

**Certification Name:** Diplomate in Laboratory Management

**Designation:** DLM

04-Dec-97

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**Society**

American Society of Clinical Pathology  
2100 W. Harrison Street,  
Chicago, IL 60612-3798

**Phone:** (800) 621-4142

**fax:**

**email:** [www.ascp.org](http://www.ascp.org)

**Major Requirements**

**Education:** MS

**Years of Experience:** 2

**Examination Required:** Yes

**Continuing Education Required:** No

**Maintenance Required:** No

**Directorates**

Toxicology

**Programs**

Health Effects Research  
Toxicity Evaluations

**Certification Name:** Medical Laboratory Technician

**Designation:** MLT

04-Dec-97

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**Society**

American Society of Clinical Pathologists  
2100 W. Harrison Street,  
Chicago, IL 60612-0277

**Phone:** (800) 621-4142

**fax:**

**email:** [www.ascp.org](http://www.ascp.org)

**Major Requirements**

**Education:** AA

**Years of Experience:** 0

**Examination Required:** Yes

**Continuing Education Required:** No

**Maintenance Required:** No

**Directorates**

**Programs**



American Society of Clinical Pathologists  
**Board of Registry**

**1998**  
**Procedures for**  
**Examination and Certification**

**IMPORTANT INFORMATION**  
**READ BEFORE SUBMITTING**  
**KEEP FOR REFERENCE**

The Board of Registry includes representatives from:  
American Society of Clinical Pathologists • American Academy of  
Microbiology • American Association of Blood Banks • American Society of  
Cytopathology • American Society of Hematology • Clinical Laboratory  
Management Association • National Registry in Clinical Chemistry •  
National Society for Histotechnology

e-mail: [bor@ascp.org](mailto:bor@ascp.org)

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# BOARD OF REGISTRY

*The Board of Registry is an administratively independent certification agency that prepares relevant standards and develops procedures that will assure the competence of non-physician medical laboratory personnel.*

*The Board of Registry certifies those individuals who meet the academic and clinical prerequisites and who achieve acceptable performance levels on examinations.*



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## **The ASCP Board of Registry**

Founded in 1928 by the American Society of Clinical Pathologists (ASCP), the Board of Registry is widely accepted as the most influential leader in the field of certification of medical laboratory professionals. The Board of Governors of the Board of Registry has 21 members:

- Six pathologists (*nominated by the ASCP*)
- Six medical technologists (*nominated by the ASCP Associate Member Section*)
- One representative from each of the following seven participating specialty societies:
  - American Academy of Microbiology
  - American Association of Blood Banks
  - American Society of Cytopathology
  - American Society of Hematology
  - Clinical Laboratory Management Association
  - National Registry in Clinical Chemistry
  - National Society for Histotechnology
- Two lay members

## **What is Certification?**

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

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

In conducting certification activities, the Board of Registry:

- Prepares standards that assure competence of medical laboratory personnel
- Develops and administers appropriate examinations for measurement of competence
- Develops and uses appropriate scoring procedures

To become certified by the Board of Registry, an individual must fulfill the academic and experience/training components specified in this booklet and successfully complete the appropriate examination. Please review these eligibility requirements and the rules/regulations carefully before submitting a formal application for examination.

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The Board of Registry does not discriminate among applicants as to age, sex, race, religion, national origin, disability, or marital status.

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**APPLICATION DEADLINES, DATES OF  
EXAMINATION ADMINISTRATION AND APPLICATION FEES**

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All categories of examination are offered on computer throughout the year in three month examination periods.

<b>DEADLINE DATE FOR RECEIPT OF APPLICATION AND FEE</b>	<b>EXAMINATION PERIOD</b>
<b>POSTMARKED NO LATER THAN</b> October 1, 1997	<i>for</i> January 2, 1998 - March 31, 1998
<b>POSTMARKED NO LATER THAN</b> January 2, 1998	<i>for</i> April 1, 1998 - June 30, 1998
<b>POSTMARKED NO LATER THAN</b> April 1, 1998	<i>for</i> July 1, 1998 - September 30, 1998
<b>POSTMARKED NO LATER THAN</b> July 1, 1998	<i>for</i> October 1, 1998 - December 30, 1998

<b>CATEGORY OF EXAMINATION</b>	<b>APPLICATION FEE</b>
Phlebotomy Technician (PBT)	\$65
Histologic Technician (HT)	\$80
Medical Laboratory Technician (MLT)	\$80
Medical Technologist (MT)	\$100
Cytotechnologist (CT)	\$100
Histotechnologist (HTL)	\$100
Technologist in Blood Banking (BB)	\$100
Technologist in Chemistry (C)	\$100
Technologist in Hematology (H)	\$100
Technologist in Immunology (I)	\$100
Technologist in Microbiology (M)	\$100
Hemapheresis Practitioner (HP)	\$125
Specialist in Blood Banking (SBB)	\$125
Specialist in Chemistry (SC)	\$125
Specialist in Cytotechnology (SCT)	\$125
Specialist in Hematology (SH)	\$125
Specialist in Immunology (SI)	\$125
Specialist in Microbiology (SM)	\$125
Specialist in Virology (SV)	\$125
Diplomate in Laboratory Management (DLM)	\$150

## APPLICATION PROCEDURES

### Application Valid for One Examination Category

Your application will be processed for the one examination category you indicate on the application form. You will only be allowed to take one category of examination in an examination period. A separate application and documentation of experience and education must be submitted for each category of examination for which you apply.

### Specialist in Blood Banking and Diplomate in Laboratory Management

Separate application forms are required for these categories. Please check the application to ensure that you are using the correct form.

### HT and HTL Applicants

The Histologic Technician (HT) and Histotechnologist (HTL) examinations are two-part examinations consisting of multiple choice and practical components. Practical examination grading sessions are held twice each year in **May** and **November**.

Upon receipt of your application form, practical examination instructions will be mailed to you.

The following chart indicates the application deadline dates along with the appropriate computer examination periods and tentative dates of practical grading sessions.

	APPLICATION DEADLINE DATES	COMPUTER EXAMINATION PERIODS	PRACTICALS DUE	PRACTICAL GRADING SESSIONS
IF YOU PICK	10/01/97	01/02/98 thru 03/31/98	04/03/98	05/98
	01/02/98	04/01/98 thru 06/30/98	04/03/98	05/98
IF YOU PICK	04/01/98	07/01/98 thru 09/30/98	10/02/98	11/98
	07/01/98	10/01/98 thru 12/30/98	10/02/98	11/98

A passing score on either the multiple choice or practical portion of the examination will remain valid as long as the application is valid (five years from the initial date of our receipt of your application). However, you must successfully complete both the multiple choice and practical portions of the examination within this five year period in order to be certified. A full application fee is required if you retake either portion of the examination during the 5 year period that your application is valid.

