



ASCP
BOARD OF
CERTIFICATION®

APRIL 2023

CMP

U.S. Credential Maintenance Program



US ASCP BOC Certification categories* under the Credential Maintenance Program (CMP) are accredited by the American National Standards Institute (ANSI).

*with the exception of MLA, SCYM, SMB



In keeping with our ongoing commitment to assure the continued competence of medical laboratory personnel, the ASCP Board of Certification (BOC) developed the Credential Maintenance Program (CMP). This booklet will acquaint you with the requirements of the CMP and provide you with everything you need to know to complete the program.

The CMP provides an opportunity to obtain a wide variety of learning experiences that demonstrate your professional competency and dedication to excellence in the workplace. Some of the qualifying activities include: employer offered course work, writing journal articles, serving on committees or boards, competence assessment by your employer, and participating in formal continuing education courses.

In addition to helping you maintain your professional certification, the CMP can help you stay current on developments in your field and provide opportunities for both professional and personal enrichment. For additional information, please refer to the BOC CMP website www.ascp.org/cmp.

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

All program requirements, processes and fees as stated in this booklet are subject to change without prior notice. Revised 4/2023

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The goal of the Credential Maintenance Program (CMP) is to demonstrate to the public that laboratory professionals with the “CM” designation are completing continuing education (CE) activities to stay current in their practice.

REQUIRED CMP PARTICIPATION

The U.S. CMP is required for all individuals who became newly ASCP certified on or after January 1, 2004 in the following categories.

NCA certified: CMP participation is required for all NCA certificants who are not ASCP certified in the same category prior to the CMP start dates noted for ASCP technician, technologist and specialist categories.

| |
|--|
| Apheresis Technician (AT) |
| Cytologist (CT) |
| Donor Phlebotomy Technician (DPT) |
| Histotechnician (HT) |
| Histotechnologist (HTL) |
| Medical Laboratory Assistant (MLA) |
| Medical Laboratory Scientist (MLS) |
| Medical Laboratory Technician (MLT) |
| Pathologists’ Assistant (PA)* |
| Phlebotomy Technician (PBT) |
| Technologist in Blood Banking (BB) |
| Technologist in Chemistry (C) |
| Technologist in Cytogenetics (CG) |
| Technologist in Hematology (H) |
| Technologist in Immunology (I) |
| Technologist in Microbiology (M) |
| Technologist in Molecular Biology (MB) |

* The CMP is required for all Pathologists’ Assistants who are ASCP certified.

The CMP is required for all individuals who became newly certified on or after January 1, 2006 in the following categories:

| |
|--|
| Diplomate in Laboratory Management (DLM) |
| Hemapheresis Practitioner (HP) |
| Specialist in Blood Banking (SBB) |
| Specialist in Chemistry (SC) |
| Specialist in Cytology (SCT) |
| Specialist in Cytometry (SCYM) |
| Specialist in Hematology (SH) |
| Specialist in Immunology (SI) |
| Specialist in Laboratory Safety (SLS) |
| Specialist in Microbiology (SM) |
| Specialist in Molecular Biology (SMB) |
| Specialist in Virology (SV) |

The required CMP as described in this booklet must be completed every three years to maintain certification. To successfully complete the program, documented activities demonstrating continued competence must be completed prior to the certification expiration date. An online declaration form documenting your required CEs, along with the CMP application fee must be submitted at least one month prior to the certification expiration date.

CE activities completed before your current three-year certification cycle begins will not be accepted. For example, if your three-year certification cycle is January 1, 2024 through January 31, 2027, you will need to complete your continuing education between those dates. (See [FAQ3 on page 18.](#)) CEs or CMP points may only be used for one certification cycle.

