The ASCP Board of Certification is an administratively independent certification agency that prepares relevant standards and develops procedures that will assure the competence of nonphysician 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 \textsuperscript{i} International Certification for Laboratory Professionals

With over 500,000 individuals certified, the American Society for Clinical Pathology (ASCP) is the largest association of laboratory professionals in the world. Serving as the largest and oldest pathology and laboratory medicine society, the ASCP Board of Certification (BOC) now offers a formal process for international laboratory professionals to earn ASCP \textsuperscript{i}. The ASCP \textsuperscript{i} credential certifies professional competency among new and practicing laboratory personnel in an effort to contribute globally to the highest standards of patient safety and carries the weight of over 85 years of expertise in clinical laboratory professional certification. By earning ASCP \textsuperscript{i} certification, you demonstrate to your employer and your colleagues that your knowledge and experience meet the highest standards of your profession.

What is Certification?

Certification is the process by which a nongovernmental agency or association recognizes the competence of an individual who has met predetermined qualifications. ASCP Board of Certification certifies individuals upon completion of academic prerequisites, clinical laboratory education, or experience, and successful performance on an examination. Foreign educated graduates of medical laboratory science programs and laboratory professionals are challenged with content that mirrors the standards of excellence established by ASCP exams.

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. 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 of 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

The ASCP Board of Certification (BOC) represents the gold standard for certification of pathologists’ assistants and laboratory professionals.

Through their work on various scientific and examination committees, nearly 100 volunteer technologists and technicians, specialists, laboratory scientists, physicians, professional researchers, and experts in psychometrics ensure that BOC examination processes and certification credentials continue to maintain the highest standards of the laboratory medicine profession. BOC examination committees are responsible for examination development and review, determining accuracy and relevancy of the examinations, and establishing the competence level for each area of laboratory medicine.

Maintenance of Credential

Anyone certified prior to 2012 will maintain their certification credentials for life. Beginning January 1, 2012, however, international certification must be maintained by completing the Credential Maintenance Program (CMP).
International Certification Process

Step 1  Meet the eligibility requirements for the appropriate examination category as shown on pages 4-12 before submitting your online application.

Step 2  Complete the appropriate online application form (see page 16) and submit the following:
- Appropriate application fee (credit card or check)  
- Necessary documentation required to verify your eligibility (see pages 14-15).

Step 3  Receive notification email with instructions to retrieve your admission notification in your online ASCP account 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 on your admission notification.

Step 5  Take the examination at the Pearson Professional Center of your choice. (Appendix C, page 23) 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 scores.

Step 7  Receive your certificate in approximately 6-8 weeks verifying your certification upon passing the examination 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 via mail or email 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 appropriate documentation about the disability and 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 that make it possible for an individual with a disability to take an examination under conditions that 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.

International Certification Categories and Application Fees

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

The Board of Certification does not establish eligibility of any candidate from information that is supplied via email, correspondence, fax, or telephone calls alone. Our office must base all decisions on a review and verification of information supplied through formal application for examination.

<table>
<thead>
<tr>
<th>Category of Examination</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Histotechnician, HT(ASCP)</td>
<td>$175</td>
</tr>
<tr>
<td>International Medical Laboratory Technician, MLT(ASCP)</td>
<td>$175</td>
</tr>
<tr>
<td>International Phlebotomy Technician, PBT(ASCP)</td>
<td>$125</td>
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<tr>
<td>International Medical Laboratory Scientist, MLS(ASCP)</td>
<td>$200</td>
</tr>
<tr>
<td>International Histotechnologist, HTL(ASCP)</td>
<td>$200</td>
</tr>
<tr>
<td>International Technologist in Blood Banking, BB(ASCP)</td>
<td>$200</td>
</tr>
<tr>
<td>International Technologist in Chemistry, C(ASCP)</td>
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<td>$200</td>
</tr>
<tr>
<td>International Technologist in Gynecologic Cytology, CTgyn (ASCP)</td>
<td>$200</td>
</tr>
<tr>
<td>International Technologist in Hematology, H(ASCP)</td>
<td>$125</td>
</tr>
<tr>
<td>International Technologist in Microbiology, M(ASCP)</td>
<td>$200</td>
</tr>
<tr>
<td>International Technologist in Molecular Biology, MB(ASCP)</td>
<td>$200</td>
</tr>
<tr>
<td>Científico de Laboratorio Médico Internacional, CLM(ASCP)</td>
<td>$200</td>
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</tr>
<tr>
<td>International Specialist in Microbiology, SM(ASCP)</td>
<td>$250</td>
</tr>
</tbody>
</table>

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

* ASCP BOC Scholarship Funding available for Resource-Limited Countries
MLT(ASCP®) International Medical Laboratory Technician

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

**Route 1:** Minimum of a two-year diploma in Medical Laboratory Technology* which includes training in blood banking (immunohematology), chemistry, hematology, and microbiology from an accredited/approved** technical institution.

**Route 2:** Minimum of a two-year diploma or equivalent in any biological science or chemistry from an accredited/approved** educational institution AND successful completion of a Medical Laboratory training program**. The training program must include blood banking (immunohematology), chemistry, hematology, and microbiology.

