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About the ASCP Board of Certification

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. Today, laboratory professionals are everywhere, working in many different environments and playing many roles – from generalist to specialist to diplomates in laboratory management.

Over the years, the ASCP BOR has been the recognized leader in certification of medical laboratory professionals, with a formal certification process that requires education, clinical training and experience, and successful completion of the certification examination.

In July 2009, the ASCP Board of Registry and the National Credentialing Agency for Laboratory Personnel (NCA) formed the Board of Certification (BOC), a single certification agency for medical laboratory professionals. As of October 23, 2009, all current and active certifications were transferred to the ASCP BOC. Now, laboratory professionals who formerly held medical technologist (MT) and clinical laboratory scientist (CLS) certifications will be called Medical Laboratory Scientists (MLS), with the designation MLS(ASCP)CM. Individuals who were certified MT(ASCP) prior to 2004 and who do not participate in the CMP will retain the designation MT(ASCP).

THE BOC is accredited by the American National Standards Institute (ANSI) for the following programs:

Medical Laboratory Scientist (MLS)
Medical Laboratory Technician (MLT)
Cytotechnologist (CT)
Histotechnician (HT)
Histotechnologist (HTL)
Pathologists’ Assistant (PA)
Specialist in Cytotechnology (SCT)
Technologist in Molecular Biology (MB)
Phlebotomy Technician (PBT)
Diplomate in Laboratory Management (DLM)
Donor Phlebotomy Technician (DPT)
Specialist in Blood Banking (SBB)
Specialist in Chemistry (SC)
Specialist in Hematology (SH)
Specialist in Microbiology (SM)
Technologist in Blood Banking (BB)
Technologist in Chemistry (C)
Technologist in Cytogenetics (CG)
Technologist in Hematology (H)
Technologist in Microbiology (M)
To date, more than 475,000 individuals have received certification from the ASCP BOC and ASCP certification is recognized as the standard of excellence in the laboratory medicine profession. Following are the certifications that are currently available from the BOC:

<table>
<thead>
<tr>
<th>Certification</th>
<th>Designation</th>
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<tr>
<td>Medical Laboratory Scientist</td>
<td>MLS(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
</tr>
<tr>
<td>Cytotechnologist</td>
<td>CT(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
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<tr>
<td>Histotechnologist</td>
<td>HTL(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
</tr>
<tr>
<td>Technologist in Blood Banking</td>
<td>BB(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
</tr>
<tr>
<td>Technologist in Chemistry</td>
<td>C(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
</tr>
<tr>
<td>Technologist in Cytogenetics</td>
<td>CG(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
</tr>
<tr>
<td>Technologist in Hematology</td>
<td>H(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
</tr>
<tr>
<td>Technologist in Microbiology</td>
<td>M(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
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<td>Technologist in Molecular Biology</td>
<td>MB(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
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<tr>
<td>Phlebotomy Technician</td>
<td>PBT(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
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<tr>
<td>Donor Phlebotomy Technician</td>
<td>DPT(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
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<td>Medical Laboratory Technician</td>
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<tr>
<td>Diplomate in Laboratory Management</td>
<td>DLM(ASCP)&lt;sup&gt;CM&lt;/sup&gt;</td>
</tr>
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New To The ASCP BOC?
What you should know

If your program is new or if you would like help in guiding your students through the certification process, there are a few things you should know. Let's start with some definitions:

Accreditation:
A process of external review to assess the quality of institutions, programs, and services and to assure that established qualifications and standards are met. BOC eligibility requirements specify completion of an accredited program for a number of certification categories. There are two agencies recognized by the BOC for accreditation of educational programs in the clinical 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 (Technologist in Molecular Biology)
  - Pathologists’ Assistant

- 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

- To find out more, you can visit NAACLS online at naacls.org and CAAHEP at caahep.org.
Approval:
NAACLS offers an approval process for phlebotomy training programs, the purpose of which, according to the NAACLS Program Approval Guide, is “to identify educational programs that are structured to assure that graduates possess stated career entry level competencies.” This process does not require a site visit to the program. You can learn more at naacls.org.