Upon successful completion of the program, your certification is valid for the next three-year cycle. The superscript “CM” following your certification credential indicates you have successfully maintained certification under the CMP. {e.g., MLS(ASCP)^{CM}} If you do not participate in the required CMP, and your certification expires, you are no longer permitted to use the ASCP certification credential after your name. (See [Reinstatement for Expired BOC Certification on page 17.](#))

VOLUNTARY PARTICIPATION*

Individuals ASCP certified prior to mandatory CMP (**Refer to dates indicated on the chart on page 8.**), are not required to participate in the program; however, voluntary participation is encouraged since continuing education (CE) provides many personal and professional benefits. If you choose to participate in this program on a voluntary basis, CEs completed three years prior to the date you submit your online declaration form to the Board of Certification would qualify for the program as long as they meet the CMP requirements for your certification category. For example, if you submit your online declaration form May 15, 2024, CEs must be completed between May 15, 2021 and May 15, 2024.

Upon successful completion of the program, the designation “CM” in superscript, is added after your certification credential [e.g., MLS(ASCP)^{CM}] for the three-year period your certification is valid under the CMP cycle. If you choose not to continue your voluntary participation in the program, you are no longer permitted to use the superscript “CM” after your certification credential. However, your original certification remains valid, with no expiration date

* *Certification categories retired prior to required CMP are eligible for voluntary participation.*

INDIVIDUALS WITH MULTIPLE CERTIFICATIONS

A separate online declaration form must be completed for each certification category that requires participation in the CMP to demonstrate maintenance of competence. You may use the same activities for more than one category of certification, provided they meet the CMP requirements for the certification category and are completed within the required time frame. For example, the same activity (worth 1 point) in Laboratory or Patient Safety may be used to meet that CMP requirement for more than one certification. For multiple certifications with the same expiration date or within three months of each other, a discounted fee may apply when both declaration forms are submitted online within the same 24-hour period.

If you have a lower and higher level certification in the same area (e.g., MLT and MLS), the higher level certification supersedes the lower level certification. In this case, you would not need to maintain the lower level certification under CMP. This is your choice. Technically, the lower level certification is dropped from your credential.

SYNCHRONIZING MULTIPLE CERTIFICATIONS

Certificants with multiple certifications may be eligible to synchronize the end dates of their certification cycles and the completion of the CMP renewal process. To establish the process, it would require shortening the three-year cycle of one certification to coincide with the end date of the other. **Synching certification cycles is by request only.**

To determine if you are eligible for synchronizing your certification cycle end dates, please follow the steps provided below.

Example: Two certifications with different CMP end dates:

Medical Laboratory Scientist (MLS)
Expiration October 2025

Specialist in Blood Banking (SBB)
Expiration March 2024

1. Choose the earliest CMP expiration date of the two certifications (i.e. March 2024). This will be the expiration date you will use for both certifications. Because all CE points must be completed within a three-year period, if you chose October 2025 in the example, the SBB would expire before then.
2. Email the BOC office at cmpsynch@ascp.org with your request**.
 - Include your full name
 - Customer ID number
 - Credential categories / numbers
3. You will receive an e-mail response, and if eligible, you will be provided with instructions to follow.

** **If you have recently submitted a CMP Declaration online, you will not be eligible for synching your end dates.** The first cycle for the synchronization of two certifications end dates must be submitted by email using a PDF declaration form that will be provided to you upon approval. Thereafter, synchronizations may be submitted online.

ASSIGNING CMP POINTS

Continuing education activities are awarded points based on the **Guidelines on pages 12–13.** **It is the responsibility of the certificant to properly assign all CMP points to the required areas for recertification or the declaration submission will be marked deficient.**

STEPS FOR COMPLETING THE CMP

1. Review the U.S. CMP booklet and information posted on the ASCP website for requirements and instructions for completing the program. Please visit www.ascp.org/cmp.

2. Within your three-year certification cycle, complete the continuing education activities required for your certification category. (As a courtesy, the BOC sends out CMP email reminders, however, it is your responsibility to keep track of your certification expiration date.* Be sure to keep your email address up to date.)

**Reinstatement of an expired certification is subject to a \$125 reinstatement fee.*

3. Up to three (3) months prior to your certification expiration date, complete the online declaration process and pay the application fee by credit card. Please allow up to 30 business days to process your declaration form. Faxed/emailed declaration forms will not be accepted. **CMP fees are non-refundable.**

PLEASE NOTE: the earliest a current (not expired) certification cycle will update, is the first day of the month in which it expires.

