

January 2013 – June 2013

PLEASE KEEP THIS BOOKLET UNTIL YOU SUCCESSFULLY  
PASS THE CERTIFICATION EXAMINATION.

A hand holding a petri dish with a map of the Americas and a test tube. The map is centered on the Americas, and the test tube is held horizontally across it. The background is a light blue gradient.

# International Procedures for Examination & Certification



ASCP  
BOARD OF  
CERTIFICATION



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The ASCP Board of Certification is an administratively independent certification agency that prepares relevant standards and develops procedures that will assure the competence of nonphysician medical laboratory personnel.

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

The Board of Certification does not discriminate among applicants as to age, gender, race, religion, national origin, disability, marital status, or sexual orientation.

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# ASCP Board of Certification

JANUARY 2013 – JUNE 2013

## ASCP<sup>i</sup> International Certification for Laboratory Professionals

With over 475,000 individuals certified, the American Society for Clinical Pathology (ASCP) is the largest association of laboratory professionals in the world. Serving as the largest and oldest pathology and laboratory medicine society, the ASCP Board of Certification (BOC) now offers a formal process for international laboratory professionals to earn ASCP<sup>i</sup>. The ASCP<sup>i</sup> credential certifies professional competency among new and practicing laboratory personnel in an effort to contribute globally to the highest standards of patient safety and carries the weight of 80 years of expertise in clinical laboratory professional certification. By earning ASCP<sup>i</sup> certification, you demonstrate to your employer and your colleagues that your knowledge and experience meet the highest standards of your profession.

## What is Certification?

Certification is the process by which a nongovernmental agency or association recognizes the competence of an individual who has met predetermined qualifications. ASCP Board of Certification certifies individuals upon completion of academic prerequisites, clinical laboratory education, or experience, and successful performance on an examination. International examinations are designed for professionals working outside the United States; thus, select examination questions are derived from the International Organization for Standardization (ISO) standards and do not contain content pertaining to U.S. regulations (e.g.; OSHA, CLIA). Graduates of medical laboratory science programs outside the United States are challenged with content that mirrors the standards of excellence established by ASCP exams.

The following examination categories are available for international certification:

- International Medical Technologist, MT(ASCP<sup>i</sup>)
- Tecnólogo Médico Internacional en español, MT(ASCP<sup>i</sup>)
- International Technologist in Molecular Biology, MB(ASCP<sup>i</sup>)
- International Technologist in Gynecologic Cytology, CTgyn(ASCP<sup>i</sup>)
- International Medical Laboratory Technician, MLT(ASCP<sup>i</sup>)
- International Phlebotomy Technician, PBT(ASCP<sup>i</sup>)

## COMING SOON!

- International Technologist in Chemistry, C(ASCP<sup>i</sup>) – 2014
- International Technologist in Microbiology, M(ASCP<sup>i</sup>) – 2014
- International Technologist in Cytotechnology, CT(ASCP<sup>i</sup>) – 2014

## About the ASCP Board of Certification

Founded in 1928 by the American Society for Clinical Pathology (ASCP), the Board of Certification is widely accepted as the most influential leader in the field of certification of medical laboratory professionals. The Board of Governors of the ASCP Board of Certification has 23 members:

- Five pathologists (nominated by the ASCP); including one member of the American Society of Hematology
- Five laboratory professionals (nominated by the ASCP); including one member of the American Association for Clinical Chemistry
- Four representatives from the American Society for Clinical Laboratory Science (ASCLS)
- Two representatives from the Association of Genetic Technologists (AGT)
- One representative from each of the following six additional participating specialty societies:
  - AABB; American Association of Pathologists' Assistants; American College of Microbiology; American Society of Cytopathology; Clinical Laboratory Management Association; and National Society for Histotechnology
- One public member

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

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

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## Maintenance of Certification

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

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## International Certification Process

- Step 1** Meet the eligibility requirements for the appropriate examination category as shown on pages 4 to 5 before submitting your online application.
- Step 2** Complete the appropriate online application form (see page 9) and submit the following:
- Completed online application form
  - Appropriate application fee (check or credit card)  
**Application fees are nonrefundable.**
  - Necessary documentation required to verify your eligibility (see pages 7–8). You'll need to provide documentation of your education and training or specified experience requirements that you've fulfilled in your area of specialization.
- Step 3** Receive an admission letter via email with instructions to take the examination on computer at a Pearson Professional Center within a three-month period, upon determination of your examination eligibility.
- Step 4** Schedule an appointment to take the examination within the three-month period indicated on your admission letter.
- Step 5** Take the examination at the Pearson Professional Center of your choice. (Appendix C, page 16) Immediately after you complete the examination, you will see your preliminary pass/fail result on the computer screen.
- Step 6** Receive your final examination scores within twenty (20) business days of the date of your examination.
- Step 7** Receive your certificate in approximately 6-8 weeks verifying your certification upon passing the examination.

Congratulations on your decision to apply for certification by the ASCP Board of Certification, the certification agency representing the majority of the laboratory community. We wish you success on your examination.

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## Applicants with a Disability

Notify the ASCP Board of Certification office in writing via mail or email at the time of application if you wish to request testing modifications.