**Route 3:** Minimum of a two-year diploma or equivalent in any biological science or chemistry from an accredited/approved** educational institution AND three years experience including all aspects of the clinical laboratory in an accredited/approved*** laboratory facility. Experience must include blood banking (immunohematology), chemistry, hematology, and microbiology.

* Degrees/Diplomas in Medical Laboratory Technology include Medical Technology, Medical Laboratory Science, Clinical Laboratory Science, and Biomedical Laboratory Science.

** Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation.

***Laboratory accredited by JCI, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

Clinical Laboratory Experience

To fulfill the experience requirement for the International Histotechnician examination, you must have experience in ALL of the following areas:

- Fixation
- Processing
- Embedding/Microtomy
- Staining

PBT(ASCP®) International Phlebotomy Technician

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

**Route 1:** High school graduation (or equivalent) AND completion of a formal phlebotomy program. This program must consist 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 clinical training in an approved/accredited laboratory* with a minimum performance of 50 successful, unaided blood collections, including venipunctures and skin punctures.

**Route 2:** High school graduation (or equivalent) AND completion of one year acceptable work experience as a phlebotomy technician in an approved/accredited laboratory*. This experience must include venipunctures and skin punctures.

**Route 3:** High school graduation (or equivalent) AND successful completion of a nursing or other acceptable/accredited biomedical science education which includes phlebotomy training with a minimum performance of 50 successful, unaided blood collections, including venipunctures and skin punctures.

**Route 4:** MT/MLS(ASCP®) or MLT(ASCP®) certification.

Applicants with training in the United States must apply through United States PBT(ASCP) eligibility routes.

* Laboratory accredited by JCI, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.
MLS(ASCP)® International Medical Laboratory Scientist (también disponible en español)

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

Route 1: A baccalaureate degree in Medical Technology*, biological science, or chemistry from an accredited/approved** educational institution AND complete a Medical Laboratory training program**. The training program must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology.

Route 2: A baccalaureate degree in Medical Technology* from an accredited/approved** educational institution AND complete three years experience including all aspects of the clinical laboratory in an accredited/approved*** laboratory facility. Experience must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology.

Route 3: Baccalaureate degree from an accredited/approved** educational institution AND successful completion of a minimum two-year Medical Laboratory program. The training program must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology.

Route 4: A baccalaureate degree in any biological science or chemistry from an accredited/approved** educational institution AND complete five years experience including all aspects of the clinical laboratory in an accredited/approved*** laboratory facility. Experience must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology.

Route 5: Baccalaureate degree from an accredited/approved** educational institution AND minimum two-year diploma or equivalent in any biological science or chemistry from an accredited/approved** educational institution AND five years experience including all aspects of the clinical laboratory in an accredited/approved*** laboratory facility. Experience must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology.

* Degrees/Diplomas in Medical Technology include Medical Technology, Medical Laboratory Science, Clinical Laboratory Science, and Biomedical Laboratory Science.

** Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

***Laboratory accredited by JC, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

CLM(ASCP)® Científico de Laboratorio Médico Internacional

Para ser elegible para dicha categoría de examen, el candidato deberá cumplir con los requisitos de al menos una de las siguientes rutas:

Ruta 1: Un título universitario, de mínimo 4 años de duración, en Tecnología Médica*, ciencia biológica, o química de una institución educativa acreditada/aprobada **. Y haber concluido un programa de formación en Laboratorio Médico**. El programa de formación debe incluir Banco de Sangre (Inmunohematología), Química, Hematología, y Microbiología.

Ruta 2: Un título universitario, de mínimo 4 años de duración, en Tecnología Médica* de una institución educativa acreditada/aprobada **. Y poseer tres años de experiencia, incluyendo todos los aspectos del laboratorio clínico, en un laboratorio acreditado/aprobado**. Dicha experiencia debe incluir Banco de Sangre (Inmunohematología), Química, Hematología, y Microbiología.

Ruta 3: Un título universitario, de mínimo 4 años de duración, de una institución educativa acreditada/aprobada **. Y haber culminado satisfactoriamente un programa de Laboratorio Clínico de una duración mínima de dos años**. El programa de formación debe incluir Banco de Sangre (Inmunohematología), Química, Hematología, y Microbiología.

Ruta 4: Un título universitario, de mínimo 4 años de duración, en cualquier ciencia biológica o química de una institución educativa acreditada/aprobada **. Y poseer cinco años de experiencia, incluyendo todos los aspectos del laboratorio clínico, en un laboratorio acreditado/aprobado**. Dicha experiencia debe incluir Banco de Sangre (Inmunohematología), Química, Hematología, y Microbiología.

Ruta 5: Un título universitario, de mínimo 4 años de duración, de una institución educativa acreditada/aprobada **. Y poseer un diploma, o equivalente, de una duración mínima de dos años en cualquier ciencia biológica o química de una institución educativa acreditada/aprobada**. Y poseer cinco años de experiencia, habiendo incluido todos los aspectos del laboratorio clínico, en un laboratorio acreditado/aprobado**. Dicha experiencia debe incluir Banco de Sangre (Inmunohematología), Química, Hematología, y Microbiología.