4. Save all original certificates of attendance or any other type of documentation of completion in the event your declaration form is selected for audit.

5. If you receive notification that your declaration is being audited, you will be required to submit copies of the certificates of completion and any other documentation of completion at that time.

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

CMP APPLICATION FEES

CMP Application Fee: \$95

CMP Reinstatement Fee: \$125

(Reinstatement fee for expired certifications is in addition to the application fee.)

Reduced Fee for Multiple Certifications: \$15

For each additional certification with the same expiration date or within three months of each other. To receive the reduced fee, multiple declarations must be submitted separately on the same business day.

PLEASE NOTE: CMP fees are non-refundable.

FAILURE TO PARTICIPATE IN CMP

If you are required to participate in the CMP as indicated in the chart on page 7, and do not participate, your certification will no longer be valid after the three-year expiration date and you will no longer be permitted to use the ASCP certification credential after your name. [Information on reinstatement for expired certification is located on page 17.](#)

DOCUMENTATION FOR AUDIT

To ensure the integrity of the CMP program, a percentage of declaration forms are audited to verify completion of the program. If your declaration form is selected for audit, you will be notified and required to submit documentation of completion verifying all CEs submitted on your declaration form for recertification. ([See Audit Process on page 16 for further information.](#))



U.S. CMP REQUIREMENTS

| CERTIFICATION CATEGORY | CMP REQUIRED FOR INDIVIDUALS ASCP CERTIFIED BEGINNING IN THE YEAR INDICATED* | TOTAL POINTS REQUIRED | REQUIRED POINTS DISTRIBUTION** |
|---|--|-----------------------|---|
| MLS, MLT | 2004 | 36 | <ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in each of the following: blood banking, chemistry, hematology, microbiology • Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest |
| AT, BB, C, CG, CT, H, HT, HTL, I, M, MB | 2004 | 36 | <ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in area in which you are certified • Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest |
| DPT, PBT | 2004 | 9 | <ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in area in which you are certified (i.e., specimen collection, identification, handling, transport & processing, lab/center operations) • Remaining points in area of specialty, management, education, or other related lab areas of interest |
| MLA | 2004 | 9 | <ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 2 points in area which you are certified • Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest |
| PA | All who are ASCP Certified | 60 | <ul style="list-style-type: none"> • 1 point in laboratory or patient safety(i.e. quality control, quality assurance) • 20 points in anatomic pathology • 15 points in advanced anatomic pathology(cancer specimen examination/staging) • 1 point in medical ethics • Remaining points in area(s) of anatomic pathology, management, education or other clinical specialties |
| DLM, HP, SBB, SC, SCT, SCYM, SH, SI, SLS, SM, SMB, SV | 2006 | 36 | <ul style="list-style-type: none"> • 1 point in laboratory or patient safety (i.e., quality control, quality assurance) • 10 points in area of specialty • Remaining points in area of lab specialty, management, education, or other related laboratory areas of interest |

IMPORTANT INFORMATION: NEW in 2023 & 2024, CMP point requirements will be changing. Please see page 8 for details.

*And for all active NCA certificants who are not ASCP certified in the same category prior to required CMP.

** It is the responsibility of the certificant to properly assign all CMP points to the required areas for recertification.

IMPORTANT INFORMATION REGARDING NEW CMP POINT REQUIREMENTS

NEW IN 2023:

1 CMP POINT IN MEDICAL ETHICS*

CMP requirements will be revised to add **1 new CMP point in medical ethics** (e.g., HIPAA, DEI (Diversity, Equity, Inclusion), sexual harassment/microaggressions, compliance, confidentiality, IRB, etc.) for all certification cycles expiring **beginning January 2023 and moving forward, regardless of when you submit your completed online declaration form.** This applies to **all categories.** This will **not** increase the overall total CMP points required.

**This requirement applies to ALL certification categories.*

EXAMPLE: If your credential expires on January 31, 2023 and you submit your online declaration on November 15, 2022 (or sooner), you are required to complete and enter the new CMP point in medical ethics for your January 31, 2023 expiration date.

