnologist (HTL)	Distribution of examinee scaled scores
Medical Laboratory Assistant (MLA)	
Medical Laboratory Scientist (MLS)	
Medical Laboratory Technician (MLT)	
Technologist in Molecular Biology (MB)	
Pathologists' Assistant (PA)	
Phlebotomy Technician (PBT)	
Specialist in Blood Banking (SBB)	

PPR INFORMATION

Properly designed and developed certification examinations identify and classify candidates into a classification of competent or not competent. Certification bodies are not concerned with how candidates perform relative to one another but rather how the candidates perform relative to the minimum passing score. Examination scores should not be used for alternative purposes other than determining minimum competency.

All examination scores are reported in scaled score. A scaled score is mathematically derived (in part) from the raw score (number of correctly answered questions) and the difficulty level of the 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. See pages 14 - 15 for additional information about ASCP BOC examinations.

The PPR is updated daily. Student scores will appear on your PPR 10 business days after their exam date. It is important to note that students have the right to request their exam score not be released. If that is the case, the student's individual scores will not be listed on your PPR; however, their scores will be included in your overall program information.

Passing an ASCP BOC certification exam shows that a student possesses the essential knowledge and skills necessary for competent practice in a particular field. We thank you for your cooperation in keeping individual records confidential.

PAYING FOR THE PPR

The Program Performance Report is an annual subscription service. The fee for the 2021 PPR is \$150 per program; if you oversee multiple programs, you will have multiple invoices.

If you do not purchase the 2021 PPR by January 1, 2021, you will not have access to any PPR data beginning January 1. Paying prior to January 1, 2021, will ensure uninterrupted PPR access. By paying the current year's invoice, access is provided to all current **and** previous PPR data for the full calendar year.

Program Directors will receive an email notification with a link to their PPR invoice(s) each fall for the following year. If you do not receive an email notification by November 15th, login to your ASCP account to view your invoice. If you are unable to access your invoice online, need a PDF copy of your invoice, or need the invoice sent to someone other than the Program Director, please contact us at PDInfo@ascp.org.

PAY BY CREDIT CARD

- [Login](#) to your ASCP account
- Under "Management Tools" choose "View PPR Invoice Order"
- Follow the online instructions OR
- Call ASCP Customer Relations at (800) 267-2727

PAY BY PAPER CHECK

- [Login](#) to your ASCP account
- Under "Management Tools" choose "View PPR Invoice Order"
- Print the PPR invoice
- Submit a check **with** the invoice to:
ASCP Board of Certification
3462 Eagle Way
Chicago, IL 60678

Please note: Credit card payments process overnight. Once a check has been mailed, it may take up to 30 business days for payment to be processed.

PAYING ELECTRONICALLY (ELECTRONIC CHECK, WIRE TRANSFER, ETC.)

If your Accounts Payable Department will be submitting payment electronically, please work with them to ensure that the order number is included with the electronic payment. You can help guarantee that your payment is applied to the correct order by sending an email to PDInfo@ascp.org with:

- the date the electronic payment was sent
- the name that appears as the sender
- tracking details
- any other identifying information.

Not following the procedures as noted above will result in significant processing delays, during which time you will not have access to PPR data. Faxed payments and purchase orders are not accepted.

ACCESSING YOUR PPR

You will not have access to any PPR data unless the current year's invoice has been paid. If you have not paid your annual subscription fee, you will see a "View PPR Invoice Order" link under the "Management Tools" section of your dashboard. If you do not see this link when you log in, then your invoice has been paid and fully processed.

TO ACCESS YOUR PPR

- [Login](#) to your ASCP account
- Choose "Program Performance Report" under "Management Tools"
- Choose current or prior reports (2016 – current OR 2010 – 2016)
- Select Program and School
- Customize date ranges
- Click "View Report"

PPR FEATURES

If you are a Program Director of multiple programs, you will first choose the program for which you want to see data. Next, choose from one of the two links:

- 2010 – 2016 Program Performance Report (PPR)
 - » Data is provided in static six month and annual cycles
 - » Data is organized by exam date

The screenshot shows a web interface for selecting a Program Performance Report (PPR). It includes a form with the following fields:

- Date Type***: A dropdown menu with "Select a Date Type" as the placeholder.
- Select Program & School***: A dropdown menu with "Select a Program & School" as the placeholder.
- Start Date***: A text input field with "mm/dd/yyyy" as the placeholder and a calendar icon.
- End Date***: A text input field with "mm/dd/yyyy" as the placeholder and a calendar icon.

Below the form are two buttons: "View Report" and "Cancel".