Certification:
The process by which a nongovernmental agency or association recognizes the competence of an individual who has met predetermined qualifications. Certification by the BOC confirms that an individual has demonstrated the crucial knowledge to perform essential tasks within areas of the medical laboratory.

Licensure:
A process enacted by law and regulated by state, federal, or other governmental bodies that may cover institutions, programs, services, or individuals. You can find more information about states with licensure requirements at ascp.org/licensure.

Programs with structured categorical tracks in chemistry, hematology, and microbiology
Some Medical Laboratory Scientist (MLS) programs offer structured categorical tracks in blood banking, chemistry, hematology, and microbiology, in addition to the traditional MLS program. To ensure that graduating students qualify for BOC categorical certification under Route 3, these structured programs are required to follow specific guidelines. Students enrolled in MLS programs who fail to complete the program for any reason are not qualified to apply for a categorical certification under Route 3, which was specifically designed for students in categorical track programs. For more information, email the ASCP BOC office at renee.allegrucci@ascp.org.
How To Get Started
With the BOC

Apply for accreditation and/or approval.
If program is new, you’ll need to apply for accreditation and/or approval by NAACLS or CAAHEP by submitting a formal application and fee.

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 to NAACLS, your program is granted “Serious Applicant Status.”

CAAHEP accreditation
According to the CAAHEP accreditation policy, “any student who completes a program that was accredited by CAAHEP at any time during his/her matriculation is deemed by CAAHEP to be a graduate of a CAAHEP-accredited program.” (NOTE: Students will not be permitted to take the BOC certification examination until the program has completed the accreditation process.)

Get your school code number.
While you’re going through the accreditation and/or approval process and once you have accepted your first class of students, you need to obtain a school code number from the BOC.

NAACLS accreditation and/or approval
Once you are granted “Serious Applicant Status” by NAACLS, you should apply to the BOC for a school code number. After receiving your school code number, be sure to provide the number to all the students in your program who apply for BOC certification, so they can include it on their applications. NOTE: This is important, because it will ensure that the student’s name and examination information will appear on Record Release Reports and Program Performance Reports. (See pages 12 and 19 for more information. Students will not be permitted to take the BOC examination until the accreditation process is completed.

CAAHEP accreditation
When you accept the first class of students during the CAAHEP accreditation process, you’ll need to request a school code number from the BOC. (Students will not be permitted to take the BOC examination until the accreditation process is completed.)
Check your Record Release Reports every week.
After students from your program apply for the BOC certification examination, you will receive an email each week advising you to access your Record Release Report, verify that the applicants will be completing your program, and provide their completion dates. For more information about this process, see page 12.

Get online updates about examination results.
You can also access online Program Performance Reports every week that provide updates about your students’ examination results and national comparisons, upon payment of an annual fee. For more information, see page 19.
Before the EXAMINATION

Applicants can take BOC certification examinations at their choice of more than 200 Pearson Professional Center locations across the country—and many more around the world—all year. (NOTE: Military personnel and their families may take their examinations at a military base. See page 27 for more information.)

Eligibility for the examination
To be eligible to take the BOC examination, students must complete your program and all their academic requirements. If a baccalaureate degree is required for certification, all requirements for the degree must be completed, even if a missing course is not related to the laboratory training program. Students must submit official transcripts verifying completion of the appropriate degree. Those who have not completed all requirements for their degrees are not eligible for the examination. As Program Director, it is your responsibility to notify the BOC about any students who are not eligible.

Application
You should 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 BOC. If you have determined that a student who has applied for the examination has not completed your training program or all degree requirements, you should notify the ASCP BOC, either via the Record Release Report or as soon as you are aware. If you’re not sure about a student’s eligibility, please contact the BOC.

(Note: Application fees are nonrefundable.)