NEW IN 2024:

DEDICATED CMP POINTS IN THE AREA OF CERTIFICATION (FROM 2 TO 8 POINTS**)

For equity in CMP requirements across all Technician and Technologist categories CMP requirements will be revised as follows. Dedicated CMP points in the areas of certification **will increase from 2 to 8 points** for certification cycles listed in the categories below expiring **beginning January 2024 and moving forward, regardless of when you submit your completed online declaration form.** This will **not** increase the overall total CMP points required.

EXAMPLE: If your credential expires on January 31, 2024 and you submit your online declaration on November 15, 2023 (or sooner), you are required to complete and enter the new CMP points for your January 31, 2024 expiration date.

**THIS APPLIES TO THE FOLLOWING CATEGORIES:

| | |
|------------------------------------|--|
| Apheresis Technician – AT | Histotechnician – HT |
| Technologist in Blood Banking – BB | Histotechnologist – HTL |
| Technologist in Chemistry – C | Technologist in Immunology - I |
| Technologist in Cytogenetics - CG | Technologist in Microbiology - M |
| Cytologist – CT | Technologist in Molecular Biology - MB |
| Technologist in Hematology – H | |

CMP COVID-RELATED CONTINUING EDUCATION (CE) (CE completed March 1, 2020 - December 31, 2022)

The ASCP Board of Certification (BOC) recognizes the vital work of laboratory professionals in response to the COVID-19 pandemic and the critical professional development it necessitated. Because of concerns about obtaining continuing education during the pandemic due to increased workloads and/or limited availability of in-person training or conferences, the BOC is offering a time-limited opportunity to use COVID-related activities performed within the normal scope of work or outside normal job duties for up to 12 CMP points/CEUs towards recertification. These points should be self-entered as a single CMP activity and allocated under “related areas of interest” only on the online declaration form (please see criteria and instructions below).

CRITERIA TO CLAIM CREDITS FOR THE CMP

- To be accepted, COVID-Related continuing education (CE) activities must have been completed between March 1, 2020 and December 31, 2022 (and be within your three-year CMP cycle).
- Activities must be work-related and new, additional, or out-of-specialty skills or activities.
- Your Manager/Supervisor must review, verify, and sign-off on the completed activities indicated on the CMP COVID-related CE Claim Form.)
- The maximum number of CMP points accepted on the Claim Form = 12.
- These CMP points may be used for related areas of interest only.
- The CMP COVID-related CE Claim Form may be used one-time only and for a single CMP cycle.

To claim credits, CMP points must be self-recorded in your online declaration form AND the COVID-Related CE Claim Form must be emailed to the ASCP Board of Certification for review and approval.

Self-record the total number of COVID-Related CEs you are claiming as one entry in your online declaration form and allocate the points towards “Related Areas of Interest.”

Refer to this link for complete instructions and to access the Claim form: www.ascp.org/cmp/covid-points.