If you fail and wish to question your examination scores, you have 30 days after receipt of the results to request a review of your score in writing. When requesting a review of your scores, you **must** specify the computer or practical portion of your examination. A check or money order in the amount of \$10.00 must be submitted for processing costs.

If you request that the practical portion of your examination be reviewed, you **must** indicate the specific slides you wish reviewed.

### Application Form Submitted Without Fee

If you submit your application form without enclosing the fee, the form will be returned to you. **Both** the application form and fee must be received before your application will be processed.

### Acknowledgment of Application

Within 30 days after the established **application deadline date**, an Examination Content Guideline and a letter concerning the cancellation and refund policy will be mailed to you. If you do not receive this information within the **30 day time period**, please notify our office. Processing of applications will begin three months prior to the **first day** of the examination period.

### An Applicant with a Disability

An applicant who wishes to request modifications in the examination environment because of a **disability must notify the Board of Registry office in writing at the time of application and provide appropriate documentation about the disability and the needed modification**. The Board of Registry will consider modification of the testing conditions on a case-by-case basis.

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

### Examination Content Guidelines

Information regarding the examination format and exam content will be mailed to you prior to the beginning of the examination period. Please contact our office if you do not receive these guidelines within 30 days after the application deadline.

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## APPLICATION PROCEDURES

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### Change of Name and/or Address

If you change your name and/or address, notify the **Board of Registry Office** promptly. Name changes or name corrections received in the Board of Registry office after the day you take the examination will not be reflected on your certificate. A fee of \$10.00 will be charged if you request a new certificate.

### Ineligibility

In order to determine your eligibility for examination, **documentation verifying completion of all eligibility requirements must be received in our office prior to the first day of the examination period for which you applied.** If you are not determined eligible for the examination prior to the beginning of the examination period, 50% of your application fee will automatically be refunded to you. **Application fees cannot be transferred to the next examination period.** Documentation that all deficiencies have been removed and a full fee are required to reschedule for another examination period.

### Scheduling Information

All Board of Registry examinations are administered by computer at Sylvan Technology centers. **These centers are listed on pages 21 and 22.** When you are determined eligible for an examination, an admission letter will be sent to you. It will contain detailed information on making an appointment at the computer center of your choice. Your I.D. must match your name on this letter when you appear at the test center to take your exam.

Prior knowledge of computers is not needed. You may schedule an appointment to take the examination at your convenience Monday through Saturday within the chosen three month period. It is strongly recommended that you contact Sylvan registration **as early as possible** to make your appointment within the three month examination period. **YOU MUST TAKE THE EXAMINATION WITHIN THE THREE MONTH EXAMINATION PERIOD FOR WHICH YOU APPLIED. APPLICATION FEES ARE NOT TRANSFERABLE TO ANOTHER EXAMINATION PERIOD.**

### Rescheduling of Appointments

If you wish to reschedule your testing appointment, within the three month period, **you must contact the examination site at least 48 hours (two business days) prior to your scheduled appointment** to reschedule another date within the same three month examination period

If you call **within 48 hours (two business days)**, you will **not** be permitted to reschedule and you will

be considered as not appearing for the examination.

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 examination period.

### Refunds for Cancellations and Applicants Who Do Not Appear

If you cancel from the examination period 30 days prior to the first day of testing, you will receive a 50% refund of your application fee.

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 chosen three month examination period, if you cancel **after** the established deadline date OR if you do not appear for your scheduled appointment. A full fee will be required to reapply for another examination period.

### Reapplying for Another Examination Period

If you cancel, do not appear, miss your scheduled appointment date or are determined ineligible, you must submit a full application fee by the application deadline dates indicated on Page 2 to reapply for another examination period.

**DO NOT** submit a new application fee prior to receiving your examination scores. If a new fee is submitted, only 80% of this fee will be refunded to you in the event that you pass the examination.

Your application in a particular category will remain valid for a period of five years from the date of submission. If you wish to reapply for the same category of examination within this time period, a full fee should be submitted by the published deadline dates along with the following information:

- Name (*Maiden name when applicable*)
- Address
- Date applied
- Date of last examination taken (*if applicable*)
- Examination category
- Examination period requested

After five (5) years, it will be necessary for you to submit a new application form with the full fee. You must also meet the current requirements for eligibility in that particular examination category.

### Scheduled Examination Appointments

Applicants are **solely** responsible for making and keeping their scheduled examination appointment date.

If you miss your scheduled appointment date, you will need to follow instructions on "**Reapplying for Another Examination Period**". (See above)

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## EXAMINATION ADMINISTRATION AND SCORING

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### Examination Information

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

### What to bring to the Examination Center

When you arrive at the examination center, you must present photo identification and your admission letter to the proctor. **If you appear without photo identification, which matches the name on your admission letter, you will not be permitted to take the examination. You will be required to reapply with a full fee for another examination period.** Non-programmable calculators may be brought to the center. Scrap paper for calculations will be provided for you by the test center. Do not bring reference books, notes or other study materials to the test center.

### Taking the Test

At the beginning of the examination, you must verify that your identification information 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. There is a "help" screen which may be referred to at any time during the exam to refresh your memory on how to enter responses.

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 number key (1,2,3 or 4) corresponding to the number of the response you select. You may also use the computer "mouse" to choose and record your answers. The response you selected will be highlighted. Responses may be changed as many times as you choose by pressing the key for a different response number or by using the mouse. When you are satisfied with the response, press the "Enter" key or click the NEXT key to record it. The next question will then appear.

You must answer each question to the best of your ability when it is presented. However, at the end of the test, you may review some or all of your responses and change them if you wish. After all questions have been answered, directions for reviewing the test and changing responses can be accessed by using the "help" screen.

When you have completed reviewing the exam, you will use the **STOP** button on the screen. A message will appear on the screen, asking you to verify that you wish to exit the exam. If you respond using the **YES** button, your test will be complete.

### Mailing of Scores

**Examination scores will be sent to you within 10 working days after you have taken the examination, provided all official transcripts verifying your degree(s) have been received.**

Certificates and identification cards are mailed to certificants approximately 8 - 15 weeks after the examination scores are mailed.

**Do not request your scores over the telephone since examination results cannot be released by telephone to anyone.**

Do not submit a new application fee prior to receiving your scores. An extended deadline date for retaking the examination will be included with examination results for failing candidates.

### Release of Scores to Program Officials

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

\*NAACLS - National Accrediting Agency for Clinical Laboratory Sciences

CAAHEP - Commission on Accreditation of Allied Health Education Programs

### Verification of Examination Results

If you wish to question your examination results, you must notify our office in writing within 30 days from the date of receipt of scores. The Board of Registry does not release or disclose the content or answers for specific test items. A \$10.00 fee will be charged if you request that your examination be reviewed. NOTE: Incorrect responses **will not** be reported when requesting a review.