If a student would like his or her examination results sent to a third party such as a state licensing board or employer, a written request should be submitted to the BOC at the time of application. That request should include the student’s full name, certification category, examination date, name and address of the third party, and the student’s signature. The BOC will send the results to the third party at no additional cost. (There is a fee for requests that are submitted after the examination.)

Multiple Applications with One Check
If you submit application forms for your students along with one check to cover all application fees, please send these applications, the check and any accompanying documents to the following address: ASCP Board of Certification, 3462 Eagle Way, Chicago, IL 60678. This will ensure that the payment is correctly allocated to your students’ applications.
PHLEBOTOMY PROGRAMS: If yours is a formal structured phlebotomy training program that is not approved by NAACLS, you must submit training documentation forms that document that your students have completed all training requirements. To download these forms, visit ascp.org/certification and click on the tab, “Documentation.” In addition to a training documentation form, you’ll need to submit a letter on your school letterhead, verifying completion of the form. (NOTE: A percentage of training documentation forms are audited by telephone.)

Scheduling examinations
Be sure to encourage your students to schedule their examinations as early as possible. You might want to use the Planning Calendar provided on page 30 to help them determine their examination dates. You can find more information about scheduling examinations in the BOC Procedures for Examination & Certification booklet. (NOTE: If a student needs to cancel an examination on a Monday, he or she must call on the Friday before the scheduled examination time on the following Monday. For example, if the exam is scheduled for 10 a.m. on Monday, the appointment must be cancelled before 10 a.m. on Friday.)
As your students apply for the BOC examination, you will receive weekly emails advising you to access your weekly online Record Release Report (RRR), which provides up-to-date listings of students who are awaiting verification of their examination eligibility.

Upon notification about a new RRR, you should review the report and verify the dates of examination eligibility for each student. Please indicate any discrepancies in the “Changes to Report” field on the RRR.

Be sure to notify BOC immediately about any student on the report who is not expected to complete your program or all requirements for a required degree. The student will be notified by mail that he or she is ineligible, and the application fee will not be refunded. If the required coursework is completed later, the student must submit a new application and fee.

If you anticipate a minimal delay (one to three weeks) in a student’s completion of program or academic requirements, notify BOC immediately. You can also request a change of eligibility date in the “Change to Report” field on the RRR. If the delay requires another course to be completed, this is not considered a minimal delay.

How to access the RRR
As Program Director, you will receive a school code number and password for access to the online RRR. To access your RRR, visit www.ascp.org/certification and click on the “Program Directors” heading in the top menu, then click on the “RRR-PPR” icon.

Enter your school code number, select your program category, and enter your password in the appropriate fields. You can click on the direct link where a date appears to directly access the RRR. (For example, the link might read “Click here to view Release posted May 15, 2012.”) Review the report and indicate any discrepancies or revisions in the “Changes to Report” field of the form. Archived reports for eligible students only are listed in alphabetical order by last name within each calendar year. If an eligible student is not listed in any report, please verify that the student has submitted an application for examination.
Since the BOC examination tests a wide range of knowledge and skills, it’s important for you to encourage your students to begin preparing early. Following are some study tips and resources, information about computer-adaptive testing, and test taking tips that you can share with them.

**Study tips**

Here are some tips that you can pass along to your students to help prepare for the examination.

1. Begin early. The sooner you start, the more time you’ll have to prepare for the test. And the more you prepare, the better your chances are of doing well.

2. Identify your strengths and weaknesses. Review your performance on practice tests, course grades, class tests, and laboratory experience and plan accordingly. Spend more time on your weak areas. And be sure to allow enough time to review all areas.

3. Use your textbooks. They often cover a broad range of knowledge in a given field and often include review questions at the end of chapters that are useful for self-study.

4. Spend some time studying every day. It’s better to study for a short time every day than to spend several hours just once a week or every two weeks. Make it part of your daily routine by setting aside a regular place and time.

5. Organize a study group or find a study partner. Many find it helpful to study with the support of others. Take turns quizzing each other and keep each other focused.

