

Credential Maintenance Program (CMP) Audit Procedure

To ensure the integrity of the Credential Maintenance Program, the ASCP Board of Certification will review and audit a percentage of CMP declarations each year.

SUBMISSION PROCEDURE

You will be notified if your CMP declaration form is selected for audit. You will be requested to submit copies of the audit documentation required to verify the CE activities completed to acquire the necessary CMP points for recertifying. If your documentation is provided in a language other than English, translated English copies will be required.

DO NOT SUBMIT original documents. Copies of documentation are accepted by email. Instructions will be provided in the audit notification.

SUCCESSFUL COMPLETION OF CMP AFTER AUDIT

Upon successful completion of the audit process, you will receive access to an online CMP renewal notification of your new valid three-year credential cycle dates. The designation “CM”, in superscript, is required after your credential to indicate that you have successfully maintained your credential [e.g., MLS(ASCP)^{CM}]

UNSUCCESSFUL AUDIT

If your declaration is under audit and you are unable to submit documentation of completed CEs, you may complete new points within the last month of the valid CMP cycle and prior to the expiration date to meet the requirements. If you are unable to complete the required CMP points due to extenuating circumstances, you may submit a letter of appeal to the ASCP Board of Certification.

AUDIT APPEALS PROCEDURE

To appeal an unsuccessful audit, you must submit a letter of appeal to the ASCP Board of Certification describing in detail the reason(s) for your inability to complete the program. Documentation supporting your request is also required.

Extenuating circumstances likely to be considered include serious, incapacitating illness over one year in duration; or military assignment overseas over a one-year duration in a location with no access to online continuing education. Financial hardship and personal / family-related responsibilities are not considered extenuating circumstances.

Your letter of appeal and all supporting documentation will be reviewed, and you will be notified of the decision.