ASCP CERTIFICATION EXAM APPLICATION PROCEDURE

1. Please review the booklet "Procedures for Examination & Certification" for details about exam eligibility requirements and the process for examination here: http://www.ascp.org/PDF/BOC-PDFs/procedures/Examination-Procedures.aspx
2. Go to www.ascp.org
3. Click on Board of Certification in blue bar on top
4. Click on U.S. Certification button in middle of screen
5. Click on "Applying" tab
6. If paying with a credit card or PayPal click hyperlinked "apply online" located 2/3 of the way down the page. (NOTE: if paying with check or money order download the appropriate application, fill out, and mail to ASCP. Mailing instructions are in the application.)
7. Click "U.S. Certification" radio button and continue
8. Select certification examination:
    a. Medical Laboratory Scientist (B.S) *or*
    b. Medical Laboratory Technician (A.A.S.)
9. Select Route 1
10. If this is your first time taking **this*** exam, select "no" to the question "Have you applied previously for this exam?"
11. Check the box that you have carefully and completely reviewed the Procedures for Examination and Certification…and continue.
12. Create an account
    a. Fill in personal information
    b. Fill in login information
    c. Fill in contact information
    d. Fill in demographic information
13. Select "I am applying under an accredited program", then "Accredited program"
14. From the drop down "select an accredited program" box highlight "NAACLS (CG, MB, MLS, MLT, HT, HTP, PA)"
15. Under institution lookup, put Ogden in the city and select Utah from the drop down menu and submit
16. When Weber State University comes up click on it, this will bring you back to the Accredited Program Information page
17. Put in the date you began the program you are applying to take the exam for
18. Put in the date you completed the program you are applying to take the exam for
19. Put Janet Oja in Program Director box
20. Put 801-626-7284 for Program Director Telephone
21. Put janetoja@weber.edu for Program Director Email, then continue
22. Click on "Add Education" to complete verification of your academic history
23. Education Details include Institution Information:
    a. Country of Education- USA
    b. Institution- Weber State University

c. Address- 3905 University Circle
d. City- Ogden
e. State- Utah
24. Degree/Diploma Information
    a. Type of Degree/Diploma
        i. Associates Degree (if applying for MLT exam)
        ii. Bachelor of Science (if applying for the MLS exam)
    b. Major or Specialization- Medical Laboratory Sciences
    c. Begin date is the date you began the program your applying to take the exam for
    d. End date is the date you completed the program you are applying to take the exam for. When this information is complete hit "save"
25. This will bring you to the Education History page, if everything in the box is accurate, click continue
26. Agree to the terms then provide primary and secondary alternative contact information, then "checkout"
27. At "checkout" provide payment method either through credit card or PayPal
28. Fill out payment information and submit
29. Print application for your records.

 *If you are applying for the MLS exam and have previously taken the MLT exam, also select "no". Select "yes" ONLY if you are applying to take the same exam again.

Once the Program Director has confirmed your eligibility you will receive an Admission Notice via your email address. This notice admits you to the examination within a three-month eligibility period. Schedule an appointment to take the examination within the three-month period indicated on your Admission Notice. **It is the student's responsibility to send an official transcript** bearing the seal of the university, the signature of the Registrar and the date the degree was conferred or will be conferred, to:

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

All degree requirements must be completed before you will be allowed to sit for the examination. An official transcript verifying the date your degree was conferred is required before you will be certified. Examination scores are emailed within four business days upon receipt of the official transcript.