6. Review the candidate materials thoroughly. The procedure book, examination content outlines, and reading lists for exam preparation are excellent resources. Pay particular attention to content outlines, which will help you identify the areas that will be included on the examination. (HINT: The examination will only cover topics listed on the content outline.)

7. Practice answering multiple-choice questions.

8. Get plenty of rest. And be sure to eat something before taking the examination.
Your students can access a number of resources that will help them prepare for the certification examination at www.ascp.org/examprep, including:

- **Examination Content Guidelines**–includes an outline of all the topics and items covered on the examination.

- **Reading lists of suggested material** to prepare for the examination are available free of charge for all certification categories at www.ascp.org/readinglists

- **Online practice tests**–50-question practice exams are available for purchase (for 90-day online access to the test and comprehensive diagnostic scores). You can save 20 percent when you order 10 or more practice tests.

- **Board of Certification Study Guide, 5th edition**–More than 2,000 multiple-choice questions are presented in a format that is similar to the actual BOC MLS and MLT certification examinations. The new edition includes answers and brief explanations and much more. ($85 list price)

- **Board of Registry Study Guide: Histotechnology Examinations, 2nd Edition** ($45 list price)
Here are some tips for taking the BOC examination that you can pass along to your students.

1. Read all the directions carefully.

2. Review all the answer choices before selecting your answer. (Often a choice that seems correct may not be the best answer.)

3. Choose the best answer.

4. Don’t spend too much time on any one question so that you’ll have plenty of time to answer every question.

5. Review all your answers after you complete the exam.

6. Don’t choose “C” when you’re not sure. Tests are designed so that there is no one answer that appears more frequently than other answers.

7. Answer all questions to the best of your ability. The computerized test requires that you answer a question before you can proceed to the next question. There’s no penalty for guessing. For more information about Computer Adaptive Testing (CAT), see page 16.
The BOC examination uses Computer Adaptive Testing (CAT) because it measures knowledge and skills more accurately and quickly than standard fixed-form tests. In CAT, a more difficult question follows a correct answer and a less difficult question follows an incorrect answer in order to identify the test taker’s ability level in each area. This is ideal for certification or licensure examinations, where the ability level (minimally competent) is already established. (NOTE: Because the test is sequential, the test taker cannot skip a question. If a question is skipped, the test will not be able to determine an appropriate next question.)

**CAT FAQs**

**What if a test taker answers many questions incorrectly so that the questions become easier and easier?**
The questions will become easier until the lower limit of the test – or a fixed maximum number of questions – is reached. Even though a test taker could choose incorrect answers and change them to the correct answers during review, it offers no advantage because the adaptive portion of the examination occurs only during the initial answering of the questions. Once the examination is completed, the test taker can review the answers and make changes. While changes that are made after the examination is completed will modify the total score, they do not affect which questions are asked. So, the score cannot exceed that which is given for the highest level the examinee is asked, regardless of how the examinee changes the answers. In addition to taking a chance of error in modifying the questions during review, the best score that can be achieved is the score that would be received by answering the first few questions correctly in the first place.

**Can a test taker cheat on a CAT examination?**
Because each test is unique and customized to the test taker’s ability, there is almost no chance of having the same question as any other test taker. At Pearson Centers, nearby test takers are often taking completely different examinations and security at the test sites and at the BOC is tightly controlled. Patterns of responses are closely monitored in order to detect unusual changes in answer patterns. Scoring mechanisms make it possible to detect aberrations in responses and, if any unusual patterns are detected, there is an examination of the test taker’s responses and analysis of his or her performance.
Is it true that your first choice for the correct answer is usually the right answer?
No. Studies have shown that when a test taker changes an answer, he or she has a 66 percent chance of getting the answer right. So, if you’re not certain about an answer, review the options and select the one that you think is the best one. Remember that in CAT as it’s used by BOC, the next question you receive is based on how you did on the previous question. If you get the answer right, you will receive a more difficult question. If you get the answer wrong, your next question will be easier.