At the top of the form, there are two informational notes:

- *Exam Date for this report begins January 1, 2016.
- *Program End date cannot be prior to January 1, 2011, and only students who tested after December 31.

On the right side of the form, there are two links:

- [2016 – current Program Performance Report \(PPR\)](#)
- [2010-2016 Program Performance Report \(PPR\)](#)

At the bottom right, there is a note: "If you need data prior to 2010, please contact us at PDInfo@ascp.org".

- 2016 – current Program Performance Report (PPR)
 - » Choose your date range from Jan 1, 2016 - current
 - » Choose to see results by exam date or program end date
 - If you search by Program End Date, you will only see your specific program's information; national information will **not** be provided

If you want to change programs or date ranges, click on the "Go to Program Performance Report (PPR)" link in the top right corner of the PPR page. This will bring you back to the selection screen.

SHARING PPR INFORMATION

SHARING PPR INFORMATION WITH THE PUBLIC

The Program Performance Report is a paid subscription service meant for use by Program Directors and Program Administrators only; specific data from the PPR is not to be shared with the public. The information contained in the PPR should be handled in a confidential manner which respects the rights of the individual whose scores are reported. Individual student data, subtest means, and the histogram are not public information and it is inappropriate to publicize this data in recruitment efforts.

Any data that is shared must be anonymized. Program Directors can share overall program pass rates and program scaled score comparisons as an outcomes measure for accreditation purposes. This information is contained within the “Program and National Scaled Score Comparisons” section of the PPR.

SHARING PPR INFORMATION WITH STUDENTS

Students should not need to ask you for their exam score as all examinees are provided access to their score report electronically within four business days of testing, unless they have not yet met all eligibility requirements. A student who has passed the exam, but whose official transcript has not been received by the ASCP BOC office, will not have access to their score report and **is not yet certified**. It is important to note that this student’s exam score will still appear on your PPR 10 business days after they have taken the exam. See page 21 for complete information about official transcripts.

In many Board exams, no scores are given; candidates receive only a statement of Pass or Fail. The goal of a certification program is to identify individuals who achieve the predetermined level of competency. The purpose of ASCP BOC certification exams is not for individuals to compare or rank themselves or their program.

The ASCP BOC provides subtest scores to Program Directors to help them get an overall sense of how their students are doing by discipline. Students who have failed the exam are given subtest scores in order to help them focus their studying. Subtest scores are **not** provided to students who passed the exam because it does not serve a useful purpose, and we ask that you do not share this level of information with them.



ADDITIONAL PPR INFORMATION

PROVIDING ADDITIONAL USERS ACCESS TO THE PPR

If there is a faculty member, an Education Coordinator, or someone else who should also have access to the PPR information, please email PDinfo@ascp.org with the following:

- name of the institution
- category of program and six-digit school code (MLS-123456)
- name and email address of individuals who should have access

Please note that the Program Director will remain the only person able to access the Exam Eligibility Verification (EEV) to verify students' completion of the program and the annual PPR invoice.

COMMON ACCESS OR DATA ISSUES

For any issues, including those listed below, please contact PDinfo@ascp.org. All inquiries will receive a response in 3 – 5 business days.

- Incorrect student information, including if a student is not listed or you do not recognize a student's name.
 - » It is important to note that students have the right to request their exam score not be released. If that is the case, the student's individual scores will not be listed on your PPR. However, their scores will be included in your overall program information.
- Access to program data prior to 2010.
 - » Include your program type, school code, and the date range of the data requested. If you have paid for the current PPR invoice you will receive a PDF of the requested information.
- Access to previous years' data for programs that have closed.
 - » Please include a brief explanation and include your program type, school code, and the date range of the data requested.

SAVING/DOWNLOADING PPR DATA

You can save the entire PPR document as a PDF. Once the data is saved as a PDF, you have the ability to export the data into a spreadsheet.

The steps are different depending on the Internet browser you are using. For assistance with downloading or saving PPR data, please email us at PDinfo@ascp.org.

You may want to save a copy of your PPR data near the end of the year to have on hand while payment is processing.

HT/HTL PROGRAMS

Students who graduate from an HT program can take the HTL examination if they meet the academic requirements. Therefore, if you are a Program Director of either an HT or HTL program, your PPR will have an option to see data for both of these programs. You will only need to pay one invoice for access to both HT and HTL student scores.



CREDENTIAL MAINTENANCE PROGRAM (CMP)

ASCP Board of Certification (BOC) credentials represent the highest standards for quality and continued competency. In keeping with the commitment to ongoing proficiency, the ASCP BOC developed the Credential Maintenance Program (CMP). In addition to helping you maintain your professional certification, the CMP can help you stay current on developments in your field and provide opportunities for both professional and personal enrichment.