** Acreditado/aprobado por una asociación o Ministerio regulador. Países que no cuentan con un sistema prevalente de acreditación/aprobación deben
tener programas/instituciones educativas aprobadas por una Junta de Asesores Internacionales elegida por la Junta de Certificación de la ASCP, o elegibilidad será determinada mediante una evaluación curricular. Su título debe ser equivalente a un título de los Estados Unidos.

**Acreditado por JCI, CAP, ISP 15189 o por una asociación o Ministerio regulador. Países que no cuenten con un sistema prevalente de acreditación deben tener laboratorios aprobados por una Junta de Asesores Internacionales elegida por la Junta de Certificación de la ASCP.**

**BB(ASCP) International 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:

**Route 1:** MT/MLS/ASCP certification, AND a baccalaureate degree from an accredited/approved* educational institution.

**Route 2:** Baccalaureate degree from an accredited/approved* educational institution in biological science or chemistry AND one year acceptable clinical laboratory experience in Blood Banking (Immunohematology) in an accredited/approved** laboratory facility.

**Route 3:** Baccalaureate degree from an accredited/approved* educational institution in biological science or chemistry AND successful completion of a Blood Banking (Immunohematology) clinical training program* which includes an internship.

**Route 4:** Graduate level degree (Master's, Doctorate) in chemistry, biology, immunology, immunohematology, microbiology, clinical laboratory sciences or an appropriately related field, from an accredited/approved* educational institution, AND six months acceptable clinical laboratory experience in Blood Banking (Immunohematology) in an accredited/approved** laboratory facility.

**Route 5:** Baccalaureate degree in medical laboratory science*** from an accredited/approved* educational institution AND successful completion of a Medical Laboratory training program*.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

** Laboratory accredited by JCI, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

*** Degrees/Diplomas in Medical Laboratory Science include Medical Laboratory Science, Medical Technology, Clinical Laboratory Science, and Biomedical Laboratory Science.

Clinical Laboratory Experience

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

- Test for other blood group antigens
- Routine Problem Solving
- Transfusion reactions
- Immune hemolytic anemias
- Hemolytic disease of the fetus and newborn (HDFN)
- Rh immune globulin studies
- Indications for transfusion
- Quality Control/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) International Technologist in Chemistry**

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

**Route 1:** MT/MLS/ASCP certification, AND a baccalaureate degree from an accredited/approved* educational institution.

**Route 2:** Baccalaureate degree from an accredited/approved* educational institution in biological science or chemistry AND one year acceptable clinical laboratory experience in chemistry in an accredited/approved** laboratory facility.

**Route 3:** Baccalaureate degree from an accredited/approved* educational institution in biological science or chemistry AND successful completion of a chemistry clinical training program* which includes an internship.

**Route 4:** Graduate level degree (Master's, Doctorate) in chemistry, or an appropriately related field, from an accredited/approved* educational institution, AND six months acceptable clinical laboratory experience in chemistry in an accredited/approved** laboratory facility.

**Route 5:** Baccalaureate degree in medical laboratory sciences*** from an accredited/approved* educational institution AND successful completion of a Medical Laboratory training program*.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

** Laboratory accredited by JCI, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

*** Degrees/Diplomas in Medical Laboratory Sciences include Medical Laboratory Science, Medical Technology, Clinical Laboratory Science, and Biomedical Laboratory Science.

Clinical Laboratory Experience

To fulfill the experience requirement for the International Technologist in Chemistry examination, you must have clinical laboratory experience in eight of the fifteen procedures listed:
CG(ASCP) International Technologist in Cytogenetics

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

Route 1: Baccalaureate degree from an accredited/approved* educational institution AND successful completion of an accredited/approved* cytogenetics clinical training program* which includes an internship.

Route 2: Baccalaureate degree from an accredited/approved* educational institution in biological science or chemistry, AND one year acceptable work experience in an accredited/approved** clinical cytogenetics*** laboratory or an accredited/approved** laboratory.

Route 3: Graduate level degree (Master’s or Doctorate) in genetics or molecular biology from an accredited/approved* educational institution, AND nine months acceptable work experience in an accredited/approved** clinical cytogenetics*** laboratory or an accredited/approved** laboratory.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

** Laboratory accredited by JC, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

*** A clinical cytogenetics laboratory is defined as one capable of providing individuals with knowledge and practical experience in clinical cytogenetics, such as primary cell culture and harvest, slide preparation and staining, chromosome analysis, microscopic and image analysis, and molecular techniques (e.g., fluorescence in situ hybridization (FISH) and microarray).

CT(ASCP) International Cytotechnologist

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

Route 1: Baccalaureate degree or higher from an accredited/approved* educational institution, AND successful completion of an accredited/approved* cytotechnology clinical training program* which includes an internship.