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

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

# International Certification Categories and Application Fees

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

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

Category of Examination	Application Fee
International Medical Technologist, MT(ASCP) <sup>1</sup>	\$200 USD*
Tecnólogo Médico Internacional en español, MT(ASCP) <sup>1</sup>	\$200 USD*
International Technologist in Molecular Biology, MB(ASCP) <sup>1</sup>	\$200 USD*
International Technologist in Gynecologic Cytology, CTgyn(ASCP) <sup>1</sup>	\$125 USD*
International Medical Laboratory Technician, MLT(ASCP) <sup>1</sup>	\$175 USD*
International Phlebotomy Technician, PBT(ASCP) <sup>1</sup>	\$125 USD*

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

\* ASCP BOC Scholarship Funding available for Resource-Limited Countries

# International Certification

## MT(ASCP<sup>i</sup>) International Medical Technologist *(también disponible en español)*

### Application Fee: \$200

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

- **Route 1:** A baccalaureate degree in Medical Technology\*, biological science, or chemistry from an accredited/approved\*\* educational institution, AND complete a Medical Laboratory training program\*\*. The training program must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology; OR
- **Route 2:** A baccalaureate degree in Medical Technology\* from an accredited/approved\*\* educational institution, AND complete three years experience including all aspects of the clinical laboratory in an accredited/approved\*\*\* laboratory facility. Experience must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology; OR
- **Route 3:** Baccalaureate degree from an accredited/approved\*\* educational institution, AND successful completion of a minimum two-year Medical Laboratory program. The training program must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology; OR
- **Route 4:** A baccalaureate degree in any biological science or chemistry from an accredited/approved\*\* educational institution, AND complete five years experience including all aspects of the clinical laboratory in an accredited/approved\*\*\* laboratory facility. Experience must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology; OR
- **Route 5:** Baccalaureate degree from an accredited/approved\*\* educational institution, AND minimum two-year diploma or equivalent in any biological science or chemistry from an accredited/approved\*\* educational institution, AND five years experience including all aspects of the clinical laboratory in an accredited/approved\*\*\* laboratory facility. Experience must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology.

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

\*\* Accredited/approved by a governing regulatory association or Ministry. Countries without a prevalent system of accreditation/approval must have

programs/educational institutions approved by an International Advisory Board appointed by the ASCP Board of Certification, or eligibility will be determined by transcript evaluation. The baccalaureate degree must be equivalent to a U.S. baccalaureate degree.

\*\*\* Accredited by JCI, CAP, ISO 9000, or a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

## MB(ASCP<sup>i</sup>) International Technologist in Molecular Biology

### Application Fee: \$200

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

- **Route 1:** ASCP<sup>i</sup> certified as a technologist (MT, CTgyn), AND a baccalaureate degree from an accredited/approved\*\* educational institution; OR
- **Route 2:** Baccalaureate degree from an accredited/approved\*\* educational institution, AND successful completion of an accredited/approved\*\* diagnostic molecular science program. Academic education or molecular science program must include courses in biological science and chemistry; OR
- **Route 3:** Baccalaureate degree from an accredited/approved\*\* educational institution, AND successful completion of a minimum two-year Medical Laboratory program\*\*. The training program must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology; OR
- **Route 4:** Baccalaureate degree in any biological science or chemistry from an accredited/approved\*\* educational institution, AND one year acceptable experience (clinical, veterinary, industry, or research) in a molecular biology laboratory\* in an accredited/approved\*\*\* laboratory facility; OR
- **Route 5:** Graduate level degree (Master's, Doctorate) in any biological science or chemistry from an accredited/approved\*\* educational institution, AND six months acceptable clinical laboratory experience in molecular diagnostics in an accredited/approved\*\*\* laboratory facility.

\* A molecular biology laboratory is defined as one capable of providing individuals with knowledge and practical experience in all aspects of molecular analysis including, but not limited to, recombinant DNA technologies, polymerase chain reaction, and hybridization techniques.

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

\*\*\* Accredited by JCI, CAP, ISO 9000, or a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

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## CTgyn(ASCP<sup>i</sup>) International Technologist in Gynecologic Cytology

**Application Fee: \$125**

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

- **Route 1:** Minimum of a two year diploma or equivalent from an accredited/approved\* educational institution, AND successful completion of a Cytotechnology program in which the program of study incorporates theory and practice in gynecologic cytology; OR
- **Route 2:** Current employment in the field of cytology, AND one year of experience in gynecologic cytotechnology immediately prior to application, AND successful completion of the national examination in countries where a national registry for Cytotechnology exists; OR
- **Route 3:** CT(IAC) certification, AND six months experience in gynecologic cytotechnology.

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

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## MLT(ASCP<sup>i</sup>) International Medical Laboratory Technician

**Application Fee: \$175**

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

- **Route 1:** Minimum of a two-year diploma in Medical Laboratory Technology\* which includes Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology from an accredited/approved educational institution\*\*; OR
- **Route 2:** Minimum of a two-year diploma or equivalent in any biological science or chemistry from an accredited/approved\*\* educational institution, AND successful completion of a Medical Laboratory training program\*\*. The training program must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology; OR
- **Route 3:** Minimum of a two-year diploma or equivalent in any biological science or chemistry from an accredited/approved\*\* educational institution, AND three years experience including all aspects of the clinical laboratory in an accredited/approved\*\*\*

laboratory facility. Experience must include Blood Banking (Immunohematology), Chemistry, Hematology, and Microbiology.

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

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

\*\*\* Accredited by JCI, CAP, ISO 9000, or a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.