U.S. CMP POINT ALLOCATION

| 1 CMP POINT = 1 CONTACT HOUR = 1 CMLE CREDIT | | CONTACT/ CREDIT HOURS | CMP POINTS |
|---|---|---|---|
| ACTIVITIES* | | | |
| 1 | Formal continuing education courses: **ACCME, ASCP CMLE, AACC, professional societies (including state, regional and ACCENT, ASCLS PACE, CE programs sponsored by other local societies and chapters, universities and colleges or continuing education courses sponsored by national or international professional societies) | 1 contact hour (50-60 minutes) | 1 |
| 2 | Employer-offered courses (in-service, instrument training, vendor-sponsored, etc.) | 1 contact hour (50-60 minutes) | 1 |
| 3 | College/university coursework (science, education, management or other courses relevant to your laboratory career or lab related.) Courses must be lab related. CEs may not exceed 50% of the total number of required CMP points | 1 quarter hour 1 semester hour | 10 15 (<i>points not to exceed 50% of total</i>) |
| 4 | Teleconferences, subscription or online self-instructional courses for which ACCME, CMLE, ACCENT, PACE or other professional society credits are awarded | 1 contact hour (50-60 minutes) | 1 |
| 5 | Completion of advanced BOC certification or qualification: | | |
| | Specialist/Diplomate | | 25 |
| | Categorical or higher Qualification | | 12 12 |
| (These points may not be used for recertification points in the category for which they were received. See FAQ5 on page 18.) | | | |
| 6 | Competence Assessment by employer (must use ASCP BOC Employer Assessment Form) | | 2 (<i>per year/ max 4 pts.</i>) |
| 7 | Documentation of Clinical Teaching: teaching students during their clinical rotation within the scope of an accredited laboratory training program (must use ASCP BOC Clinical Teaching Documentation Form) | | 1 (<i>per year/ max 3 pts.</i>) |
| 8 | Research & preparation for presentation or workshop (first time only) | Each contact hour of presentation (50-60 minutes) | 3 (<i>points not to exceed 50% of total required</i>) |
| 9 | Authoring journal articles for peer-reviewed publications | | 5 |
| 10 | Authoring a book related to the laboratory profession: | | |
| | (over 300 pages) | | 21 |
| | (under 300 pages) (chapter in a book) | | 14 7 |
| 11 | Editing a book related to the laboratory profession | | 5 |
| 12 | Doctoral dissertation | | 10 |
| 13 | Master's thesis | | 4 |
| 14 | Presenting posters/exhibits | | 3 (<i>per year</i>) |
| 15 | Serving on an active BOC examination committee or qualification workgroup | | 3 (<i>per year</i>) |
| 16 | Serving on committees/boards related to the profession (national, state, regional, local) | | 2 (<i>per year</i>) |
| 17 | Role of on-site inspector/paper reviewer for laboratory accreditation (CAP, The Joint Commission, AABB, COLA, state agency) or training program accreditation (NAACLS, CAAHEP) | | 2 (<i>per year</i>) |

* Activities must be related to area of specialty and safety as indicated.

** ACCME (Accreditation Council for Continuing Medical Education), ASCP CMLE (American Society for Clinical Pathology—Continuing Medical Laboratory Education), AACC ACCENT (American Association for Clinical Chemistry—ACCENT programs), ASCLS PACE (American Society of Clinical Laboratory Science—PACE programs).

PLEASE NOTE: Due to the large volume of continuing education programs available, the Board of Certification will not respond to requests for approval of individual programs or courses. If the program/course meets the criteria as described above, it will be accepted for CMP points. Program provider must assign points or contact hours.

GUIDELINES FOR EARNING CMP POINTS

The [CMP Requirements chart on page 8](#) outlines the number of points required to complete the Credential Maintenance Program. The [CMP Point Allocation chart on page 11](#) lists the activities for which points are awarded. The numbers listed below relate directly to the numbered activities in the CMP Point Allocation chart.

1. Formal continuing education courses

These courses may be completed through the programs/organizations listed on the chart as well as through other professional societies such as those listed under [Suggested List of Providers on page 14](#). Courses offered by state/regional/local societies and chapters are acceptable as well as courses offered through the continuing education departments of colleges and universities. Courses offered by organizations approved by state licensing boards are also acceptable.

PLEASE NOTE: Due to the large volume of continuing education courses available, the Board of Certification will not respond to requests for approval of individual programs or courses. If the program/course meets the criteria listed, it will be accepted for CMP points. Program provider must assign points or contact hours.

2. Employer-offered coursework

Structured programs, workshops, and in-services offered through your employer or sponsored by a vendor will all qualify for the CMP. (This does not include routine staff meetings or job orientation.) Points or contact hours must be assigned by employer/vendor.

3. College/university coursework

For example, courses in the biological/chemical/medical sciences, computer management, or education. (Course must be lab related.) **CEs may not exceed 50% of the total number of required CMP points for your category.**

4. Teleconference, subscription, or online self-instructional courses

These courses are acceptable based on any of the following criteria:

- ACCME, CMLE, ACCENT, PACE credits are awarded, OR
- they are offered by a professional society (including state, regional or local chapter), OR
- the course is accepted by a state licensing board, OR
- the course is offered through a university or college.