Route 2: Baccalaureate degree or higher from an accredited/approved* educational institution, AND three (3) years of experience in gynecological and non-gynecological cytology, fine needle aspiration (FNA), and laboratory operations immediately prior to application in an accredited/approved** laboratory facility AND successful completion of the national examination in countries where a national registry for Cytotechnology exists.

Route 3: Baccalaureate degree or higher from an accredited/approved* educational institution, AND CT(IAC) certification.

Route 4: Baccalaureate degree or higher from an accredited/approved* educational institution, AND CTgyn(ASCP) certification AND two (2) years of experience in non-gynecological cytology, fine needle aspiration (FNA), and laboratory operations in an accredited/approved** laboratory facility.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

** Laboratory accredited by JC, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

CTgyn(ASCP) International Technologist in Gynecologic Cytology

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

Route 1: Minimum of a 2 year diploma or equivalent from an accredited/approved* educational institution AND successful completion of an accredited/approved* Cytotechnology program in which the program of study incorporates theory and practice in gynecologic cytology.

Route 2: Current employment in the field of cytology AND one (1) year of experience in gynecologic cytology immediately prior to application in an accredited/approved** laboratory facility AND successful completion of the national examination in countries where a national registry for Cytotechnology exists.

Route 3: CT(IAC) certification.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation.

** Laboratory accredited by JC, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

H(ASCP) International Technologist in Hematology

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

Route 1: MT/MLS(ASCP) certification, AND a baccalaureate degree from an accredited/approved* educational institution.

Route 2: Baccalaureate degree from an accredited/approved*
educational institution with a major in biological sciences or chemistry, AND one year acceptable clinical laboratory experience in hematology in an accredited/approved** laboratory facility.

** Route 3: Baccalaureate degree from an accredited/approved* educational institution in biological sciences or chemistry, AND successful completion of a hematology clinical training program* which includes an internship.

** Route 4: Graduate level degree (Master’s, Doctorate) in biology, chemistry, or an appropriately related field, from an accredited/approved* educational institution, AND six months acceptable clinical laboratory experience in Hematology in an accredited/approved** laboratory facility.

** Route 5: Baccalaureate degree in Medical Laboratory Sciences*** from an accredited/approved* educational institution, AND successful completion of a Medial Laboratory training program.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation.

** Laboratory accredited by JC, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

*** Degrees/Diplomas in Medical Laboratory Sciences include Medical Laboratory Science, Medical Technology, Clinical Laboratory Science, and Biomedical Laboratory Science.

Clinical Laboratory Experience

To fulfill the experience requirement for the International Histotechnologist examination, you must have experience in ALL of the following areas:
- Fixation
- Embedding/Microtomy
- Processing
- Staining

M(ASCP)® International Technologist in Microbiology

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

** Route 1: MT/MLS(ASCP)® certification, AND a baccalaureate degree from an accredited/approved* educational institution.

** Route 2: Baccalaureate degree from an accredited/approved* educational institution in biological science or chemistry AND one year acceptable clinical laboratory experience in microbiology in an accredited/approved** laboratory facility.

** Route 3: Baccalaureate degree from an accredited/approved* educational institution in biological science, chemistry or medical sciences, AND successful completion of a microbiology clinical training program* which includes an internship.

** Route 4: Graduate level degree (Master’s, Doctorate) in microbiology, or an appropriately related field, from an accredited/approved* educational institution, AND six months acceptable clinical laboratory experience in Microbiology in an accredited/approved** laboratory facility.

** Route 5: Baccalaureate degree in medical laboratory science*** from an accredited/approved* educational institution AND successful completion of a Medical Laboratory training program*.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation.

** Laboratory accredited by JC, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

*** Degrees/Diplomas in Medical Laboratory Sciences include Medical Laboratory Science, Medical Technology, Clinical Laboratory Science, and Biomedical Laboratory Science.
Clinical Laboratory Experience

To fulfill the experience requirements for the International Technologist in Microbiology examination, you must have experience in **three** of six of the following areas:
- Bacteriology
- Molecular Microbiology
- Mycobacteriology
- Mycology
- Parasitology
- Virology

MB(ASCP®) International 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:

**Route 1:** ASCP® certified as a technologist (MT/MLS, CG, CT, HTL, BB, C, H or M) or specialist (SBB, SC, SCT, SH or SM) AND a baccalaureate degree from an accredited/approved** educational institution.

**Route 2:** Baccalaureate degree from an accredited/approved** educational institution AND successful completion of an accredited/approved** diagnostic molecular science program which includes an internship. Academic education or molecular science program must include courses in biological science and chemistry; educational institution.

**Route 3:** Baccalaureate degree from an accredited/approved** educational institution AND successful completion of a minimum two-year Medical Laboratory program**. The training program must include blood Banking (immunohematology), chemistry, hematology, and microbiology.

**Route 4:** Baccalaureate degree in any biological science or chemistry from an accredited/approved** educational institution AND one year acceptable experience (clinical, veterinary, industry or research) in a molecular biology laboratory* in an accredited/approved*** laboratory.

