

ASCP BOC INFORMATION REGARDING COVID-19

The ASCP BOC takes the health and wellness of our constituents very seriously. We understand that you may be concerned about how the ongoing health crisis may impact your program, eligibility, application, or exam date. The ASCP BOC thanks you for your understanding as we work to best support all constituents. Please check this page often for updates.

Important Notice: It is the **candidate's responsibility** to review the [latest health and safety requirements at Pearson VUE test centers](#) before appearing for their scheduled exam as requirements may change quickly.

Pearson VUE Testing Sites:

- [Pearson VUE sites \(Revised 3/17/2022\)](#)

Applicants:

- [I have been made eligible but not yet scheduled an exam date](#)
- [ASCP BOC receipt and processing of documents](#)
- [Submission of Documentation](#)
- [How to submit transcripts to the ASCP BOC](#)
- [Mailing address \(only to be used if you are unable to submit transcripts electronically\)](#)
- [I sent my transcript more than 60 business days ago, and it has still not been processed](#)
- [Will you review my documents before I submit an application?](#)
- [I need to request accommodations for a disability \(Revised 1/14/2022\)](#)
- [I have taken and failed the exam. When can I schedule my re-take?](#)

Students and Program Directors

- [Students](#)
- [Program Directors](#)

Credential Holders

- **AVAILABLE NOW!** [CMP COVID-Related CE Form](#)
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PEARSON VUE SITES – REVISED 3/17/2022

Pearson VUE continues to closely monitor the changing health and safety recommendations and operating restrictions by state, province, and country, and are adjusting their operations and capacity parameters accordingly. Due to the volatility of COVID-19, government guidelines may change frequently. **As this may impact testing capacity and operations at Pearson VUE sites, check [Country Specific testing information](#) often.**

It is the candidate's responsibility to check the requirements for their specific testing location before arriving. It is the **candidate's responsibility** to review the [latest health and safety requirements at Pearson VUE test centers](#) before appearing for their scheduled exam as requirements may change quickly.

I HAVE BEEN MADE ELIGIBLE BUT HAVE NOT YET SCHEDULED AN EXAM DATE:

Due to the ongoing health crisis, the ASCP BOC is allowing for an **extended eligibility window**. Your Admission Notification will show your dates of eligibility, and your application will remain active for this eligibility window.

ASCP BOC RECEIPT AND PROCESSING OF DOCUMENTS:

ASCP BOC staff receive hundreds of applications and supporting documents, including transcripts, weekly. Please allow appropriate time for the staff to review all submissions; **documents are continuously processed in the order received.** **We appreciate your patience throughout the application process.**

Electronic transcripts will be downloaded within 15 business days. However, it may take **up to 45 business days** after download for transcripts and documents to be reviewed to determine eligibility, identify deficiencies, or release score results. **Do not submit duplicate transcripts or documentation, or contact us, before this time has elapsed as it delays the processing of all applications.** **The timeframe for required documentation to be received and processed is 60 business days.**

Please note that ASCP Customer Relations will **not** be able to provide information regarding the status of submitted documents. You will receive an email notification any time the status of your application changes, and **you may log in to your ASCP account at any time to check the current status of your application.**

UPLOAD DOCUMENTATION FORMS AND LETTERS OF AUTHENTICITY WHEN APPLYING:

Appropriate [documentation forms](#) and letters of authenticity must be uploaded as part of the application process. After the initial application has been submitted you may login to your ASCP account and upload appropriate documentation.

- All documentation forms and letters of authenticity must contain original, handwritten signatures; electronic signatures are not acceptable.
- Documentation must be uploaded as PDF documents; pictures are not acceptable.

Documentation forms and Letters of Authenticity sent through mail or email will not be reviewed or processed.

For complete information, visit the [ASCP BOC website](#).