### Re-examination

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

### Complaints and Appeals

Complaints and appeals regarding the certification process must be submitted to the Board of Registry in writing within 30 days of incident or notification.

### Certification

Please note that ASCP certification is public record. Inquiries about an individual's certification status will be answered with the category and date of certification.

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## EXAMINATION ADMINISTRATION AND SCORING

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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.

### **Inappropriate Conduct During the Examination**

If an examinee is discovered engaging in inappropriate conduct during the examination, such as looking at notes or otherwise giving or obtaining unauthorized information or aid, the test center personnel will notify the Board of Registry office immediately in writing of such conduct.

Inappropriate conduct by an examinee may result in invalidation of the examinee's test scores, as well as revocation of current certification and future bar of admission to take a Board of Registry- sponsored examination in the future and other appropriate action against the examinee.

### **ELIGIBILITY REQUIREMENTS**

#### **Examination Eligibility**

Eligibility for examination is established by meeting the current stated minimum requirements for a particular category or level of certification, submission of the appropriate application form and payment of fee. Since the examination requirements as well as other information included in the application packet are periodically revised, be sure you have the latest application packet available from the Board of Registry office. You must submit the appropriate documents verifying that you meet the current Board of Registry requirements before your examination eligibility can be determined.

**All experience must be completed and documented prior to the first day of the examination period.**

It is your responsibility to keep the Board of Registry informed of any changes that may affect your eligibility status.

#### **Official Documents Required**

**1. MT, MLT-AD, and CT applicants from NAACLS/CAAHEP accredited programs** - An official transcript from a regionally accredited college/university bearing the seal of the college/university, the signature of the Registrar and the date your degree was conferred or will be conferred must be submitted to our office upon completion of all degree requirements. **All degree**

**requirements must be completed before you will be allowed to sit for the examination.**

**NOTE:** Applicants from NAACLS/CAAHEP accredited programs who do not appear OR fail the examination and wish to reapply, **will not be sent an admission letter** if the Board of Registry does not receive an official transcript verifying degree and date of degree conferral.

**2. All other categories which require college credits** - An official transcript from a regionally accredited college/university bearing the seal of the college/university, the signature of the Registrar and the date the degree was conferred must be submitted to our office when you apply for examination. This document must be in our office in order to determine your eligibility. **All documents must be received prior to the first day of the examination period.**

**3. Military trained applicants** - Official or notarized documentation of your military code (NEC, MOS or AFSC code) or certificate verifying completion of training must be submitted with your application form. **This document must be in our office prior to the first day of the examination period in order to determine your eligibility.**

**4. Applicants for the Hemapheresis Practitioner examination** - If you are a RN, you must submit a **notarized** copy of your current state or provincial license along with your application form. **This document must be in our office prior to the first day of the examination period in order to determine your eligibility.**

**5. Applicants for the Phlebotomy Technician examination** - If you are applying under route 4, you must submit a **notarized** copy of your current state/provincial license or a **notarized** copy of a certificate of completion from the accredited allied health program you completed along with your application form. **This document must be in our office prior to the first day of the examination period in order to determine your eligibility.**

**6. Applicants with foreign education** - If a candidate is basing his/her eligibility on a degree from a foreign university outside of the United States or Canada, the official transcript or copy must first be evaluated by an evaluation agency that is a listed on page 23. Only evaluations from these listed agencies will be accepted. The official or notarized evaluation showing degree equivalency and a subject breakdown must be submitted with the application for certification examination. **This document must be in our office prior to the first day of the examination period in order to determine your eligibility.**

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## ELIGIBILITY REQUIREMENTS

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### Laboratory Experience in Foreign Countries

**The Board of Registry does not accept clinical laboratory experience obtained in a foreign country outside of the United States or Canada.** Foreign medical technology clinical training programs are recognized as equivalent to one year of full time clinical laboratory experience obtained in the United States and may be applied toward one of the five (5) years required for eligibility for the MT or MLT examinations (provided the training was completed within the last ten years.) The other four years of acceptable clinical laboratory experience must be completed in the United States.

### ASCP Certified Applicants

**Although you may be certified in another category, you must resubmit all required documentation necessary to establish your eligibility for the current examination category.**

### NAACLS or CAAHEP Accredited Programs

The education received from a NAACLS or CAAHEP accredited program is acceptable for a period of five (5) years from the date of completion of that program. If you are currently enrolled in or have completed an accredited training program within the last five years, the application form must be signed by a program official on page 3.

After this time limit, examination eligibility will be determined based on clinical laboratory experience as stated in the current examination eligibility requirements. All academic and clinical experience requirements must be completed and documented before the first day of the examination period.

### Verification of Clinical Laboratory Experience

If you are required to complete clinical laboratory experience for examination eligibility, a reference packet will be sent to you. This packet contains reference forms to be forwarded to your employers for verification of your clinical laboratory experience. If you do not receive a packet within 30 days after the application deadline, you should contact our office. Completed reference forms documenting completion of the clinical laboratory experience requirements must be submitted in order to determine your examination eligibility.

**All experience must be completed and documented prior to the first day of the examination period.**

### Full and Part-Time Experience Defined

Full-time experience is defined as a minimum of thirty-five (35) hours per week. Individuals who have part-time experience may be permitted to utilize prorated part time experience to meet the work experience requirements. For example, if you are employed 20 hours per week for one year, your experience would be computed as 20 divided by 35 multiplied by 52 weeks, or the equivalent of 29.7 weeks of full-time employment. Please contact the Board of Registry prior to applying if you have any questions concerning part-time experience.

The number of years experience required must be completed within the time frame, specified in the requirements, calculated from the date of application (e.g. application submitted 3/1/97; experience acceptable from 3/1/87 for a ten-year time frame). **Simultaneous experience at two different places of employment in excess of 35 hours per week is not counted toward the experience requirement.**

### Regionally Accredited College/University Defined

The educational institution must be accredited by one of the six U.S. regional accrediting associations listed below:

- MSA - Middle States Association of Colleges and Schools
- NASC - The Northwest Association of Schools and Colleges
- NCA - North Central Association of Colleges and Schools
- NEASC - New England Association of Schools and Colleges, Inc.
- SACS - Southern Association of Colleges and Schools
- WASC - Western Association of Schools and Colleges

### MAILING ADDRESSES:

#### APPLICATION/FEES ONLY:

Board of Registry  
Dept. #77-3335  
Chicago, IL 60678-3335

#### GENERAL CORRESPONDENCE and TRANSCRIPTS:

Board of Registry  
P O Box 12277  
Chicago, IL 60612-0277

**The addresses above cannot be used for: Federal Express, Express Mail, Certified, Registered, or any overnight courier service.**

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## RECOGNITION THROUGH QUALIFICATION

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### **QUALIFICATION IN CYTOMETRY AND IMMUNOHISTOCHEMISTRY**

The Board of Registry offers Qualifications in Cytometry and Immunohistochemistry. Candidates who complete the Qualification process, including completion of the eligibility requirements and successful completion of the work sample project, will receive documentation of their Qualification which is valid for five years.