When taking the BOC examination, is faster better?
No. Research has shown that there is no statistically significant relationship between test speed and test performance. Because CAT focuses on the test taker’s ability level—presenting questions with a 50 percent probability that the test taker will get them right—as the test continues, questions will continue to approach the test taker’s ability level and may begin to take longer. There is plenty of time for you to answer the questions on your examination, so there is no advantage to answering the questions more quickly or at a slower pace than anyone else.
Immediately after completing the certification examination, your students will see their preliminary results on the computer screen, indicated as “Pass” or “Fail.” The following day, the BOC performs scoring on the test results and mails score reports to every test taker who submitted an official transcript.

Any student who takes the certification examination without submitting a final academic transcript at the time of application will not receive a score report. Instead, notifications that the score report is being withheld will be sent periodically following the examination, with a final notice sent by registered mail. As Program Director, you should encourage these students to submit documentation of completion of all eligibility requirements within one year of the examination date. Otherwise, their examination scores will be invalidated, and they will need to take the examination again.

Score report
Within days of successfully completing the certification examination, students who have submitted final academic transcripts will receive a score report. Now, with time-limited certification, the BOC can also send a student’s score report to a third party such as a state licensing board of employer at no extra cost, as long as a written request was submitted at the time of application. (See page 10 for details.)

Approximately four to six weeks after they receive their score reports, students will receive a Certification of Qualification that includes their credentials.
Program Performance Reports
Your Program Performance Report (PPR) provides the most current information about your students’ examination results and how they compare with national averages. PPRs are available for the following programs:

- Cytotechnologist (CT)
- Histotechnician (HT)
- Histotechnologist (HTL)
- Medical Laboratory Scientist (MLS)
- Medical Laboratory Technician (MLT)
- Molecular Biology (MB)
- Pathologists’ Assistant (PA)
- Phlebotomy Technician (PBT)
- Specialist in Blood Banking (SBB)
- Cytogenetics (CG)

Here’s how to access your PPR:

- You’ll need to subscribe to the PPR service for an annual fee. You'll receive an invoice once a year in early September for the following year, payable only by check or Visa or MasterCard–no purchase orders. If you don't receive an invoice by Nov. 1, please email sonja.bugvilionis@ascp.org.
- To access your PPR, visit www.ascp.org/certification. Click on “Program Director” in the top menu bar. Provide your school code number, program category, and password.
- View your student’s examination results for the current examination cycle or for cycles from previous years.
- You can also access program and national scaled score comparisons and subcontent area mean scaled scores, as well as archives of scores and reports.
As you know, laboratory professionals who received certification in January 2004 or later must complete the Certification Maintenance Program (CMP) every three years.

**How CMP works**

- Following successful completion of the certification examination, certificants receive a Certificate of Qualification, along with a CMP information packet.
- The certificant receives mail and email alerts about upcoming certification expiration dates.
- Certificants should contact the ASCP BOC with any changes to their contact information.

**CMP Resources from ASCP**

- Certification Maintenance Program—a book that outlines information about CMP (available for download as a PDF at www.ascp.org/cmp)
- Online declaration form
The BOC provides these resources to support you and your students throughout the certification (and CMP) process.

**eLinks**
This electronic monthly/bimonthly news sheet keeps you current on BOC activities that affect you and your students. You can access eLinks archives at ascp.org/certification. Click on the “Program Directors” link in the top menu.

**BOC Newsletter**
Published three times per year (Spring, Summer, and Winter), the BOC Newsletter provides in-depth articles, detailed annual reports on BOC activities, staff spotlights, examination statistics, and more.

**BOC web pages**
The ASCP website includes pages that are dedicated to you, the Program Director. This is where you can access Record Release Reports, Program Performance Reports, eLinks archives, examination statistics, scholarship information, resources for students, and much more at www.ascp.org/certification under “Program Director” in the menu at the top of the page.