**Route 5:** Graduate level degree (Master’s, Doctorate) in any biological science or chemistry from an accredited/approved** educational institution AND six months acceptable experience (clinical, veterinary, industry, or research) in a molecular biology laboratory* in an accredited/approved*** laboratory.

* 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.

** Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

*** Laboratory accredited by JCI, CAP, ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.
SBB(ASCP) International 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:

Route 1: Baccalaureate degree from an accredited/approved* educational institution in biological science or chemistry AND successful completion of a minimum one-year post baccalaureate Blood Banking (Immunohematology) clinical training program* which includes an internship.

Route 2: MT/MLS(ASCP) or BB(ASCP) certification, AND a baccalaureate degree from an accredited/approved* educational institution, AND three years of acceptable clinical laboratory experience in Blood Banking (Immunohematology) in an accredited/approved** laboratory facility or three years of acceptable experience as an academic educator in clinical Blood Banking (Immunohematology) in an accredited/approved* educational institution. These three years of experience must be acquired post baccalaureate degree.

Route 3: Graduate level degree (Master’s, Doctorate) in chemistry, biology, immunology, immunohematology, microbiology, clinical laboratory sciences, or an appropriately related field, from an accredited/approved* educational institution, AND three years of acceptable clinical laboratory experience in Blood Banking laboratory facility or three years of acceptable experience as an academic educator in clinical Blood Banking (Immunohematology) in an accredited/approved* educational institution. These three years of experience must be acquired post baccalaureate degree.

Route 4: MT/MLS(ASCP) certification or C(ASCP) certification, AND a baccalaureate degree from an accredited/approved* educational institution, AND three years of acceptable clinical laboratory experience in chemistry in an accredited/approved** laboratory facility or three years of acceptable experience as an academic educator in clinical chemistry in an accredited/approved** laboratory facility. These three years of experience must be acquired post baccalaureate degree.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

** Laboratory accredited by JCI, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

Clinical Laboratory Experience

To fulfill the experience requirement for the International Specialist in Blood Banking examination, you must have clinical laboratory experience 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
  - Indications for transfusion
  - 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

SC(ASCP) International Specialist in Chemistry

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

Route 1: MT/MLS(ASCP) certification or C(ASCP) certification, AND a baccalaureate degree from an accredited/approved* educational institution, AND three years of acceptable clinical laboratory experience in chemistry in an accredited/approved** laboratory facility or three years of acceptable experience as an academic educator in clinical chemistry in an accredited/approved** laboratory facility. These three years of experience must be acquired post baccalaureate degree.

Route 2: Graduate level degree (Master’s, Doctorate) in chemistry, biology, immunology, microbiology, medical laboratory sciences***, or an appropriately related field, from an accredited/approved* educational institution, AND two years acceptable clinical laboratory experience in chemistry in an accredited/approved** laboratory facility. These two years of experience must be acquired post baccalaureate degree; acquired post baccalaureate degree.

Route 3: Doctorate in chemistry, biology, immunology, microbiology, medical laboratory sciences***, or an appropriately related field, from an accredited/approved* educational institution, AND two years acceptable clinical laboratory experience in chemistry in an accredited/approved** laboratory facility. 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, medical laboratory sciences***, or an appropriately related field, from an accredited/approved* educational institution, AND two years laboratory experience in chemistry (e.g., clinical, research) in
an accredited/approved** laboratory facility or two years of acceptable experience as an academic educator in clinical chemistry in an accredited/approved* educational institution.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation.

** Laboratory accredited by JCI, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

*** Degrees/Diplomas in Medical Laboratory Sciences include Medical Laboratory Science, Medical Technology, Clinical Laboratory Science, and Biomedical Laboratory Science.

Clinical Laboratory Experience
To fulfill the experience requirement for the International Specialist in Chemistry examination, you must have clinical laboratory experience in eight of the fifteen procedures listed:

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

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

SCT(ASCP) International Specialist in Cytotechnology
To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: CT(ASCP) certification, AND a baccalaureate degree or higher from an accredited/approved* educational institution, AND three (3) years of acceptable experience in cytology in an accredited/approved** laboratory facility or three years of acceptable experience as an academic educator in clinical cytology in an accredited/approved* educational institution. These three years of experience must be obtained following CT(ASCP) certification.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

** Laboratory accredited by JCI, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

SH(ASCP) International Specialist in Hematology
To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1: MT/MLS(ASCP) certification or H(ASCP) certification, AND a baccalaureate degree from an accredited/approved* educational institution, AND three years of acceptable clinical laboratory experience in hematology in an accredited/approved** laboratory facility or three years of acceptable experience as an academic educator in clinical hematology in an accredited/approved* educational institution. These three years of experience must be acquired post baccalaureate degree.

Route 2: Graduate level degree (Master’s, Doctorate) in chemistry, biology, immunology, microbiology, medical laboratory sciences***, or an appropriately related field, from an accredited/approved* educational institution, AND three years acceptable clinical laboratory experience in hematology in an accredited/approved** laboratory facility. These three years of experience must be acquired post baccalaureate degree.