HOW CMP WORKS

The CMP requires the completion of continuing education (CE) activities within your three-year certification cycle in order to maintain valid ASCP certification. Some of the qualifying activities include employer offered courses, teleconferences/online courses, competence assessment by your employer, and participating in formal continuing education courses.

Candidates record and submit their completed CEs to the ASCP BOC through the online CMP declaration form process. When your CMP application has been reviewed and approved, your certification cycle is updated and valid for the next three-year period.

CMP RESOURCES FROM THE ASCP BOC

Please visit this link to access the following CMP resources: www.ascp.org/cmp.

- The Credential Maintenance Program (CMP) Booklet outlines specific program requirements by category and provides suggested continuing education activities.
- The Credential Maintenance Program (CMP) Video provides an overview of the program and guides the certificant through the online recertification process.

At www.ascp.org/boc/military you will find information specific to military personnel regarding the payment of application fees, documentation required to verify eligibility, and testing on military bases.

ELIGIBILITY

Provided they are in good standing, active military personnel enrolled in military laboratory specialist courses and in NAACLS, CAAHEP, or ABHES accredited/approved training programs can sit for the appropriate ASCP BOC certification examination within the last three weeks of Phase II training.

TESTING LOCATIONS

Military personnel and their families can take ASCP BOC certification examinations at military bases. To gain access to on-base military test centers, an examinee must have both a valid government ID **and** authorization to enter the base. Make sure that your students have proper authorization for access to the military base before scheduling their exam. You can find a site near you at www.pearsonvue.com/ascp.

EXAMINATION ELIGIBILITY VERIFICATION (EEV)

When you receive an email notification alerting you to review your program's EEV report, you should indicate whether your students are in good standing in the final three weeks of the training program by the date indicated. See pages 27-29 for complete EEV information.

Contact Angela Nunn, Assistant Manager of Certification Processing, at angela.nunn@ascp.org immediately about any student who did not successfully complete your program or degree requirements.

EXAMINATION RESULTS

Immediately after completing the certification examination, your students will see their preliminary results on the computer screen, indicated as "Pass" or "Fail." Within four business days, students will receive an email notification to log in to see their score report if they have successfully completed your program **and** their official transcript has been fully processed by the ASCP BOC.

Students who have completed NAACLS, CAAHEP, ABHES, or military laboratory specialist programs are able to sit for the exam one time before an official transcript has been received in the ASCP BOC office. Any student who takes the certification examination without submitting a final academic transcript at the time of application will not receive access to their score report. As Program Director, encourage these students to submit their final transcripts verifying completion of the academic requirements within one year of their examination date. As a courtesy, monthly email reminders will be sent to these students reminding them to submit their official transcript to the ASCP BOC office. If their transcript is not received and processed within one year of examination date, their examination score will be **invalidated** and they **will not be certified**. See page 21 for additional information about official transcript requirements.

Students who have failed the exam are given subtest scores in order to help them focus their studying. Subtest scores are not provided to students who passed the exam because it does not serve a useful purpose, and we ask that you do not share this level of information with them. For additional information about the PPR, and the sharing of information, see pages 30-34.



In addition to maintaining high professional standards in the United States to ensure the highest level of patient safety, the ASCP BOC also recognizes the need for a global standard of excellence in laboratory practice. To that end, the ASCP BOC has established an international certification credential (ASCP^I) for laboratory professionals worldwide. For further information, see www.ascp.org/international.

In addition to certification, the ASCP BOC offers networking opportunities and other services to countries seeking to strengthen their clinical laboratories and clinical laboratory programs. It is recognized that many international academic programs mirror those of programs in the U.S. If you have questions about international programs or international certification please contact Angela Sreckovic, Manager, International Certification & CA Technical Operations, at angela.sreckovic@ascp.org.

Notes

Questions? **We're Here to Help**

FOR QUESTIONS ABOUT U.S. CERTIFICATION, CONTACT:

PDInfo@ascp.org

FOR QUESTIONS ABOUT INTERNATIONAL CERTIFICATION, CONTACT:

Angela Sreckovic
Manager, International Certification
and CA Technical Operations
312.541.4473
angela.sreckovic@ascp.org



ASCP
**BOARD OF
CERTIFICATION®**

The mission of the ASCP Board of Certification (BOC) is to provide excellence in certification of laboratory professionals on behalf of patients worldwide.

www.ascp.org/boc