The Qualification may be revalidated every five years upon payment of a fee and documentation of acceptable continuing education related to the area of Qualification. The Qualification will not, in itself, entitle the individual to annual registration by the Board of Registry, membership in the Associate Member Section of the ASCP or the use of initials as part of the Qualifier's title. Contact the Board of Registry office for complete information and application forms.

### **QUALIFICATION AS A POINT OF CARE TESTING EVALUATOR**

The Point of Care Testing Evaluator program provides training and tools to conduct assessments of point-of-care testing personnel. Instruction is provided through a series of three teleconferences (1 1/4 hours each). Contact the Board of Registry for complete information on this program.

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## CERTIFICATION OF TECHNICIANS

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### MLT(ASCP)

#### Medical Laboratory Technician

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

**Route 1:** Associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, AND successful completion of a NAACLS accredited MLT program and courses in biology and chemistry, OR

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

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

**Route 4:** Associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, including 6 semester hours (9 quarter hours) of chemistry and 6 semester hours (9 quarter hours) of biology AND three years full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology, and Clinical Microscopy within the last ten years. At least two years must be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist.

### HT(ASCP)

#### Histologic Technician

The HT(ASCP) application is valid for five (5) years from the date it is received. Both the practical and multiple-choice components of the examination must be successfully completed within this five year period for certification to be granted.

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

**Route 1:** Successful completion of a NAACLS accredited Histologic Technician program, OR

**Route 2:** Associate degree or at least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university with a combination of 12 semester hours (18 quarter hours) of biology and chemistry, AND one year full time acceptable experience in histopathology within the

last ten years under the supervision of a pathologist (*certified by the American Board of Pathology in Anatomic Pathology, or eligible*), or an appropriately certified medical scientist, OR

**Route 3:** High school graduation (*or equivalent*) AND two years full time acceptable experience in histopathology, within the last ten years, under the supervision of a pathologist (*certified by the American Board of Pathology in Anatomic Pathology, or eligible*), or an appropriately certified medical scientist.

### PBT(ASCP)

#### Phlebotomy Technician

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

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

**Route 2:** High school graduation (or equivalent) AND completion of an acceptable formal structured phlebotomy program which includes the following: 120 clinical hours with a minimum performance of 100 successful venipunctures and 25 successful skin punctures; observation of 5 arterial punctures; and orientation in a full service laboratory, AND 40 clock hours of didactic training including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations, (e .g. safety, quality control, etc.) This program must be completed at a regionally accredited college/university or an accredited laboratory within the last five years, OR

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

**Route 4:** High school graduation (or equivalent) AND successful completion of RN, LPN or other accredited allied health professional/occupational education AND phlebotomy training with a minimum performance of 100 successful venipunctures and 25 successful skin punctures; observation of 5 arterial punctures; and orientation in a full service laboratory.

**NOTE:** Applicants applying under route 4 must submit a **notarized** copy of their current state/provincial license or a **notarized** copy of a certificate of completion from the accredited allied health program they completed along with the application form.

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# CERTIFICATION OF TECHNOLOGISTS

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## MT(ASCP)

### Medical Technologist

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 a regionally accredited college/university including courses in biological science, chemistry and mathematics *AND* successful completion of a NAACLS accredited Medical Technology program, OR

**Route 2:** MLT(ASCP) certification *AND* a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, *AND* three years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy within the last ten years. At least two years must be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist, OR

**Route 3:** CLA(ASCP) certification, *AND* a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, *AND* four years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy within the last ten years. At least two years must be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist, OR

**Route 4:** Baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, *AND* five years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy within the last ten years. At least two years must be under the

supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist.

## BB(ASCP)

### Technologist in Blood Banking

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

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

**Route 2:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry, *AND* two years full time acceptable clinical laboratory experience in Blood Banking within the last ten years. These two years of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist, OR

**Route 3:** Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry, *AND* successful completion of a structured program in Blood Banking under the auspices of a NAACLS accredited Medical Technology Program. The structured program in Blood Banking must be at least one year in length and equivalent to the curriculum for Blood Banking in the Medical Technology Program, OR

**Route 4:** Masters or doctorate in Chemistry, Biology, Immunology, Immunohematology, Microbiology, Allied Health, Clinical Laboratory Sciences or an appropriately related field, from a regionally accredited college/ university, *AND* six months full time acceptable clinical laboratory experience in Blood Banking within the last ten years. These six months of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology, or eligible*) or an appropriately certified medical scientist and a certified medical technologist.

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## CERTIFICATION OF TECHNOLOGISTS

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### Clinical Laboratory Experience

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

#### Serologic Testing

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

#### Routine Problem Solving

- Transfusion reactions
- Immune hemolytic anemias
- Hemolytic disease of the newborn
- Rh immune globulin evaluation

#### Quality Control

- Reagents, equipment

#### Donor Blood

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

### C(ASCP)

#### Technologist in Chemistry

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

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

**Route 2:** Baccalaureate degree from a regionally accredited college/university with a major in chemistry or a baccalaureate degree with a combination of 30 semester hours (45 quarter hours) of biology and chemistry including 16 semester hours (24 quarter hours) in chemistry, *AND* one year full time acceptable clinical laboratory experience in Chemistry within the last ten years. This year of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist, OR

**Route 3:** Baccalaureate degree from a regionally accredited college/university with a major in chemistry or a baccalaureate degree with a combination of 30 semester hours (45 quarter hours) of biology and chemistry including 16 semester hours (24 quarter hours) in chemistry, *AND* successful completion of a structured program in Clinical Chemistry under the auspices of a NAACLS accredited Medical Technology Program. The structured program in Clinical Chemistry must be at least one year in length and equivalent to the curriculum for Clinical Chemistry in the Medical Technology Program, OR

**Route 4:** Masters degree (or equivalent) in chemistry or an appropriately related field, from a regionally accredited college/university, *AND* six months full time acceptable clinical laboratory experience in Chemistry within the last ten years. These six months of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology, or eligible*) or an appropriately certified medical scientist and a certified medical technologist.

### Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Chemistry examination, you must have clinical laboratory experience within the last ten years in 5 of the 7 procedures listed:

- Carbohydrates
- Electrolytes
- Enzymes
- Heme compounds
- Lipids
- Non-protein nitrogen compounds
- Proteins

Experience is also required in 3 of the 5 procedures below:

- Blood gases
- Hormones
- Therapeutic drug monitoring
- Toxicology
- Vitamins

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## CERTIFICATION OF TECHNOLOGISTS

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### CT(ASCP)

#### 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 from a regionally accredited college/university with 20 semester hours (30 quarter hours) of biological science and 8 semester hours (12 quarter hours) of chemistry *AND* successful completion of a 12-month CAAHEP accredited Cytotechnology program, OR

**Route 2:** Baccalaureate degree from a regionally accredited college/university with 20 semester hours (30 quarter hours) of biological science and 8 semester hours (12 quarter hours) of chemistry *AND* five years full time acceptable clinical laboratory experience including cytopreparatory techniques, microscopic analysis and evaluation of the body systems within the last ten years. At least two of these years must be subsequent to the completion of the academic component and at least two years must be under the supervision of a licensed physician who is a pathologist certified, or eligible for certification, by the American Board of Pathology in Anatomic Pathology or has other suitable qualifications acceptable to the Board of Registry.

### H(ASCP)

#### Technologist in Hematology

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

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

**Route 2:** Baccalaureate degree from a regionally accredited college/university, with a major in biological sciences or chemistry, or baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry, *AND* two years full time acceptable clinical laboratory experience in Hematology within the last ten years. These two years of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist, OR

**Route 3:** Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry, *AND* successful completion of a structured program in Hematology under the auspices of a NAACLS accredited Medical Technology Program. The structured program in Hematology must be at least one year in length and equivalent to the curriculum for Hematology in the Medical Technology Program, OR

**Route 4:** Masters degree (or equivalent) in biology, chemistry or an appropriately related field, from a regionally accredited college/university, *AND* six months full time acceptable clinical laboratory experience in Hematology within the last ten years. These six months of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology, or eligible*) or an appropriately certified medical scientist and a certified medical technologist.

#### Clinical Laboratory Experience

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

- Complete Blood Count
- Blood smear preparation, evaluation and differential
- Routine coagulation tests (e.g. PT, APTT)
- Special coagulation tests (e.g. fibrinogen, FDP/D-dimer)
- Miscellaneous tests (e.g. reticulocyte, ESR, sickle screen)
- Instrument maintenance
- Quality Control/performance and evaluation

## HTL(ASCP)

### Histotechnologist

The HTL(ASCP) application is valid for five (5) years from the date it is received. Both the practical and multiple-choice components of the examination must be successfully completed within this five year period for certification to be granted.

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 a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry, *AND* one year full time acceptable experience in a histopathology laboratory within the last ten years. This year of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology in Anatomic Pathology, or eligible*) or an appropriately certified medical scientist, OR

**Route 2:** Baccalaureate degree from a regionally accredited college/university including the above course requirements *AND* successful completion of a NAACLS accredited Histotechnologist or Histologic Technician program.

## I (ASCP)

### Technologist in Immunology

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

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

**Route 2:** Baccalaureate degree from a regionally accredited college/university, with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry, *AND* two years full time acceptable clinical laboratory experience involving testing components of the immune system and/or using immunological techniques within the last ten years. These two years of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist, OR

**Route 3:** Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry, *AND* successful completion of a structured program in Immunology under the auspices of a NAACLS accredited Medical Technology Program. The structured program in Immunology must be at least one year in length and equivalent to the curriculum for Immunology in the Medical Technology Program, OR

**Route 4:** Masters degree (or equivalent) in biology, chemistry or an appropriately related field, from a regionally accredited college/university, *AND* six months full time acceptable clinical laboratory experience in Immunology within the last ten years. These six months of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology, or eligible*) or an appropriately certified medical scientist and a certified medical technologist.

### Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Immunology examination, you must have experience within the last ten years in 4 of 7 of the following procedures:

- Cellular components of the Immune response (e.g. Lymphocyte surface markers, lymphocyte function, phagocytic cell function)
- Histocompatibility testing (e.g. HLA, MLC, Immunogenetics)
- Immunoassay (e.g. RIA, EIA, FIA)
- Immunochemical analysis of proteins (e.g. SPE, IEP, IFE, RID, nephelometry, functional complement assays)
- Immunomicroscopy (e.g. FTA-abs, ANA, SMA, AMA, and other autoantibody tests)
- Infectious disease serology (e.g. agglutination, agglutination inhibition, and neutralization)
- Other

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## CERTIFICATION OF TECHNOLOGISTS

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### M(ASCP)

#### Technologist in Microbiology

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

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

**Route 2:** Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry including 16 semester hours (24 quarter hours) in microbiology, *AND* one year full time acceptable clinical laboratory experience in Microbiology within the last ten years. This year of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist and a certified medical technologist, OR

**Route 3:** Baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and chemistry including 16 semester hours (24 quarter hours) in microbiology, *AND* successful completion of a structured program in Microbiology under the auspices of a NAACLS accredited Medical Technology Program. The structured program in Microbiology must be at least one year in length and equivalent to the curriculum for Microbiology in the Medical Technology Program, OR

**Route 4:** Masters degree (or equivalent) in microbiology, or an appropriately related field, from a regionally accredited college/university, *AND* six months full time acceptable clinical laboratory experience in Microbiology within the last ten years. These six months of experience must be under the supervision of a pathologist (*certified by the American Board of Pathology, or eligible*) or an appropriately certified medical scientist and a certified medical technologist.

#### Clinical Laboratory Experience

To fulfill the experience requirement for the Technologist in Microbiology examination, you must have experience, within the last ten years, in **bacteriology** and 2 of 4 of the following areas:

- Mycology
- Mycobacteriology
- Parasitology
- Virology

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## CERTIFICATION OF SPECIALISTS

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### HP(ASCP)

#### Hemapheresis Practitioner

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

**Route 1:** RN with current state or provincial license, AND three years full time acceptable experience in hemapheresis within the last ten years under the direction of a Medical Director, OR

**Route 2:** MT(ASCP), BB(ASCP), OR SBB(ASCP) certification AND three years of full time acceptable experience in hemapheresis within the last ten years under the direction of a Medical Director, OR

**Route 3:** Baccalaureate degree from a regionally accredited college/university with a combination of 24 semester hours (36 quarter hours) of biology and chemistry, AND five years of full time acceptable experience in hemapheresis within the last ten years under the direction of a Medical Director.

**NOTE:** Applicants applying under Route 1 must submit a notarized copy of their current RN state or provincial license.

#### Clinical Laboratory Experience

To fulfill the experience requirement for the Hemapheresis Practitioner examination, you must have experience within the last ten years in 6 of 8 of the following areas:

- Donor Procedures\*
- Therapeutic Procedures\*
- Donor Selection
- Fluid Balance
- Quality Assurance Procedures
- Management of Adverse Reactions
- Clinical Assessment
- Vascular Access

(\* ) Donor procedures OR Therapeutic procedures must be included in the 6 required areas.