Route 3: Doctorate in chemistry, biology, immunology, microbiology, medical laboratory sciences***, or an appropriately related field, from an accredited/approved* educational institution, AND two years of acceptable clinical laboratory experience in hematology in an accredited/approved** laboratory facility. 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, medical laboratory sciences***, or an appropriately related field, from an accredited/approved* educational institution, AND two years laboratory experience in hematology (e.g., clinical, research) in an accredited/approved** laboratory facility or two years of acceptable experience as an academic educator in clinical hematology in an accredited/approved* educational institution.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation.

** Laboratory accredited by JCI, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.
Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Hematology examination, you must have clinical laboratory experience 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, hypercoagulability)
  - Body Fluid evaluation
  - Bone marrow prep or evaluation
  - Cytochemical stains
  - Flow cytometry
  - Hemoglobinopathy evaluation
  - Method evaluation
  - Personnel management
  - Platelet function studies
  - PT/PTT mixing studies
  - QA/QI

SM(ASCP) International Specialist in Microbiology

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

**Route 1:** MT/MLS(ASCP) certification or M(ASCP) certification, AND a baccalaureate degree from an accredited/approved* educational institution, AND three years of acceptable clinical laboratory experience in microbiology in an accredited/approved** laboratory facility or three years of acceptable experience as an academic educator in clinical microbiology in an accredited/approved* educational institution. These three years of experience must be acquired post baccalaureate degree.

**Route 2:** Graduate level degree (Master’s, Doctorate) in chemistry, biology, immunology, microbiology, clinical laboratory sciences***, or an appropriately related field, from an accredited/approved* educational institution, AND three years acceptable clinical laboratory experience in microbiology in an accredited/approved** laboratory facility. These three years of experience must be acquired post baccalaureate degree.

**Route 3:** MT/MLS(ASCP) certification or M(ASCP) certification, AND a doctorate in chemistry, biology, immunology, microbiology, clinical laboratory sciences***, or an appropriately related field, from an accredited/approved* educational institution, AND two years laboratory experience in microbiology (e.g., clinical, research) in an accredited/approved** laboratory facility or two years of acceptable experience as an academic educator in clinical microbiology in an accredited/approved* educational institution.

* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

** Laboratory accredited by JCIL, CAP, under ISO 15189 or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

*** Degrees/Diplomas in Medical Laboratory Sciences include Medical Laboratory Science, Medical Technology, Clinical Laboratory Science, and Biomedical Laboratory Science.
Documentation Required

Eligibility to take a certification examination is established by:

• Meeting the stated minimum requirements for the particular category of certification (pages 4 – 13)
• Submission of the appropriate online application
• Payment of the appropriate application fee
• Submission of all appropriate documentation including official transcript(s) and/or transcript evaluations when required, indicating the appropriate degree.
• All eligible education and clinical laboratory training must be completed outside the United States, outlying U.S. territories, and Canada.

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

Verification of Academic Education

Visit www.ascp.org/international for country specific information on verification of academic information. Certain countries’ programs do not require transcript evaluations.

If a transcript evaluation is required, please submit an original or photocopy of a transcript evaluation completed by an approved evaluation agency listed in Appendix D, page 24. 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.

Send your transcript evaluation via one of the following:
Email: ascpinternational@ascp.org
Mail: ASCP International, 33 W. Monroe St. Suite 1600, Chicago, IL 60603-5617 USA

Verification of Work Experience (if required)

Work 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.

Experience must be completed at a laboratory accredited/approved by JCI, CAP, ISO 15189, or authorized by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

To document your clinical laboratory experience (if required):

Step 1 Download the work experience documentation form corresponding to your eligibility route from the ASCP website at www.ascp.org/international.
Step 2 Work experience documentation forms must be completed by laboratory management or your employer, (as defined in the eligibility requirements) 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 work experience documentation form was completed by the by laboratory management or your employer, with the date and signature. Work experience documentation forms will be audited to verify authenticity. To see a sample Letter of Authenticity, please see Appendix A, page 21.

Step 3 Work experience documentation forms and Letters of Authenticity should be sent immediately after completion of the online application via mail or email to:
Email: ascpinternational@ascp.org
Mail: ASCP International, 33 W. Monroe St. Suite 1600, Chicago, IL 60603-5617 USA

Verification of Training Programs (if required)

Countries without a prevalent system of accreditation/approval must have programs/educational institutions approved by an Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation.

Step 1 Download the training program documentation form corresponding to your eligibility route from the ASCP website at www.ascp.org/international.

Step 2 Training program documentation forms must be completed by your program director (as defined in the eligibility requirements) 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 training program documentation form was completed by the program director, with the date and signature. Training program documentation forms will be audited to verify authenticity. To see a sample Letter of Authenticity, please see Appendix B, page 22.

Step 3 Training program documentation forms and Letters of Authenticity should be sent immediately after completion of the online application via mail or email to:
Email: ascpinternational@ascp.org
Mail: ASCP International, 33 W. Monroe St. Suite 1600 Chicago, IL 60603-5617 USA

ASCP/ASCPi 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/transcript evaluations must be submitted each time you apply for a new examination category.
Completing the Application Form

Payments for Online Applications

Individuals submitting online applications for international certification examinations may complete the payment process by credit card or by mail with a check or money order. 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.