**Annual Program Survey**
At the BOC, we plan to continue working with accreditation agencies and other laboratory groups to send a joint survey to the programs. This will save you time and encourage a much greater response. All participants will share in the data and publish reports that will provide you with useful information for improvement and comparison with other programs.
FAQs for Program Directors

General questions:

Q: I lost (or forgot) my password for access to my RRR (or PPR). What should I do?

A: Contact Sonja Bugvilionis at sonja.bugvilionis@ascp.org or call 312.541.4962.

Q: My contact information has changed. What should I do?

A: If any of your program information changes—including your email address, program status, program director, or address—please notify Sonja Bugvilionis at sonja.bugvilionis@ascp.org or call 312.541.4962.

About student eligibility:

Q: How do you determine the eligibility dates that are printed on the examination admission letter?

A: Eligibility dates are determined by the end date of the clinical training program indicated on the student's application. The first day after completion of the program is the beginning eligibility date. (See page 30 for a Planning Calendar that can help you determine eligibility dates.)

Q: Can I change a student's eligibility date?

A: Yes. When you respond to the Record Release Report (RRR), an eligibility date can be changed in the box provided. (See page 12 for details.)

Q: What should I do about a student who does not complete the program or all the degree requirements?

A: If you have already signed off on the RRR, you should contact the BOC as soon as possible in writing or by email on your school letterhead (include your signature). See page 25 for a listing of email addresses.
Q: How long is a student eligible for examination after completing the program?

A: Students in programs accredited by NAACLS and CAAHEP are eligible for examination for five years after completion of the program.

Q: What if a student's date of program completion changes?

A: If you anticipate a minimal delay (one to three weeks) in a student's completion of the program, the BOC evaluator who processes certification applications for your program category will be able to change the date of eligibility to accommodate this minimal delay. If the delay is more than three weeks, this is not considered a minimal delay. The student will be deleted from the current examination period and will be required to reapply and submit a full application fee.

About the Record Release Report (RRR)

Q: How will I know whether any of my students are listed on the RRR?

A: You’ll receive an email from the BOC each time one of your students applies for the examination and is listed on the RRR. (For information about how to access the RRR, see page 12.)

Q: How often do you update the RRR?

A: Weekly, usually at the beginning of the week. When you log in, you can check for the date of the last update on the PPR and RRR web page.

Q: What if a specific student is not listed or I don't recognize a student's name on my RRR?

A: In either case, you should contact the BOC Evaluator who processes certification applications for your program category (see page 25).

About the Program Performance Report (PPR)

Q: How often do you update the PPR?

A: Weekly, usually at the beginning of the week. You can check for the date of the last update on the Electronic Program Performance Report and Record Release Report web pages. (For information about how to access the PPR, see page 19.)
Q: What if I can’t access my current PPR because I haven’t paid the annual subscription fee?

A: If you have not paid your annual subscription fee, you should contact Sonja Bugvilionis at sonja.bugvilionis@ascp.org for an invoice and submit payment as soon as possible. (NOTE: We accept only checks and credit cards—no purchase orders.) You may pay online by logging in to your ASCP account. In “My Account,” click on the “Program Director” icon and select “Click Here to View Invoice” under PPR.

Q: I am a program director of an HT program. However, I receive two PPR invoices—one for an HT program and another for an HTL program, even though my school does not have an HTL program. Why?

A: Under the eligibility routes for HTL certification, it’s possible that an applicant could complete an HT program and be considered eligible for the HTL examination. Therefore, students who graduate from your program can take the HTL examination if they meet academic requirements for HTL. If, as an HT program director, you want to be able to access the scores of student who take the HTL examination, you’ll need to pay for access to the current year’s PPR for both programs.
Q: **What if a specific student is not listed or I don’t recognize a student’s name on my PPR?**

A: It is important to note that applicants have the right to choose to release or decline to release their scores for program director access. If a student chooses to decline, their scores will not be listed in the PPR. However, their scores will be included in the collective averages for the program’s performance during a particular examination cycle. NOTE: If you’re sure that a particular student did choose to release their scores and the student is not listed on the PPR, you should contact the BOC Evaluator who processes certification applications for your program category (see below).