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## PBT(ASCP<sup>i</sup>) International Phlebotomy Technician

**Application Fee: \$125**

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

- **Route 1:** High school graduation (or equivalent), AND completion of a formal phlebotomy program. This program must consist of: classroom training, including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations (e.g.; safety, quality control, etc.), AND clinical training in an approved/accredited laboratory with a minimum performance of 50 successful, unaided blood collections, including venipunctures and skin punctures; OR
- **Route 2:** High school graduation (or equivalent), AND completion of one year acceptable work experience as a phlebotomy technician in an approved/accredited laboratory. This experience must include venipunctures, skin punctures and orientation in a clinical laboratory; OR
- **Route 3:** High school graduation (or equivalent), AND successful completion of a nursing or other acceptable/accredited biomedical science education that includes phlebotomy training with a minimum performance of 50 successful, unaided blood collections, including venipunctures and skin punctures; OR
- **Route 4:** MT(ASCP<sup>i</sup>) or MLT(ASCP<sup>i</sup>) certification.

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

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## International Qualification

The ASCP also offers an International Qualification in Laboratory Operations (QLO). This qualification is limited to those individuals who are from select PEPFAR countries and are not eligible for ASCP<sup>1</sup>. (See Appendix E.)

After meeting the specific eligibility requirements, individuals complete a 50-item online examination that is time-limited. The examination will test your fundamental knowledge in Chemistry, CD4, Haematology, and Laboratory Operations. You earn a credential that demonstrates your knowledge in these important areas of medical laboratory science and your commitment to promoting public health and patient safety in your country.

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## International Qualification Process

- Step 1** Determine your eligibility.
- Step 2** Gather your education documentation. Applicant will need to prove his/her education by providing documentation of completion of a workshop or experience.
- Step 3** Apply for Qualification by completing and submitting the application form, along with all the documentation gathered in Step 2—apply by mail or email.
- Step 4** Schedule your examination. Once your eligibility documentation has been approved by BOC, you will receive an admission letter to the examination within a 60-day time period.
- Step 5** Access the testing site and take the test.
- Step 6** Watch for your results and certificate. You'll receive your examination scores along with your certificate within twenty (20) business days of your examination date.

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## (QLO) International Qualification in Laboratory Operations

To be eligible for this Qualification, an applicant must be from a select PEPFAR country (See Appendix E), and satisfy the requirements of at least one of the following routes:

- **Route 1:** Completion of a CDC/MOH sponsored medical laboratory training workshop (e.g.; ASCP, CLSI, APHL, ASM); OR
- **Route 2:** Minimum of one year experience in a medical laboratory within the last three years. Experience must be documented by a supervisor.

**Maximum number of examination attempts:** You are permitted to take the QLO examination a total of three times under one route. If you are unsuccessful after three attempts, you are ineligible for further examination under the same route.



# Official Documents Required

## Documentation Required

Eligibility to take a certification examination is established by:

- Meeting the stated minimum requirements for the particular category of certification (pages 4 – 5)
- Submission of the appropriate application form
- Payment of the appropriate application fee
- Submission of all appropriate documentation including official transcripts and/or transcript evaluations when required, indicating the appropriate degree.
- All eligible education, clinical laboratory training and clinical laboratory work experience must be completed outside the United States, outlying U.S. territories, and Canada.

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

## Verification of Academic Education

Visit [www.ascp.org/international](http://www.ascp.org/international) for country specific information on verification of academic information. Certain countries' programs do not require transcript evaluations.

If a transcript evaluation is required, please submit an original or photocopy of a transcript evaluation completed by an approved evaluation agency listed in Appendix D. Only evaluations from these listed agencies will be accepted. Contact the agency directly for information on obtaining an evaluation verifying U.S. degree equivalency and a subject breakdown.

Send your transcript evaluation via one of the following:

Email: [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org)

Fax: +1 312.541.4845

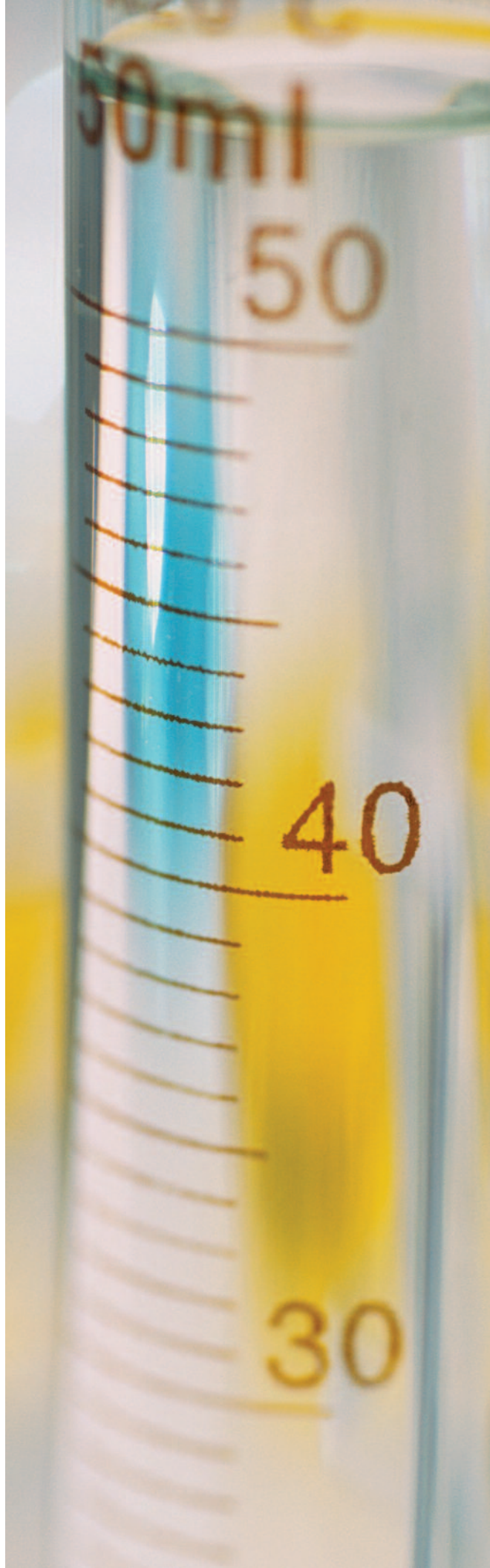
Mail: ASCP International, 33 W. Monroe St. Suite 1600,  
Chicago, IL 60603-5617