For Multiple Application Fees:
If multiple applications are being sent with one check, contact ascpinternational@ascp.org for mailing instructions.

Mailing address for Correspondence or other required documentation:
ASCP Board of Certification
33 W. Monroe Street, Suite 1600
Chicago, IL 60603-5617 USA

OR

E-Mail: ascpinternational@ascp.org

Change of Email Address, Mailing Address and/or Name Change

Email Address Change: All notifications from the ASCP Board of Certification are delivered via email. It is your responsibility to keep your email address current. To update your email address go to www.ascp.org/login and click on “Profiles and Settings”. Failure to keep the Board of Certification informed of your current email address will result in non-receipt of important information.

Mailing Address Change: It is your responsibility to keep your mailing address current. To update your mailing address go to www.ascp.org/login and click on “Profiles and Settings”. A valid mailing address must be provided prior to the examination in order to receive your certificate at the correct address. If current address is not valid at the time of examination, it will be your responsibility to order and pay for a replacement certificate if necessary.

Name Change: Name changes must be accompanied by a photo copy of official documentation (i.e., marriage license or court order). The first name and last name you enter on the application must match your valid government 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, 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). Or via email to ascpinternational@ascp.org

- By Mail: 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.

Name and/or address changes may not be made at the test center. Name changes or name corrections received in the ASCP Board of Certification office after the day you take the examination will not be reflected on your certificate. A fee will be charged if you request a new certificate.
Application Processing

ACKNOWLEDGMENT OF APPLICATION

Online applications paid by credit card will be acknowledged within one business day. Online applications paid by mail will be acknowledged within six weeks of the date payment was mailed.

Do not contact the Board of Certification office regarding receipt of your application payment submitted by mail until thirty (30) days following submission to allow for postal delays.

If you do not receive an acknowledgement within six weeks from the date you submitted your application, please notify our office by e-mail: ascpinternational@ascp.org.

Review of Documents

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

Application Status

When the status of your examination application changes (i.e., is determined deficient, ineligible, eligible, etc.) you will receive 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 account:

1. Go to www.ascp.org/login
2. Login using your ASCP Customer User ID (8 digit number) & Password (for login assistance contact ASCP Customer Service 800.267.2727)
3. 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 clicking 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 to access your admission letter 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 C, page 23. You may schedule an appointment at the test center of your choice.

Ineligibility

If you are not determined eligible for examination, you will receive an email notification to access your eligibility status online. Your application will remain on file for three years. Reapplication information is provided on page 18.

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

Study Materials

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

When you receive your admission notification email, verify all information for accuracy.* You may schedule an appointment to take the examination at your convenience within the chosen three month period. (Refer to Appendix C, page 23 for a list of Pearson Professional Centers.)

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 emailed 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 notification. If you cancel, do not appear, or miss your scheduled appointment date, you must submit a full application fee and reapply for the 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 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 below.

<table>
<thead>
<tr>
<th>Test Day</th>
<th>Last Cancel/Change Day</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Friday of the preceding week</td>
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<tr>
<td>Tuesday</td>
<td>Monday of the same week</td>
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<td>Friday</td>
<td>Thursday of the same week</td>
</tr>
<tr>
<td>Saturday</td>
<td>Friday of the same week</td>
</tr>
</tbody>
</table>

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. If you do not appear at your scheduled appointment, 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.

Reapplying for Examination

If you cancel, do not appear, miss your scheduled appointment date, or are determined ineligible, you must complete an online application and submit a full application fee to reapply for examination. You must logon to your existing online account. You do not need to resubmit your documentation if you reapply within the period your eligibility is valid.
Board of Certification Examinations — Computer Adaptive Testing

The ASCP Board of Certification uses computer adaptive testing (CAT), which is criteria referenced for all certification examinations. 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 the PBT and CTgyn) are scheduled for 2 hours and 30 minutes with 100 questions. The PBT examination is scheduled for 2 hours with 80 questions. The CTgyn is scheduled for 1 1/2 hours with 50 questions.

Your preliminary test results (pass/fail) will appear on the computer screen. Examination scores will be emailed within twenty (20) 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

- A valid government identification (ID) with photo and signature. Your first and last name on the valid government ID must match your first and last name registered at Pearson. Your identification must be valid (not expired) or it will not be accepted.

If you appear at the Pearson Test Center without an acceptable form of identification or the first and last names do not match the names registered at Pearson, you will not be permitted to take the examination. 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 fingerprint/palm vein image. This is a standard procedure at all Pearson Professional Centers. You will be given a checklist of rules to read. Another fingerprint/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 nonprogrammable 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.

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 “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.
**Examining of Examination Score**

Notification to review your examination scores 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 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.

**Release of Scores**

Successful International Certificant names will be published in the International Certification Report. If you do not wish for your name to be published, please email ascpinternational@ascp.org no later than ten (10) days before your examination.

**Watch for Your Certificate**

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

**Request for Examination Scores 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. 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.