5. Completion of advanced ASCP certification or qualification

Achievement of a Specialist or Diplomate certification in the following categories is acceptable for 25 CMP points:

Specialist in Blood Banking (SBB), Chemistry (SC), Cytology (SCT), Cytometry (SCYM), Hematology (SH), Microbiology (SM), Molecular Biology (SMB), Pathologists' Assistant (PA) and Dipolmate in Laboratory Management (DLM)

These points may not be used for recertification points in the category for which they were received. (See [FAQ5 on page 18](#).)

Categorical certification or higher level certification

Achievement of a categorical or higher level certification is acceptable for 12 CMP points: Histotechnologist (HTL), Technologists in Blood Banking (BB), Chemistry (C), Cytologist (CT), Cytogenetics (CG), Hematology (H), Microbiology (M) and Molecular Biology (MB).

Qualifications

Achievement of a qualification is acceptable for 12 CMP points: Qualifications in Apheresis (QIA), Biorepository Science (QBRS), Donor Phlebotomy (QDP), Immunohistochemistry (QIHC), Laboratory Safety (QLS).

6. Competence assessment by employer

You may receive up to 2 CMP points per year (maximum of 2 years/4 points) by submission of an Employer Assessment Form (ASCP BOC form required). Your employer must complete the required Employer Assessment Form to document your continued competency in the area(s) of your employment. The date of the assessment must be included on this form. One form per year submitted. Form available at www.ascp.org/cmp.

7. Documentation of Clinical Teaching

You may receive up to 1 CMP point per year (maximum of 3 years/3pts) by submission of a Clinical Teaching Documentation Form (ASCP BOC form required) for teaching students during their clinical rotation within the scope of an accredited laboratory training program. Documentation form must be approved and signed to receive credit. Form available at www.ascp.org/cmp.

8. Research and preparation for presentation or workshop

You may receive 3 CMP points for each contact hour of a presentation/workshop you prepare and deliver, for the first time only. (Beyond the scope of your job.) Subsequent presentations of the same workshop are not awarded any points. **Total points for presentations/workshops may not exceed 50% of the total number of required points for your category.**

9. Authoring journal articles for peer-reviewed publications

Points are awarded for writing articles in peer-reviewed journals in the laboratory field or in journals for professional associations in the areas of education and management.

10/11. Authoring a book/chapter or editing a book related to the laboratory profession

12. Doctoral dissertation

13. Master's thesis

14. Presenting a poster or exhibit

Points are awarded for posters or exhibits presented at national, state, regional, or local laboratory professional association meetings.

15. Serving on Committees/Boards

Points are awarded for serving on committees or Boards related to the profession, including national, regional, state, and local professional organizations or committee appointments at your place of employment.

16. Serving on an active BOC Advisory Board

17. Lab inspector for CAP/The Joint Commission/AABB/COLA/state agency, etc

“I liked that the CMP challenged me to keep reading across multiple disciplines within the laboratory sciences field.”

-Walter Oliveira, MLS(ASCP)^{CM}SI



SUGGESTED LIST OF PROVIDERS



Below is a partial list of providers who offer continuing education activities including workshops, teleconferences, subscription programs, online courses, etc.

This list is only a partial list to assist you in planning your activities. State/regional/local professional societies and other organizations recognized by state licensing boards may not be represented on this list; however, courses provided by these groups are acceptable for CMP points.