## Verification of Work Experience (if required)

### *Work Experience Documentation Forms Documenting Clinical Laboratory Experience*

If required for the route under which you are applying, clinical laboratory experience must be completed and documented before you will be determined eligible for examination.

Experience must be completed at a laboratory accredited/approved by JCI, CAP, ISO 9000, or a governing regulatory association or Ministry. Countries without a prevalent system of accreditation must have laboratories approved by an International Advisory Board appointed by the ASCP Board of Certification.



To document your clinical laboratory experience (if required):

- Step 1** Download the work experience documentation form corresponding to your eligibility route online.
- Step 2** Work experience documentation forms must be completed by laboratory management or your employer, (as defined in the eligibility requirements) and attached to a letter of authenticity signed by this individual verifying the authenticity of the form. This letter must be printed on original letterhead and state that the work experience documentation form was completed by the by laboratory management or your employer, with the date and signature. Work experience documentation forms will be audited to verify authenticity. To see a sample Letter of Authenticity, please see Appendix A.
- Step 3** Work experience documentation forms and Letters of Authenticity should be sent immediately after completion of the online application via mail, fax, or email to:
- Email: [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org)  
Fax: +1 312.541.4845  
Mail: ASCP International, 33 W. Monroe St. Suite 1600, Chicago, IL 60603-5617

## Verification of Training Programs (if required)

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

- Step 1** Download the training program documentation form corresponding to your eligibility route online.
- Step 2** Training program documentation forms must be completed by your program director (as defined in the eligibility requirements) and attached to a letter of authenticity signed by this individual verifying the authenticity of the form. This letter must be printed on original letterhead and state that the training program documentation form was completed by the program director, with the date and signature. Training program documentation forms will be audited to verify authenticity. To see a sample Letter of Authenticity, please see Appendix B.
- Step 3** Training program documentation forms and Letters of Authenticity should be sent immediately after completion of the online application via mail, fax, or email to:
- Email: [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org)  
Fax: +1 312.541.4845  
Mail: ASCP International, 33 W. Monroe St. Suite 1600, Chicago, IL 60603-5617

## ASCP/ASCP<sup>i</sup> Certified Applicants

Although you may be certified in another category, you must resubmit all required documentation necessary to establish your eligibility for the current examination category. Official transcripts/transcript evaluations must be submitted each time you apply for a new examination category.

# Completing the Application Form

## Payments for Online Applications

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

## Contact Information

Fax: +1 312.541.4845

E-Mail: [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org)

### Mailing Address for Application Fees:

**Board of Certification**

3462 Eagle Way

Chicago, IL 60678-1033

### For Multiple Application Fees:

If multiple applications are being sent with one check, DO NOT use the above address. Contact [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org) for mailing instructions.

Mailing address for Correspondence or other required documentation:

**ASCP Board of Certification**

33 W. Monroe Street, Suite 1600

Chicago, IL 60603-5617

## Change of Name and/or Address

If you change your address, notify the ASCP Board of Certification Office via [www.ascp.org/bocfeedback](http://www.ascp.org/bocfeedback); fax +1 312-541-4845 or mail to the general correspondence address. Name and address changes should NOT be made online through the ASCP web site or ASCP Call Center. **All changes must be made directly with the Board of Certification.** Name changes must be accompanied by a photo copy of your marriage license or court order and sent via the following:

Email: [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org)

Fax: +1 312.541.4845

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

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

# Application Processing

## ACKNOWLEDGMENT OF APPLICATION

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

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

If you do not receive an acknowledgement within six weeks from the date you submitted your application, please notify our office by e-mail: [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org) OR fax +1 312-541-4845.

## Review of Documents

In order to determine your eligibility for examination, documentation verifying completion of all eligibility requirements must be received in our office. You will be notified within six weeks of receipt of your application if any documentation is missing. **All required documentation must be submitted to our office within forty-five (45) days of submission of your application and payment or you will be determined ineligible for examination.**

## Determination of Eligibility

Upon review of all required documentation, you will be notified of your eligibility status. If you are determined eligible for examination, you will receive an admission letter via email with instructions for scheduling an appointment to take the examination within the **three-month period following the date of this letter**. All ASCP Board of Certification examinations are administered by computer at Pearson Professional Centers. These centers are listed in Appendix C on page 16. You may schedule an appointment at the test center of your choice.