**Verification of Computer Examination Results**

If you wish to question your computer examination results, you must notify our office in writing within thirty (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 enclosed with your examination scores. DO NOT submit an application fee to retake the examination until you receive your examination scores by email. You may not reapply to retest within the same three month period.

**Maximum Number of Examination Attempts**

You are permitted to take the certification 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. For the QLO, you are permitted to take the examination a total of three times under one route.

**Certification Expiration**

**Certification Expiration**

Individuals certified beginning January 1, 2012, will be required to participate in the Credential Maintenance Program. Individuals certified prior to January 1, 2012 will not be required to complete the Credential Maintenance Program (CMP) to maintain their certification.

**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)**

For the complete CMP process go to: www.ascp.org/certification.
LETTER OF AUTHENTICITY MUST ACCOMPANY ALL ASCP\textsuperscript{i} DOCUMENTATION FORMS

THE LETTER OF AUTHENTICITY MUST:

✓ BE PRINTED ON OFFICIAL COMPANY LETTERHEAD
✓ BE DATED
✓ STATE THAT THE DOCUMENTATION FORM WAS COMPLETED BY YOUR LABORATORY MANAGEMENT OR EMPLOYER
✓ BE SIGNED BY THE SAME PERSON (LABORATORY MANAGEMENT OR EMPLOYER) WHO COMPLETED YOUR DOCUMENTATION FORM
✓ INCLUDE THE NAME AND TITLE OF THE LABORATORY MANAGEMENT OR EMPLOYER

THE LETTER OF AUTHENTICITY SHOULD FOLLOW THE FORMAT OF THE SAMPLE LETTER SHOWN. PLEASE REPLACE THE RED PRINT WITH THE APPROPRIATE INFORMATION:

SAMPLE

DATE
ASCP BOC International
33 W. Monroe St., Suite 1600
Chicago, IL 60603-5617

Dear ASCP BOC International:

I, INSERT LABORATORY MANAGEMENT OR EMPLOYER’S NAME HERE, verify that I have completed the attached documentation form for INSERT APPLICANT’S NAME HERE.

Sincerely,

(SIGNATURE)
LABORATORY MANAGEMENT OR EMPLOYER’S NAME AND TITLE

PLEASE MAIL OR EMAIL THIS DOCUMENT WITH THE APPROPRIATE DOCUMENTATION FORM TO:

ASCP BOC International ascpinternational@ascp.org
33 W. Monroe St., Suite 1600
Chicago, IL 60603-5617

Revised May 2015
LETTER OF AUTHENTICITY MUST ACCOMPANY ALL ASCP® DOCUMENTATION FORMS

The letter of authenticity must:

✓ Be printed on official institution letterhead
✓ Be dated
✓ State that the documentation form was completed by your program director
✓ Be signed by the same person (program director) who completed your documentation form
✓ Include the name and title of the program director

The letter of authenticity should follow the format of the sample letter shown. Please replace the red print with the appropriate information.

**Sample**

**INSTITUTION LOGO**

**INSTITUTION NAME**

**DATE**

ASCP BOC International
33 W. Monroe St., Suite 1600
Chicago, IL 60603-5617

Dear ASCP BOC International:

I, **INSERT PROGRAM DIRECTOR NAME HERE**, verify that I have completed the attached documentation form for **INSERT APPLICANT’S NAME HERE**.

Sincerely,

[Signature]

**PROGRAM DIRECTOR NAME AND TITLE**

Please mail or email this document with the appropriate documentation form to:

ASCP BOC International  ascpinternational@ascp.org
33 W. Monroe St., Suite 1600
Chicago, IL 60603-5617

Revised May 2015
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Information on this page is subject to change without notice.
Appendix D

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

P O Box 18358
Long Beach, CA  90817
714-237-9272
714-237-9279  FAX
Email: eval_education@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: face@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 a course by course evaluation is required.

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General Certification
- International Medical Laboratory Scientist, MLS(ASCP)^®
- Científico de Laboratorio Médico Internacional, CLM(ASCP)^®
- International Medical Laboratory Technician, MLT(ASCP)^®

Categorical Certification
- International Histotechnician, HT(ASCP)^®
- International Phlebotomy Technician, PBT(ASCP)^®
- International Histotechnologist, HTL(ASCP)^®
- International Technologist in Blood Banking, BB(ASCP)^®
- International Technologist in Chemistry, C(ASCP)^®
- International Technologist in Cytogenetics, CG(ASCP)^®
- International Cytotechnologist, CT(ASCP)^®
- International Technologist in Gynecologic Cytology, CTgyn(ASCP)^®
- International Technologist in Hematology, H(ASCP)^®
- International Technologist in Microbiology, M(ASCP)^®
- International Technologist in Molecular Biology, MB(ASCP)^®

Specialist Certification
- International Specialist in Blood Banking, SBB(ASCP)^®
- International Specialist in Chemistry, SC(ASCP)^®
- International Specialist in Cytotechnology, SCT(ASCP)^®
- International Specialist in Hematology, SH(ASCP)^®
- International Specialist in Microbiology, SM(ASCP)^®