**MLT/MLS/CT/PA applicants:**
Contact Thedora Floyd at thedora.floyd@ascp.org.

**PBT/SBB applicants:**
Contact Iris McLemore at iris.mclemore@ascp.org.

**HT/HTL/MB/CG applicants:**
Contact Angela Nunn at angela.nunn@ascp.org.

**Stay in touch**

We encourage you to share your concerns, suggestions, and questions at any time.
Email: geraldine.piskorski@ascp.org
Phone: Gerry Piskorski at 312.541.4887
Eligibility
Provided they are in good standing, active military personnel enrolled in military laboratory specialist courses and in NAACLS/CAAHEP-accredited histology, cytotechnology, specialists in blood banking, medical laboratory technician, and medical laboratory science training programs can sit for the appropriate BOC certification examination within the last three weeks of Phase II training.

Application
When you receive an email notification asking you to review your program’s Record Release Report, you should indicate whether your applicants are in good standing in the final three weeks of the training program and include their expected graduation dates (in the comment field). Your applicants will then receive an admission letter from the BOC with information about scheduling their examination date.

Examination Locations
Military personnel and their families can take BOC certification examinations at military bases. You can find a complete list of these locations at www.pearsonvue.com/military.

Examination Results
Immediately after completing the examination, applicants will view a “Pass” or “Fail” preliminary test result on the computer screen. Examination scores and certificates will be mailed to them and their names will be added to the list of certificants upon completion of training and receipt of the final transcript. (NOTE: If an individual fails to graduate from your program, please be sure to notify the BOC. The individual will not be certified by the BOC until all eligibility requirements are met.)

Information Online
A new tab has been added for U.S. military personnel applying for certification (www.ascp.org/certification). Under this tab, you will find information specific to military personnel regarding eligibility requirements, payment of application fees, documentation required to verify eligibility, and testing on military bases. This tab is designed to consolidate all the information military personnel need to know to successfully complete the certification process.
In addition to maintaining high professional standards in the United States to ensure the highest level of patient safety, the BOC also recognizes the need for a global standard of excellence in laboratory practice. To that end, the BOC has established an international certification credential (ASCPi) for laboratory professionals worldwide.

While ASCPi certification was established to help foreign graduates be more competitive in their native countries, it has also opened the doors for lab professionals with an international credential to become more competitive when seeking job placements abroad, especially in the United States. However, in order to be eligible to work in the United States, they must meet immigration requirements and be aware of state licensure laws not recognizing the ASCPi certification.

All international examinations, like their U.S.-national counterparts, are tested with the same count of questions, scored by computer adaptive testing (CAT), maintain the same time limit restrictions, and are administered only at ASCP BOC-contracted secure Pearson VUE sites around the world. The primary difference between the U.S. versions of ASCP BOC and ASCPi certification examinations is that international ASCPi examinations do not include U.S. governmental policy and procedure questions (e.g., OSHA, CLIA, HIPAA). Rather, U.S.-specific regulatory questions are replaced with international safety questions, derived from an internationally recognized document of medical laboratory standards. Otherwise, all international examination questions are drawn by the CAT process from the same pool of questions used for the U.S. version of the BOC examinations. ASCPi certification demonstrates aptitude in each of the other specified areas mandated for competency within the medical laboratory that is equivalent to the ASCP-certified individual testing in the U.S. ASCPi is available to qualified applicants worldwide offering certification, lifelong education,
networking opportunities, and other services in every country seeking to strengthen its clinical laboratories. Detailed information on ASCP is published online at www.ascp.org/International and in the quarterly International Certification Report available in the BOC News section on the top menu. If you have questions about international certification, please contact Jennifer Young, CT(ASCP)CM, Senior Manager for International Certification, at jennifer.young@ascp.org.
Your Planning Calendar

This Planning Calendar provides some guidelines to help you and your students take timely steps to apply and take the examination. Please note BOC does not have application deadline dates.