### SBB(ASCP)

#### Specialist in Blood Banking

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

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

**Route 2:** MT(ASCP) or BB(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, including 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology), 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry), one semester (one quarter) of mathematics, AND five years of full time acceptable clinical laboratory experience in blood banking within the last ten years. These five years of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist, OR

**Route 3:** Masters or doctorate degree in Chemistry, Biology, Immunology, Immunohematology, Microbiology, Allied Health, Clinical Laboratory Sciences, or an appropriately related field, from a regionally accredited college/university AND three years full time acceptable clinical laboratory experience in blood banking within the last ten years. These three years of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist.

#### Clinical Laboratory Experience

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

##### Serologic Testing

- ABO, Rh Typing
- Antibody detection and identification
- Cross matching
- Tests for other blood group antigens
- Direct antiglobulin tests

##### Routine Problem Solving

- Transfusion reactions
- Immune hemolytic anemias
- Hemolytic disease of the newborn
- Rh immune globulin evaluation

##### Quality Control/Assurance

##### Laboratory Operations

##### Donor Blood

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

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## CERTIFICATION OF SPECIALISTS

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### **SC(ASCP) Specialist in Chemistry**

### **SH(ASCP) Specialist in Hematology**

### **SI(ASCP) Specialist in Immunology**

### **SM(ASCP) Specialist in Microbiology**

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

**Route 1:** A Master's degree (or equivalent) in Chemistry, Biology, Immunology, Microbiology, Allied Health, Clinical Laboratory Sciences, or an appropriately related field, from a regionally accredited college/university, AND four years full time acceptable clinical laboratory experience in the specialty within the last ten years. These four years of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist, OR

**Route 2:** A doctorate in Chemistry, Biology, Immunology, Microbiology, Allied Health, Clinical Laboratory Sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of full time acceptable clinical laboratory experience in the specialty within the last ten years. These two years of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist, OR

**Route 3:** MT(ASCP) certification or appropriate categorical certification, AND a baccalaureate degree from a regionally accredited college/university, AND five years of full time acceptable clinical laboratory experience in the specialty within the last ten years. These five years of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist.

### **Chemistry - Clinical Laboratory Experience**

To fulfill the experience requirement for the Specialist in Chemistry examination, you must have clinical laboratory experience within the last ten years in 8 of the 11 procedures listed:

- Blood gases
- Carbohydrates
- Electrolytes
- Enzymes
- Heme compounds
- Hormones
- Lipids
- Non-protein nitrogen compounds
- Proteins
- Therapeutic drug monitoring
- Toxicology

Experience is also required in 2 of the 6 procedures listed:

- New test development
- Procurement of laboratory equipment
- Quality control program
- Supervisory experience
- Teaching
- Work-load analysis

### **Hematology - Clinical Laboratory Experience**

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

- Complete Blood Count
- Blood smear preparation, evaluation and differential
- Routine coagulation tests (e.g. PT, APTT)
- Special coagulation tests (e.g. fibrinogen, FDP/D-dimer)
- Miscellaneous tests (e.g. reticulocyte, ESR, sickle screen)
- Instrument maintenance
- Quality Control/performance and evaluation

Experience in performing, supervising or teaching 5 of 11 procedures listed is also required:

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

(continued on next page)

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## CERTIFICATION OF SPECIALISTS

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### **Immunology - Clinical Laboratory Experience**

To fulfill the experience requirement for the Specialist in Immunology examination, you must have experience within the last ten years in 4 of 7 of the following procedures:

- Cellular components of the immune response (e.g. lymphocyte surface markers, lymphocyte function, phagocytic cell function)
- Histocompatibility testing (e.g. HLA, MLC, Immunogenetics)
- Immunoassay (e.g. RIA, EIA, FIA)
- Immunochemical analysis of proteins (e.g. SPE, IEP, IFE, RID, nephelometry, functional complement assays)
- Immunomicroscopy (e.g. FTA-abs, ANA, SMA, AMA, and other autoantibody tests)
- Infectious disease serology (e.g. agglutination, agglutination inhibition, and neutralization)
- Other

### **Microbiology - Clinical Laboratory Experience**

To fulfill the experience requirement for the Specialist in Microbiology examination, you must have experience, within the last ten years, in **bacteriology** and 3 of 4 of the following areas:

- Mycology
- Mycobacteriology
- Parasitology
- Virology

### **SCT (ASCP) 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 from a regionally accredited college/university *AND* five years of full time acceptable experience in cytology within the last ten years. These five years of experience must be obtained following CT(ASCP) certification and be under the supervision of a licensed physician who is a pathologist certified, or eligible for certification, by the American Board of Pathology in Anatomic Pathology or has other suitable qualifications acceptable to the Board of Registry, **OR**

**Route 2:** CT(ASCP) certification *AND* a master's degree from a regionally accredited college/university *AND* four years of full time acceptable experience in cytology within the last ten years. These four years of experience must be obtained following CT(ASCP) certification and be under the supervision of a licensed physician who is a pathologist certified, or eligible for certification, by the American Board of Pathology in Anatomic Pathology or has other suitable qualifications acceptable to the Board of Registry, **OR**

**Route 3:** CT(ASCP) certification *AND* a doctorate from a regionally accredited college/university *AND* three years of full time acceptable experience in cytology within the last ten years. These three years of experience must be obtained following CT(ASCP) certification and be under the supervision of a licensed physician who is a pathologist certified, or eligible for certification, by the American Board of Pathology in Anatomic Pathology or has other suitable qualifications acceptable to the Board of Registry.

# CERTIFICATION OF SPECIALISTS

## SV(ASCP)

### Specialist in Virology

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

**Route 1:** SM(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND one year of full time acceptable experience in clinical virology within the last ten years. This year of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist, OR

**Route 2:** MT(ASCP) or M(ASCP) certification, AND a baccalaureate degree from a regionally accredited college/university, AND two years of full time acceptable experience in clinical virology within the last ten years. These two years of experience must be acquired post-baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist, OR

**Route 3:** Baccalaureate degree from a regionally accredited college/university, with a combination of 30 semester hours (45 quarter hours) of biology and chemistry including 16 semester hours (24 quarter hours) in microbiology, AND five years of full time acceptable experience in clinical virology within the last ten years. These five years of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist, OR

**Route 4:** A master's degree (or equivalent) in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND four years of full time acceptable experience in clinical virology within the last ten years. These four years of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist, OR

**Route 5:** A doctorate degree in chemistry, biology, immunology, microbiology, allied health, clinical laboratory sciences, or an appropriately related field, from a regionally accredited college/university, AND two years of full time acceptable experience in clinical virology within the last ten years. These two years of experience must be acquired post baccalaureate degree and be under the supervision of a pathologist (*certified by the American Board of Pathology or eligible*) or an appropriately certified medical scientist.