## Ineligibility

If you are not determined eligible for examination, you will receive a notification via email. Your application will remain on file for three years. Reapplication information is provided on page 11.

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

## Study Materials

Study materials and recommended reading lists are available to prepare for examination. Visit the ASCP website at [www.ascp.org/international](http://www.ascp.org/international) for details.

# Scheduling Your Exam

## Scheduling Your Appointment

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

\* Note: If you appear at the test center without a valid ID with photo OR the first and last names do not match, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period.

It is strongly recommended that you contact Pearson registration as early as possible to make your appointment within the three-month examination period. After you have made your appointment, a confirmation letter will be emailed to you. The confirmation letter is not required to sit for the examination.

You **must** take the examination within the three-month examination period indicated on your admission letter.

**Application fees are not transferable to another three-month period nor are they refundable.**

Applicants are solely responsible for making and keeping their scheduled examination appointment date. To verify your appointment, call Pearson registration.

## Rescheduling Appointments

If you wish to reschedule your testing appointment, within the three-month period, you must contact Pearson Registration at least one full business day (24 hours) prior to the date and time of the test to reschedule another date within the same three-month period. The Test Cancellation and Change Deadlines for a Scheduled Test are shown below.

Test Day	Last Cancel/Change Day (at least 24 hours before time of appointment)
Monday	Friday of the preceding week
Tuesday	Monday of the same week
Wednesday	Tuesday of the same week
Thursday	Wednesday of the same week
Friday	Thursday of the same week
Saturday	Friday of the same week

Scheduling changes must be made and confirmed by direct contact with Pearson Registration. Leaving a message on voice mail or on a recorder is not sufficient to reschedule your appointment.

If you have successfully rescheduled your test date online, you will receive a confirmation email from Pearson Vue within 24 hours. If you do **not** receive an email, you have **not** successfully rescheduled.

If you call **within 24 hours** (one full business day) of your appointment, you will not be permitted to reschedule. If you do not appear at your scheduled appointment, you will be considered a “no show.” You will not receive any refund of your application fee nor can it be transferred to another examination period. A full fee will be required to reapply for another three-month period.

## Cancellation Policy

You will not receive any refund of your application fee nor can it be transferred to another examination period if you do not make an appointment within the three-month examination period, if you cancel your application OR if you do not appear for your scheduled appointment. **A full fee will be required to reschedule the examination.**

## Reapplying for Examination

If you cancel, do not appear, miss your scheduled appointment date, or are determined ineligible, you must complete an online application and submit a full application fee to reapply for examination. You must logon to your existing online account. You do not need to resubmit your documentation if you reapply within 3 years of your original application date.

Your eligibility remains valid for a period of three years from the date of submission.

After three years from the date of initial application, your application will be withdrawn from our files. You must meet the current requirements for eligibility in that particular examination category before you can reapply.

# Examination Administration

## Board of Certification Examinations — Computer Adaptive Testing

The ASCP Board of Certification uses computer adaptive testing (CAT), which is criteria referenced for all certification examinations. This means that an examinee's score on the exam is not influenced by the scores of other examinees who take the exam. With CAT, when a person answers a question correctly, the next test question has a slightly higher level of difficulty. The difficulty level of the questions presented to the examinee continues to increase until a question is answered incorrectly. Then a slightly easier question is presented. In this way the test is tailored to the individual's ability level.

Each question in the test bank is calibrated for level of difficulty, and is assigned a content area that matches with the subtest area of the content outline for a particular examination. The weight (value) given to each question is determined by the level of difficulty. Therefore, the examinee must answer enough difficult questions to achieve a score above the pass point. To pass the certification examination, the examinee's scores must exceed the minimum pass score, previously established by the examination committee.

The examinations (with the exception of the PBT and CTgyn) are scheduled for 2 hours and 30 minutes with 100 questions. The PBT examination is scheduled for 2 hours with 80 questions. The CTgyn is scheduled for 1 1/2 hours with 50 questions.

Your preliminary test results (pass/fail) will appear on the computer screen. Examination scores will be emailed within twenty business days after the examination administration, provided all required documents have been received. Examination results cannot be released by telephone to anyone.

Your official score report will indicate "pass" or "fail" status and the scaled score on the total examination. A scaled score is statistically derived from the raw score (number of correctly answered questions). Because each examinee has taken a different form of the examination, scaled scores are used so that tests may be compared on the same scale. The minimum passing score is 400. The highest attainable score is 999.

If you were unsuccessful in passing the examination, your scaled scores on each of the subtests will be indicated on this report as well. These subtest scores cannot be calculated to obtain your total score. These scores are provided as a means of demonstrating your areas of strengths and weaknesses in comparison to the minimum pass score.

## What to Bring to the Examination Center

- A copy of your Admission Letter received via email from ASCP BOC
- Two forms of valid identification (ID), one primary ID with a photo and signature and one secondary ID with a signature.

Your name, as it appears on the Admission Letter, must match your name as it appears on your two forms of identification. If

the names do not match, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period.

You must report to the test center 30 minutes prior to your scheduled time. Upon check-in Pearson VUE will collect your signature, photographic image, and fingerprint/palm vein image. This is a standard procedure at all Pearson Professional Centers. You will be given a checklist of rules to read. Another fingerprint/palm vein image will be taken before you are seated in the examination room and if you leave the room at any time during your examination.