<table>
<thead>
<tr>
<th>Students who complete the program by:</th>
<th>Suggested application submission dates:</th>
<th>You should sign the RRR by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1-14</td>
<td>February 1</td>
<td>First week in March</td>
</tr>
<tr>
<td>March 15-31</td>
<td>February 15</td>
<td>Third week in March</td>
</tr>
<tr>
<td>April 1-14</td>
<td>March 1</td>
<td>First week in April</td>
</tr>
<tr>
<td>April 15-30</td>
<td>March 15</td>
<td>Third week in April</td>
</tr>
<tr>
<td>May 1-14</td>
<td>April 1</td>
<td>First week in May</td>
</tr>
<tr>
<td>May 15-31</td>
<td>April 15</td>
<td>Third week in May</td>
</tr>
<tr>
<td>June 1-14</td>
<td>May 1</td>
<td>First week in June</td>
</tr>
<tr>
<td>June 15-30</td>
<td>May 15</td>
<td>Third week in June</td>
</tr>
<tr>
<td>July 1-14</td>
<td>June 1</td>
<td>First week in July</td>
</tr>
<tr>
<td>July 15-31</td>
<td>June 15</td>
<td>Third week in July</td>
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<tr>
<td>August 1-14</td>
<td>July 1</td>
<td>First week in August</td>
</tr>
<tr>
<td>August 15-31</td>
<td>July 15</td>
<td>Third week in August</td>
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<tr>
<td>September 1-14</td>
<td>August 1</td>
<td>First week in September</td>
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<tr>
<td>September 15-30</td>
<td>August 15</td>
<td>Third week in September</td>
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<tr>
<td>October 1-14</td>
<td>September 1</td>
<td>First week in October</td>
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<tr>
<td>October 15-31</td>
<td>September 15</td>
<td>Third week in October</td>
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<tr>
<td>November 1-14</td>
<td>October 1</td>
<td>First week in November</td>
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<tr>
<td>November 15-30</td>
<td>October 15</td>
<td>Third week in November</td>
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<tr>
<td>December 1-14</td>
<td>November 1</td>
<td>First week in December</td>
</tr>
<tr>
<td>December 15-31</td>
<td>November 15</td>
<td>Third week in December</td>
</tr>
</tbody>
</table>
Students eligible to take the examination between:

- March 15-June 15
- April 1-June 30
- April 15-July 15
- May 1-July 31
- May 15-August 15
- June 1 – August 31
- June 15-September 15
- July 1 – September 30
- July 15-October 15
- August 1 – October 31
- August 15-November 15
- September 1-November 30
- September 15-December 15
- October 1-December 31
- October 15-January 15
- November 1-January 31
- November 15-February 15
- December 1-February 28
- December 15-March 15
- January 2-March 31
Questions?
We’re here to help.

For general questions or questions about the certification process, contact:

Geraldine Piskorski
Director, Certification Activities
312.541.4887
geraldine.piskorski@ascp.org

For questions about Program Performance Reports, contact:

Sonja Bugvilionis
Assistant Manager, Examination Activities
312.541.4962
sonja.bugvilionis@ascp.org

For questions about international certification, contact:

Jennifer Young, CT(ASCP)CM
Senior Manager for International Certification
jennifer.young@ascp.org
The mission of the Board of Certification (BOC) is to provide excellence in certification of laboratory professionals on behalf of patients worldwide.

Serving as the largest and oldest pathology and laboratory medicine society and as the gold standard in certification for laboratory professionals, the BOC will take the leadership role in the future of laboratory medicine. Its work will focus on promoting public awareness and assuming a proactive role in legislation that impacts the certification or practice of laboratory professionals. The BOC will strive to ensure an adequate and competent workforce to protect public health and advocate for increased communication with program directors regarding certification and its maintenance through continuing education. There will be ongoing efforts to develop and globally consolidate new certifications in response to emerging disciplines or regulatory changes in the delivery of laboratory testing. Operating in a financially stable manner, the BOC will be instrumental in stimulating economic and workforce development both nationally and internationally.