HOW TO SUBMIT TRANSCRIPTS TO THE ASCP BOC:

Official transcripts for ASCP (US) categories must be sent **directly from your academic institution** to the ASCP BOC. The BOC has partnered with Parchment and National Student Clearinghouse (NSC) to more quickly and efficiently receive electronic transcripts.

- Check to see if you can order your transcript from [Parchment](#) or [National Student Clearinghouse](#).
- If your institution uses one of these third party vendors, you must follow the instructions provided here ([Parchment](#) and [National Student Clearinghouse](#)) to choose ASCP BOC as the recipient of your electronic transcript.
- See <http://www.ascp.org/boc/transcript> for **official transcript** requirements and complete information.

Official transcripts/transcript evaluations for ASCPⁱ (International) categories must be sent to ascpinternational@ascp.org.

MAILING INSTRUCTIONS (ONLY TO BE USED IF YOU ARE UNABLE TO SUBMIT TRANSCRIPTS ELECTRONICALLY)

If you are **unable** to submit transcripts electronically, please mail them to the address below. **Do not send transcripts through the mail if you have already submitted them electronically as this will slow the processing of all applications, including your own.** Please note that there will be an **additional delay of 2 weeks** in the processing of all transcripts submitted by mail.

Mailing address:

ASCP BOC
Attention: Jackie Sanders
33 W. Monroe St, Suite 1600
Chicago, IL 60603

I SENT MY TRANSCRIPT MORE THAN 60 BUSINESS DAYS AGO, AND IT HAS STILL NOT BEEN PROCESSED

We are sorry for the inconvenience, and are doing our absolute best to process all transcripts as quickly as possible in the order received. If it has been less than 60 business days since the transcript was submitted, **do not email us as this will delay the processing of all applications, including yours.**

First, please check for a few things:

- Log in to your ASCP account and “view the status” of your completed BOC application. Review any information included there.
- Did you accidentally have the transcript sent electronically to yourself rather than the ASCP BOC?
 - o Check your junk, spam, and email folders for any emails sent to you. If you ordered your transcript through Parchment or National Student Clearinghouse, go back into the portal and choose to “re-send” the email and password links.
- Was your transcript sent under a different last name than is on your ASCP application?
 - o If so, please send an email to transcripts.boc@ascp.org with the subject line “**Alternate Name**” and include the following information:
 - Your name as it appears on the application, Customer ID, and category of application
 - The institution from which the transcript was sent and the name that appears on the transcript
 - The date and method by which the transcript was sent (mail, electronic; if electronic, provide the order number and provider – NSC, Parchment, school)
- Did you send your transcript in before your application was paid / officially submitted?
 - o If so, please send an email to transcripts.boc@ascp.org with the subject line “**Early Transcript**” and include the following information:
 - Your name as it appears on the application, Customer ID, category of application, **and** date of paid application
 - The institution from which the transcript was sent and the name that appears on the transcript
 - The date and method by which the transcript was sent (mail, electronic; if electronic, provide the order number and provider – NSC, Parchment, school)

Once you have checked the items above, and confirmed that you correctly sent the transcript to the ASCP BOC more than 60 business days ago, follow the instructions below:

- If the transcript was sent **electronically, forward your order confirmation** to transcripts.boc@ascp.org and **change the subject line to “Missing Electronic Transcript.”** Include the following information:
 - o Your name as it appears on the application, Customer ID, and category of application
- If the transcript was sent **through the mail**, in paper form, send an email to transcripts.boc@ascp.org with the **subject line “Mailed Transcript”** and include the following information:
 - o Your name as it appears on the application, Customer ID, and category of application
 - o The institution from which the transcript was sent and the date that it was mailed
 - o The name that appears on the transcript

Your email will be reviewed and a response sent within 15 business days.

DOCUMENTATION IS REVIEWED AFTER APPLICATION

The ASCP BOC does not consult with a candidate, review documentation, or determine a candidate's eligibility prior to application. Eligibility is determined only after a candidate's application, fee, and all required documentation has been received and all items have been reviewed by an evaluator. Application fees cover the administrative costs of processing applications, including the review of all documentation; application fees are not refundable.