## Electronic Devices

Only nonprogrammable calculators may be brought to the test center. Writing material for calculations will be provided for you by the test center. Cell phones will not be permitted in the examination room.

## Reference Materials

Do not bring reference books, notes, or other study materials to the test location. If the test proctor determines that you have engaged in inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid; looking at notes/reference/books/study guides), your examination session will be terminated and you will be unable to complete your examination. You will need to appeal to the Board of Certification. The Board will review your case and determine the appropriate course of action.

## Taking the Test

At the beginning of the examination, you must verify that your name and examination category are correct as shown on the computer screen. Next, the directions for entering responses will appear. You should read these directions carefully before beginning the test.

The examinations in all categories consist of multiple choice questions, presented one at a time on the computer screen. Visual material such as graphs or photographs, appear on the computer screen with the question. You answer each question by pressing the letter key (A, B, C, or D) corresponding to the letter of the response you select. You may also use the computer mouse to choose and record your answers. Responses may be changed as many times as you wish by pressing the 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.

When you have completed reviewing the exam, you will use the END EXAM (E) button on the screen. A message will appear on the screen, asking you to verify that you wish to exit the examination. If you respond using the YES button, your test will be complete.



# Examination Results

## Emailing of Scores

Examination scores will be emailed to you within 20 business days after you have taken the examination provided all official transcripts verifying the appropriate degree have been received.

**Note:** *Examination results cannot be released by telephone to anyone.*

**DO NOT** submit a new application fee to retake the test prior to receiving your examination scores.

## Score Report

It is important that you retain the examination score report as this report will be the only document from the Board of Certification that will contain your **Certification Number**. If lost, your certification number can only be obtained through the certification verification service. You will be required to pay a fee for this service.

## Release of Scores

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

## Request for Examination Scores Mailed to a Third Party

Requests for copies of examination scores sent to a third party, such as a state licensing board or employer, must be submitted by the examinee in writing/email at the time of application and include the following information: full name, certification category, date of examination, name and address of third party, and signature. Requests received from anyone other than the certified individual will not be honored. There is no charge for this one-time release of examination scores if your request is submitted prior to the date you take the examination.

You will be required to pay a fee if you request examination scores be mailed to a third party after your examination date. For more information, visit [www.ascp.org/verification](http://www.ascp.org/verification).

## Verification of Computer Examination Results

If you wish to question your computer examination results, you must notify our office in writing within 30 days from the date of receipt of scores. A \$25.00 fee is required. The check or money order must be enclosed with your request. The ASCP Board of Certification does not release or disclose the content or answers

for specific test items. Incorrect responses will not be reported when requesting a review.

## Re-examination

If you are unsuccessful in passing the examination, information on re-testing will be enclosed with your examination scores. **DO NOT** submit an application fee to retake the examination until you receive your examination scores by email. You may not reapply to retest within the same three month period.

## Maximum Number of Examination Attempts

You are permitted to take the certification examination in any one particular category a total of five times under one route. If you are unsuccessful after five attempts, you are ineligible for further examination in that category under the same route. For the QLO, you are permitted to take the examination a total of three times under one route.

# Certification Expiration

## Certification Expiration

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

## Revocation of Certification

Certification, if granted, may be revoked at any time and the applicant may be barred from admission to take future certification examinations if it is established that the information contained in, or supplied in support of, an application for examination is inaccurate in any material respect, if the applicant engages in any inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid) or if the applicant misrepresents or misuses the applicant's certification status at any time.

## Certification Maintenance Program (CMP)

For the complete CMP process go to: [www.ascp.org/certification](http://www.ascp.org/certification).

# Appendix A

## LETTER OF AUTHENTICITY TO ACCOMPANY ALL ASCP<sup>i</sup> WORK EXPERIENCE DOCUMENTATION FORMS



ASCP  
BOARD OF  
CERTIFICATION



### LETTER OF AUTHENTICITY MUST ACCOMPANY ALL ASCP<sup>i</sup> DOCUMENTATION FORMS

#### THE LETTER OF AUTHENTICITY MUST:

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

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

**SAMPLE** COMPANY LOGO  
COMPANY NAME

**DATE**

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

Dear ASCP BOC International:

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

Sincerely,

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
LABORATORY MANAGEMENT OR  
EMPLOYER'S NAME AND TITLE

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

ASCP BOC International  
33 W Monroe St Ste 1600  
Chicago, IL 60603  
U.S.A.

Fax: +1 312 541 4845

Email: [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org)

Revised May 2012



# Appendix B

## LETTER OF AUTHENTICITY TO ACCOMPANY ALL ASCP<sup>i</sup> TRAINING DOCUMENTATION FORMS



### **LETTER OF AUTHENTICITY MUST ACCOMPANY ALL ASCP<sup>i</sup> DOCUMENTATION FORMS**

#### **THE LETTER OF AUTHENTICITY MUST:**

- ✓ **BE PRINTED ON OFFICIAL INSTITUTION LETTERHEAD**
- ✓ **BE DATED**
- ✓ **STATE THAT THE DOCUMENTATION FORM WAS COMPLETED BY YOUR PROGRAM DIRECTOR**
- ✓ **BE SIGNED BY THE SAME PERSON (PROGRAM DIRECTOR) WHO COMPLETED YOUR DOCUMENTATION FORM**
- ✓ **INCLUDE THE NAME AND TITLE OF THE PROGRAM DIRECTOR**

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

**SAMPLE** INSTITUTION LOGO  
INSTITUTION NAME

**DATE**

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

Dear ASCP BOC International:

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

Sincerely,

\_\_\_\_\_  
**(SIGNATURE)**

\_\_\_\_\_  
**PROGRAM DIRECTOR NAME AND TITLE**

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

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

Fax: +1 312 541 4845

Email: [ascpinternational@ascp.org](mailto:ascpinternational@ascp.org)

Revised May 2012

# Appendix C

## PEARSON PROFESSIONAL CENTERS

(All sites are subject to change) For the most current listing of test centers, visit [www.pearsonvue.com/ascp](http://www.pearsonvue.com/ascp).

