



Determining Your Students' Examination Eligibility*

The Examination Eligibility Verification (EEV) report contains the names of your students and the exam eligibility date (one day after the program completion date as indicated by the student on the application form for current students). It is important for you, as the program director, to convey to the students the official date of program completion to ensure that this exam eligibility date is accurate on the EEV report.

Students who apply for certification **after** the program completion date will have an exam eligibility date based on when the application is processed (e.g. program completion date is May 31, 2014; student applies July 15; application is processed, and student is determined eligible in August; examination eligibility date will be August–October).

Applications are processed on a continual basis, and **application processing time is 45 business days**. Reminder notifications will be emailed to program directors on Sunday night if there are any students listed on the current EEV report. Program directors can log in using their individual ASCP login at any time to view the current report and sign off on the eligibility status of their students. Please remember to respond promptly (within the week) to email notifications regarding your students.

If you have any questions regarding a student's examination eligibility, please contact Renee Allegrucci, Manager of Certification Processing, at renee.allegrucci@ascp.org.

Official Transcripts*

If a degree is required to meet the eligibility requirements, please remind your students to request that an official college/university transcript be mailed to the ASCP BOC office. This transcript, showing the appropriate degree and the date that the degree was awarded, is required **before** examination scores are emailed to the student. Examination scores are emailed **after** receipt of the official transcript. Students should allow at least 10 business days after receipt of the transcript for their examination scores due to the high volume of transcripts received during the summer months.