It is the candidate's responsibility to determine if their education, training and/or experience meet current eligibility requirements and apply for the appropriate category and eligibility route. Once an application is submitted to the BOC for review, the category and route cannot be changed. Eligibility requirements can be found on the ASCP BOC website (www.ascp.org/certification), and the Eligibility Assistant can be used by those applying for an ASCP certification (www.ascp.org/BOCEligibilityAssistant). Documentation should not be submitted before a paid application has been completed.

DOCUMENTATION FOR APPLICANTS WITH A DISABILITY (REVISED 1/14/2022)

Applicants requesting a modification in the examination environment due to a disability must notify the ASCP Board of Certification in writing **before** submitting an application. All candidates must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. A letter of diagnosis from an appropriate professional specifying the needed modification and other supporting documentation must be included. Test accommodations are individualized and considered on a case-by-case basis. Please email request and original documentation in PDF format to: testaccommodations@ascp.org

I TOOK AND FAILED THE EXAM. WHEN CAN I SCHEDULE MY RE-TAKE?

Eligibility windows have been extended due to COVID-19. You do not need to wait until after your current eligibility window ends to re-apply; you may re-apply immediately after you receive your score report. Upon processing your application, the evaluator will determine the appropriate start date of your new eligibility window. Candidates are not permitted to sit for the same examination more than once within 90 days of their eligibility window beginning.

FOR STUDENTS AND PROGRAM DIRECTORS OF ABHES/CAAHEP/NAACLS ACCREDITED PROGRAMS:

STUDENTS:

The ASCP BOC has always encouraged students to not apply more than six weeks before program completion. If a student is uncertain about when they will be able to complete all components of the program, they should hold off on applying until they are more certain of their program completion date.

PROGRAM DIRECTORS:

We understand there is a lot of uncertainty at this time concerning the impact of COVID-19 and the ability for students to finish the didactic and/or clinical requirements of their program. Unfortunately, many programs are faced with this challenge with no clear-cut resolution. We recommend you join the [BOC Program Director's Facebook group](#) as a place to share ideas with other Program Directors who are dealing with similar situations. For specific questions regarding programs, please reach out to your accrediting agency. (www.abhes.org; www.caahep.org; www.naacls.org)

STUDENTS' ELIGIBILITY:

The ASCP BOC has always encouraged Program Directors not to sign off on a student's eligibility until they are certain they will meet all components of the program, including clinicals and final exams, by the date indicated on the student's application.

If a student's program end date has been pushed back due to COVID-19, please **do not** mark them as "Ineligible" on the EEV. Send a comment from the EEV with the updated end date and a brief explanation of the circumstances. During this time, applications will remain active and valid to accommodate necessary changes.

FOR CREDENTIAL HOLDERS COMPLETING THE CREDENTIAL MAINTENANCE PROGRAM (CMP):

AVAILABLE NOW! CMP COVID-RELATED CE CLAIM FORM:

The ASCP BOC recognizes the vital work of laboratory professionals in response to the COVID-19 pandemic. We heard your concerns about obtaining continuing education during the pandemic due to increased workloads and limited availability of in-person training or conferences. This prompted us to develop a time-limited opportunity to claim COVID-related CEs completed between 3/1/2020 and 12/31/2022 for up to 12 CMP points towards recertification. For more information about this opportunity please refer to this link: <http://www.ascp.org/cmp/covid-points>.

THE ASCP BOC WILL CONTINUE TO MONITOR THE ONGOING HEALTH SITUATION. IF YOU HAVE QUESTIONS OR CONCERNS NOT ADDRESSED HERE, PLEASE EMAIL PDINFO@ASCP.ORG

Please note that emails sent to PDInfo@ascp.org regarding transcripts, documentation, or the processing of applications will **not** receive a specific response. Please see pages 2 - 4 for information regarding these processes.