<b>American Samoa</b> Pago Pago	<b>Guam</b> Tamuning	<b>Mexico</b> Mexico City	<b>South Africa</b> Sandton
<b>Argentina</b> Buenos Aires	<b>Guatemala</b> Guatemala	<b>Moldova</b> Chisinau	<b>Spain</b> Barcelona Madrid Sevilla
<b>Armenia</b> Yerevan	<b>Honduras</b> Tegucigalpa	<b>Mongolia</b> Ulaanbaatar	<b>Sri Lanka</b> Colombo
<b>Australia</b> Melbourne Sydney	<b>Hong Kong</b> Hong Kong	<b>Morocco</b> Rabat	<b>Sweden</b> Gothenburg
<b>Austria</b> Vienna	<b>Hungary</b> Budapest	<b>Nepal</b> Lalitpur	<b>Switzerland</b> Lausanne Zurich
<b>Azerbaijan</b> Baku	<b>Iceland</b> Reykjavik	<b>Netherlands</b> Amsterdam Utrecht	<b>Taiwan</b> Kaohsiung Taipei
<b>Bangladesh</b> Dhaka	<b>India</b> Bangalore Chennai Delhi/New Delhi Hyderabad Mumbai	<b>Nigeria</b> Lagos	<b>Tanzania</b> Dar Es Salaam
<b>Belgium</b> Brussels	<b>Indonesia</b> Jakarta Pusat	<b>Northern Mariana Islands</b> Saipan	<b>Thailand</b> Bangkok
<b>Bolivia</b> La Paz	<b>Ireland</b> Dublin	<b>Norway</b> Drammen	<b>Trinidad and Tobago</b> San Fernando
<b>Brazil</b> LaPaz Brasilia Curitiba Rio de Janeiro Sao Paulo	<b>Israel</b> Ramat Gan	<b>Oman</b> Muscat	<b>Turkey</b> Istanbul
<b>Bulgaria</b> Sofia	<b>Italy</b> Milan Rome	<b>Pakistan</b> Karachi Lahore Rawalpindi	<b>Uganda</b> Kampala
<b>Chile</b> Santiago	<b>Jamaica</b> Kingston St. James	<b>Palestinian Territory</b> Gaza	<b>Ukraine</b> Kiev
<b>China</b> Beijing Guangzhou Shanghai	<b>Japan</b> Chiyoda-ku Fukuoka-shi Osaka-shi	<b>Panama</b> Panama	<b>United Arab Emirates</b> Abu Dhabi Dubai
<b>Columbia</b> Bogota	<b>Jordan</b> Amman	<b>Paraguay</b> Asuncion	<b>United Kingdom</b> London
<b>Denmark</b> Hvidovre	<b>Kazakhstan</b> Almaty	<b>Peru</b> Lima	<b>Uruguay</b> Montevideo
<b>Dominican Republic</b> Santo Domingo	<b>Kenya</b> Nairobi	<b>Philippines</b> Cebu City Manila	<b>Venezuela</b> Caracas
<b>Ecuador</b> Quito	<b>Korea, South</b> Busan Seoul	<b>Poland</b> Warsaw	<b>Vietnam</b> Ho Chi Minh
<b>Egypt</b> Cairo	<b>Kuwait</b> Sharq	<b>Portugal</b> Lisboa Porto	<b>Virgin Islands, U.S.</b> St. Thomas
<b>El Salvador</b> San Salvador	<b>Kyrgyzstan</b> Bishkek	<b>Puerto Rico</b> San Juan	<b>Yemen</b> Sanaa
<b>Ethiopia</b> Addis Ababa	<b>Latvia</b> Riga	<b>Qatar</b> Doha	<b>Zambia</b> Lusaka
<b>Finland</b> Helsinki	<b>Lebanon</b> Beirut Zalka – Metn	<b>Romania</b> Bucharest	
<b>France</b> Montreuil	<b>Lithuania</b> Vilnius	<b>Russian Federation</b> Moscow Novosibirsk St. Petersburg	
<b>Germany</b> Berlin Düsseldorf Frankfurt Hamburg	<b>Macedonia</b> Skopje	<b>Saudi Arabia</b> Dammam, East Province Riyadh	
<b>Greece</b> Athens Thessaloniki	<b>Malaysia</b> Bayan Lepas Petaling Jaya, Selangor	<b>Senegal</b> Dakar	
		<b>Singapore</b> Singapore	

Information on this page is subject to change without notice.

