

Instructions for Completing the Application for Revalidation Form

Qualification in Cytometry – QCYM

Qualification in Immunohistochemistry – QIHC

Qualification in Laboratory Compliance – QLC

Qualification in Laboratory Informatics - QLI

Qualification for Point of Care Testing Evaluator - QPOCTE

Step 1: Complete the Revalidation Application Form. **Application fees are non-refundable.**

Step 2: Carefully follow the instructions on the application form, completing all sections as indicated.

Step 3: A reapplication fee of \$50 **OR** credit card information must be included with your revalidation application form. All fees must be submitted by check or money order in U.S. currency (DO NOT SEND CASH) **OR** by credit card. Make checks payable to “Board of Certification”. The ASCP Board of Certification will not accept post-dated checks. Your revalidation application will be returned to you if it is not accompanied by a fee **OR** credit card information. Purchase Orders or Vouchers will not be accepted for revalidation fees. A check, money order or credit card information must accompany the revalidation application form.

Step 4: Mail the following to the ASCP/Board of Certification:

- Revalidation Application Form
- Check, money order or credit card information

NOTE: If your application is selected for audit, you will be required to submit documentation for all of the activities you completed.

Mailing Addresses

• Revalidation Application/Fee/Credit Card

ASCP/Board of Certification, 3462 Eagle Way, Chicago, IL 60678

DO NOT use the address above for Federal Express, Express Mail, Certified, Registered, or any overnight courier service. If it is necessary to use one of these services, use the following postal mailing address:

• General Correspondence

ASCP/Board of Certification, 33 W. Monroe Street, Suite 1600, Chicago, IL 60603

Revised 10/2009