### Virology - Clinical Laboratory Experience

To fulfill the experience requirement for the Specialist in Virology examination, you must have clinical experience, within the last ten years, in **Cell Cultures** AND 2 of the 5 following areas:

- Direct Antigen Detection
- Immunoassay
- Immunomicroscopy
- Molecular Techniques
- Viral Serology

**NOTE:** In 1998, examination scores for the SV examination will be mailed according to the following schedule:

Examination Period	All Scores Mailed
January-March 1998	Mid-April
April-June 1998	Mid-July
July-September 1998	Mid-October
October-December 1998	Mid-January

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## DIPLOMATE CERTIFICATION

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### DLM(ASCP)

#### Diplomate in Laboratory Management

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

**Route 1:** A management related Master's degree from a regionally accredited college/university *AND* ASCP Board of Registry technologist or specialist certification *AND* at least two years of full time acceptable experience in clinical laboratory supervision or management within the last ten years, *OR*

**Route 2:** MBA or MHA or other management related Master's degree from a regionally accredited college/university *AND* at least three years of full time acceptable experience in clinical laboratory supervision or management within the last ten years, *OR*

**Route 3:** Masters degree from a regionally accredited college/university *AND* ASCP Board of Registry technologist or specialist certification *AND* at least three years of full time acceptable experience in clinical laboratory supervision or management within the last ten years. The applicant must present acceptable evidence of six (6) semester hours of management or business courses, three (3) semester hours of statistics and one (1) semester hour of computer information systems from a regionally accredited college/university *OR* at least 150 contact hours of acceptable documented continuing education in management, statistics and computer information systems within the last ten years. Acceptable on-the-job experience in statistics and computers may be considered in lieu of academic or continuing education credit in statistics and computers with proper documentation, *OR*

**Route 4:** Baccalaureate degree from a regionally accredited college/university *AND* ASCP Board of Registry technologist or specialist certification *AND* at least five years of full time acceptable experience in clinical laboratory supervision or management within the last ten years. The applicant must present acceptable evidence of six (6) semester hours of management or business courses, three (3) semester hours of statistics and one (1) semester hour of computer information systems from a regionally accredited college/university *OR* at least 150 contact hours of acceptable documented continuing education in management, statistics and computer information systems within the last ten years. Acceptable on-the-job experience in statistics and computers may be considered in lieu of academic or

continuing education credit in statistics and computers with proper documentation, *OR*

**Route 5:** A doctorate in Medicine, Chemistry, Biology, Immunology, Microbiology, Allied Health, Clinical Laboratory Sciences, or an appropriately related field from a regionally accredited college/university *AND* at least three years of full time acceptable experience in clinical laboratory supervision or management within the last ten years. The applicant must present acceptable evidence of six (6) semester hours of management or business courses, three (3) semester hours of statistics and one (1) semester hour of computer information systems from a regionally accredited college/university *OR* at least 150 contact hours of acceptable documented continuing education in management, statistics and computer information systems within the last ten years. Acceptable on-the-job experience in statistics and computers may be considered in lieu of academic or continuing education credit in statistics and computers with proper documentation, *OR*

**Route 6:** Baccalaureate degree in a management or business related field from a regionally accredited college/university *AND* at least six years of full time acceptable experience in clinical laboratory supervision or management within the last ten years, *OR*

**Route 7:** Baccalaureate degree from a regionally accredited college/university *AND* at least six years of full time acceptable experience in clinical laboratory supervision or management within the last ten years. The applicant must present acceptable evidence of six (6) semester hours of management or business courses, three (3) semester hours of statistics and one (1) semester hour of computer information systems from a regionally accredited college/university *OR* at least 150 contact hours of acceptable documented continuing education in management, statistics and computer information systems within the last ten years. Acceptable on-the-job experience in statistics and computers may be considered in lieu of academic or continuing education credit in statistics and computers with proper documentation.

#### Additional Documents Required for the DLM Examination

Documentation of continuing education credits must be included with your application form **if** they are required to determine your eligibility under routes 3, 4, 5 or 7.

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

*(continued on next page)*

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## DIPLOMATE CERTIFICATION

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### **Experience Requirements for Management**

To fulfill the experience requirements for the Diplomate in Laboratory Management examination, you must meet the minimum standards indicated below.

### **Time Spent in Management**

At least 50% of your time must be devoted to supervisor/management responsibilities.

### **Financial Management**

Seven areas out of ten are required:

- Budgets
- Cost analysis
- Purchasing
- Financial accounting
- Reimbursement issues
- Inventory control
- Contract negotiations
- Cash flow analysis
- Billing and collection
- Capital equipment acquisition

### **Marketing Management**

One area out of three are required:

- Product development
- Consumer relations
- Market research

### **Operations Management**

Six areas out of eight are required:

- Quality assurance
- Licensure/accreditation
- Safety
- Intra/Interdepartmental relations
- Data processing
- Medical legal issues
- Facilities management
- Flowcharting

### **Personnel Management:**

Six areas out of eight are required:

- Motivation
- Staffing/scheduling
- Performance standards/evaluations
- Counseling /disciplinary action
- Education and training/continuing education
- Job descriptions
- Wage and salary administration
- Personnel negotiations

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**SYLVAN TECHNOLOGY CENTERS**

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**ALABAMA**  
Birmingham  
Decatur  
Mobile  
Montgomery

**ALASKA**  
Anchorage

**ARIZONA**  
Phoenix Metro  
Chandler  
Phoenix  
Tucson

**ARKANSAS**  
Little Rock  
Ft. Smith

**CALIFORNIA**  
Atascadero  
Fresno  
Irvine  
Los Angeles  
Diamond Bar  
Rancho Cuc.  
Redlands  
Riverside  
Santa Monica  
Torrance  
Westlake Vill  
Orange County  
Anaheim Hills  
Garden Grove  
Piedmont  
Sacramento  
Fair Oaks  
San Diego  
La Jolla  
San Francisco Metro  
San Francisco  
Walnut Creek  
San Diego  
San Jose  
Santa Rosa

**COLORADO**  
Boulder  
Colorado Springs  
Denver  
Littleton  
Pueblo

**CONNECTICUT**  
Hartford  
Glastonbury  
New Haven  
Hamden

**DELAWARE**  
Dover

**DISTRICT OF COLUMBIA**  
Washington

**FLORIDA**  
Daytona Beach  
Ormond Bch  
Gainesville  
Jacksonville  
Ft. Myers  
Miami Metro  
Davie  
Miami Lakes  
Orlando  
Winter Park  
Sarasota  
Tampa  
Temple Terr.