# Appendix D

## ACCEPTABLE EVALUATION AGENCIES FOR FOREIGN TRANSCRIPTS

### AACRAO

Office of International Education Services  
One Dupont Circle, NW, Suite #520  
Washington, DC 20036-1110  
202-293-9161  
202-872-8857 FAX

### International Evaluation Service Center for Applied Research, Evaluation & Education, Inc.

P O Box 18358  
Long Beach, CA 92817  
714-237-9272  
714-237-9279 FAX  
Email: eval\_caree@yahoo.com

### Educational Credential Evaluators, Inc.

P O Box 92970  
Milwaukee, WI 53202  
414-289-3400  
414-289-3411 FAX  
Email: eval@ece.org  
Website: www.ece.org

### Educational Perspectives

P O Box 618056  
Chicago, IL 60661-8056  
312-421-9300  
312-421-9353 FAX  
Email: info@edperspective.org  
Website: www.edperspective.org

### Education Evaluators International, Inc.

P O Box 751169  
Forest Hills, NY 11375  
401-521-5340  
718-425-9929 FAX  
Website: www.educei.com

### Foreign Academic Credentials Services, Inc.

P O Box 400  
Glen Carbon, IL 62034  
618-288-1661  
618-288-1691 FAX  
Email: facs@aol.com  
Website: www.facsusa.com

### Foreign Credentials Service of America

1910 Justin Lane  
Austin, TX 78757-2411  
512-459-8428  
512-459-4565 FAX  
Email: info@fcsa.biz  
Website: www.fcsa.biz

### Foundation for International Services, Inc.

505 5th Avenue South, Suite 101  
Edmonds, WA 98020  
425-248-2255  
425-248-2262 FAX  
Email: info@fis-web.com  
Website: www.fis-web.com

### Globe Language Services

305 Broadway Ste 401  
New York, NY 10007  
212-227-1994  
212-693-1489 FAX  
Email: info@globelanguage.com  
Website: www.globelanguage.com

### International Consultants of Delaware, Inc.

3600 Market St, Suite 450  
Philadelphia, PA 19104-2651  
215-243-5858  
215-349-0026 FAX  
Email: icd@icdel.com

### International Education Evaluations, Inc.

7900 Matthews Mint Hill Rd  
Suite 300  
Charlotte, NC 28227  
704-545-2485  
704-545-2484 FAX  
Email: admin@foreigntranscripts.com

### International Education Research Foundation, Inc.

P O Box 3665  
Culver City, CA 90231-3665  
310-258-9451  
310-342-7086 FAX  
Email: info@ierf.org  
Website: www.ierf.org

### Josef Silny & Associates, Inc.

#### International Education Consultants

7101 SW 102nd Ave  
Miami, FL 33173  
305-273-1616  
305-273-1338 FAX  
Email: info@jsilny.com  
Website: www.jsilny.com

### World Education Services, Inc.

Main Office  
P O Box 5087  
Bowling Green Station  
New York, NY 10274  
212-966-6311  
212-739-6100 FAX  
Email: info@wes.org  
Website: www.wes.org

#### Midwest Office

P O Box 11623  
Chicago, IL 60611-0623  
312-222-0882  
312-222-1217 FAX  
Email: info@wes.org  
Website: www.wes.org

A foreign transcript evaluation with a course by course evaluation is required.

Information on this page is subject to change without notice. For the most current information, visit the ASCP web site at [www.ascp.org](http://www.ascp.org).

# Appendix E

## SELECT PEPFAR COUNTRIES

### AFRICA

Angola  
Benin  
Botswana  
Burkina Faso  
Burundi  
Cameroon  
Cape Verde  
Central African Rep  
Chad  
Congo  
Cote d' Ivoire (Ivory Coast)  
Democratic Republic of the Congo (Zaire)  
Djibouti  
Equatorial Guinea  
Eritrea  
Ethiopia  
Gabon  
Gambia  
Ghana  
Guinea  
Guinea Bissau  
Kenya  
Lesotho  
Liberia

Madagascar  
Malawi  
Mali  
Mauritania  
Mauritius  
Namibia  
Niger  
Nigeria  
Reunion  
Rwanda  
São Tomé and Príncipe  
Senegal  
Seychelles  
Sierra Leone  
Somalia  
South Africa  
Sudan  
Swaziland  
Tanzania  
Togo  
Uganda  
Zambia  
Zanzibar  
Zimbabwe

### CENTRAL ASIA

Armenia  
Azerbaijan  
Georgia  
Kazakhstan  
Kyrgyzstan  
Mongolia  
Tajikistan  
Turkmenistan  
Uzbekistan

### EUROPE

Ukraine

### LATIN AMERICA

Guyana  
Haiti

### SOUTH ASIA

Cambodia  
Vietnam



# ASCP Board of Certification Examinations

JANUARY 2013 – JUNE 2013

International Medical Technologist, MT(ASCP<sup>i</sup>)

Tecnólogo Médico Internacional en español, MT(ASCP<sup>i</sup>)

International Technologist in Molecular Biology, MB(ASCP<sup>i</sup>)

International Technologist in Gynecologic Cytology, CTgyn(ASCP<sup>i</sup>)

International Medical Laboratory Technician, MLT(ASCP<sup>i</sup>)

International Phlebotomy Technician, PBT(ASCP<sup>i</sup>)

Contact the Board of Certification for complete information.



ASCP  
**BOARD OF  
CERTIFICATION**



ASCP Board of Certification  
33 W. Monroe St., Suite 1600  
Chicago, IL 60603  
+1 312-541-4999  
[ascpinternational@ascp.org](mailto:ascpinternational@ascp.org)