**GEORGIA**  
Atlanta Metro  
Jonesboro  
Smyrna  
Augusta  
Columbus  
Macon  
Savannah  
Valdosta

**HAWAII**  
Oahu  
Kailua  
Maui  
Wailuku

**IDAHO**  
Boise

**ILLINOIS**  
Carbondale  
Chicago Metro  
Carpentersville  
Chicago  
Homewood  
Northbrook  
Westchester  
Normal  
Peoria  
Springfield

**INDIANA**  
Evansville  
Ft. Wayne  
Indianapolis  
Lafayette  
Merrillville  
South Bend  
Mishawaka

**IOWA**  
Bettendorf  
Cedar Rapids  
W. Des Moines

**KANSAS**  
Topeka  
Wichita

**KENTUCKY**  
Lexington  
Louisville

**LOUISIANA**  
Baton Rouge  
Shreveport  
Bossier City  
New Orleans

**MAINE**  
South Portland

**MARYLAND**  
Baltimore Metro  
Columbia  
Pikesville  
Bethesda  
Salisbury

**MASSACHUSETTS**  
Boston Metro  
Boston  
Woburn  
E. Longmeadow  
Worcester

**MICHIGAN**  
Ann Arbor  
Grand Rapids  
Lansing  
Detroit Metro  
Troy  
Utica  
Livonia

**MINNESOTA**  
Minn-St. Paul  
Bloomington  
Woodbury  
Duluth

**MISSISSIPPI**  
Jackson

**MISSOURI**  
Kansas City  
Gladstone  
Springfield  
St Louis  
Ballwin  
Creve Coeur

**MONTANA**  
Billings  
Helena

**NEBRASKA**  
Lincoln  
Omaha

**NEVADA**  
Las Vegas  
Reno

**NEW HAMPSHIRE**

Concord

**NEW JERSEY**

East Brunswick

Newark Metro

Fairlawn

Verona

Toms River

Trenton

Hamilton

**NEW MEXICO**

Albuquerque

**NEW YORK**

Albany

Amherst

Ithaca

Long Island

Garden City

New York City

Manhattan

Queens

Staten Island

Poughkeepsie

Wappingers Falls

Rochester

Syracuse

Fayetteville

Vestal

Westchester

White Plains

**NORTH CAROLINA**

Asheville

Charlotte

Greensboro

Greenville

Raleigh

**NORTH DAKOTA**

Bismarck

**OHIO**

Akron

Cincinnati

Cleveland Metro

Mentor

Solon

Strongsville

Columbus Metro

Columbus

Reynoldsburg

Dayton

Toledo

Youngstown

Niles

**OKLAHOMA**

Oklahoma City

Tulsa

**OREGON**

Eugene

Milwaukie

Portland

**PENNSYLVANIA**

Allentown

Erie

Harrisburg

Lancaster

Philadelphia

Center City

North Wales

Pittsburgh

North Hills

Scranton

**RHODE ISLAND**

Providence

Cranston

**SOUTH CAROLINA**

Charleston

Columbia

Irmo

Greenville

**SOUTH DAKOTA**

Sioux Falls

**TENNESSEE**

Chattanooga

Clarksville

Knoxville

Memphis

Nashville

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Amarillo

Austin

Beaumont

Corpus Christi

Dallas Metro

Arlington

Mesquite

El Paso

Lubbock

Midland

Houston

Clearlake

West Univ.

San Antonio

Waco

**UTAH**

Orem

Salt Lake City

**VERMONT**

Williston

**VIRGINIA**

Arlington

Richmond

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Newport News

**WASHINGTON**

Seattle

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Puyallup

**WEST VIRGINIA**

Charleston

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**WISCONSIN**

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Milwaukee

Brookfield

**WYOMING**

Casper

**US TERRITORIES****GUAM**

Agana

**PUERTO RICO**

San Juan

Hato Rey

**SAMOA**

Pago Pago

**VIRGIN ISLANDS**

St. Croix

St. Thomas

**CANADA****Alberta**

Calgary

Edmonton

**British Columbia**

Delta (Vancouver)

Kelowna

**Manitoba**

Winnipeg

**Nova Scotia**

Halifax

**Ontario**

Cambridge

Ottawa

Whitby

**Quebec**

Montreal

**Saskatchewan**

Saskatoon

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UPDATED CENTER LOCATIONS  
AND INFORMATION WILL BE  
SENT TO YOU ALONG WITH  
SCHEDULING INFORMATION.

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\*All test sites are subject to change.

**ACCEPTABLE EVALUATION AGENCIES  
FOR  
FOREIGN TRANSCRIPT EVALUATIONS**

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Evaluation & Education, Inc.  
Nguyen Thi Anh  
President  
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Long Beach, CA 90801  
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Charlotte, NC 28209  
704-334-7085  
704-334-4013 FAX

\*Please check with the Board of Registry for any changes to this list.

# BOARD OF REGISTRY CERTIFICATION EXAMINATIONS

## GENERAL CERTIFICATION

Medical Laboratory Technician (MLT)  
Medical Technologist (MT)

## CATEGORICAL CERTIFICATION

Cytotechnologist (CT)  
Histologic Technician (HT)  
Histotechnologist (HTL)  
Phlebotomy Technician (PBT)  
Technologist in Blood Banking (BB)  
Technologist in Chemistry (C)  
Technologist in Hematology (H)  
Technologist in Immunology (I)  
Technologist in Microbiology (M)

## SPECIALIST CERTIFICATION

Hemapheresis Practitioner (HP)  
Specialist in Blood Banking (SBB)  
Specialist in Chemistry (SC)  
Specialist in Cytotechnology (SCT)  
Specialist in Hematology (SH)  
Specialist in Immunology (SI)  
Specialist in Microbiology (SM)  
Specialist in Virology (SV)

## DIPLOMATE CERTIFICATION

Diplomate in Laboratory Management (DLM)

### APPLICATION DEADLINE

### EXAMINATION PERIOD

POSTMARKED NO LATER THAN	October 1, 1997	<i>for</i>	January 2, 1998 - March 31, 1998
POSTMARKED NO LATER THAN	January 2, 1998	<i>for</i>	April 1, 1998 - June 30, 1998
POSTMARKED NO LATER THAN	April 1, 1998	<i>for</i>	July 1, 1998 - September 30, 1998
POSTMARKED NO LATER THAN	July 1, 1998	<i>for</i>	October 1, 1998 - December 30, 1998

**BOARD OF REGISTRY**  
**P. O. BOX 12277**  
**CHICAGO, IL 60612**  
**312-738-1336**

Qualification in Cytometry or Immunohistochemistry - Contact the Board of Registry office for complete information.