ASCP CMLE—American Society for Clinical Pathology

AABB - Association for the Advancement of Blood & Biotherapies

AACC “ACCENT”—American Association for Clinical Chemistry

AAPA — American Association of Pathologists’ Assistants

AGT—Association of Genetic Technologists

AMA—American Medical Association

ASCLS PACE—American Society of Clinical Laboratory Science

ASC—American Society of Cytopathology

ASCT—American Society for Cytotechnology

ASFA—American Society for Apheresis

ASH—American Society of Hematology

ASM—American Society of Microbiology

CACMLE—Colorado Association for Continuing Medical Laboratory Education

CAP—College of American Pathologists

CLMA—Clinical Laboratory Management Association

CMEA—Continuing Medical Education Association

CSMLS—Canadian Society for Medical Laboratory Science

Florida Excell

The Joint Commission

ISBER - International Society for Biological and Environmental Repositories

NSH—National Society for Histotechnology

The American Red Cross

PLEASE NOTE: Due to the large volume of continuing education programs available, the Board of Certification will not respond to requests for approval of individual programs or courses. If the program/course meets the criteria described under Guidelines for Earning CMP Points, it will be acceptable for CMP Points. Program provider must assign points or contact hours.

The CMP points, required to complete the program, must be obtained within the valid three-year period of certification. Copies of certificates of participation, program syllabi, copies of publications, or any other type of documentation of your continuing competence activities, should be retained and only be submitted if requested for audit.

ONLINE DECLARATION FORM PROCESS

Within your current three-year cycle you may enter your completed non-ASCP credits in your online ASCP transcript. Any continuing education courses completed through the ASCP will automatically be recorded in your online ASCP transcript. Non-ASCP courses must be properly categorized (i.e., specialty area, title, date, credits awarded).

All courses that have been previously added to your ASCP transcript (provided they are in your three-year cycle) will automatically populate into your online CMP Declaration Form. You will then be able to add more credits as necessary or re-categorize any credits to meet your recertification requirements. All CEs must be translated and provided in the English language.

Only after your recertification requirements have been met will you be able to submit your online CMP declaration form and application fee. Refer to the website at www.ascp.org/cmp for current CMP fee information. CMP fees are non-refundable.

DEADLINE DATES

Up to three (3) months prior to your certification expiration date, complete the online CMP declaration process and submit with the application fee payable by credit card. Please allow up to 30 business days for the processing of your declaration form.

PLEASE NOTE: The earliest a current (not expired) certification cycle will update, is the first day of the month in which it expires.

CHANGE OF NAME/ADDRESS

The Board of Certification requires a copy of official documentation to make a name change (e.g., marriage license or court order.)

TO MAKE A NAME CHANGE

- Go to www.ascp.org/login
- Click on "Profile & Settings" link
- Click on "Request Name Change" button
- Complete the form, upload documentation and submit

TO UPDATE YOUR MAILING ADDRESS OR DEMOGRAPHIC INFORMATION

- Go to www.ascp.org/login
- Click on "Profiles & Settings" Icon
- Update information and save

DEFICIENT CMP DECLARATIONS

If you receive notification that the status of your declaration submission has been marked deficient (points are not properly assigned, CE requirements have not been met, etc.) you will have 30 days within to which to resolve the deficiency. Instructions will be provided with the notification on how to submit the required information by email.

AUDIT

If your declaration form is selected for audit, you will be notified by email. [See detailed information on the auditing procedures on the next page.](#)

SUCCESSFUL COMPLETION OF CMP

Upon successful completion of the Credential Maintenance Program (CMP), you will receive access to an online renewal notification of your new valid three-year certification cycle dates.

The designation "CM", as a superscript, is required after your certification credential to indicate that you have successfully maintained your certification [e.g., MLS(ASCP)^{CM}].

The Credential Maintenance Program is required for newly certified individuals and active NCA certificants who are not ASCP certified prior to January 1, 2004, in the same category.

(Note: If ASCP certified prior to 2004, CMP is voluntary)

AUDIT PROCEDURE

To ensure the integrity of the U.S. Credential Maintenance Program, the ASCP Board of Certification will review and audit a percentage of declaration forms each year. If your declaration is selected for audit, you will be notified and requested to submit supporting documentation of all activities submitted for the program.

REQUIRED DOCUMENTATION

The following documents are required to verify your continuing competence activities. If your documentation is provided in a language other than English, translated English copies will be required.

| ACTIVITY | DOCUMENTATION |
|---|--|
| Formal continuing education courses, teleconferences, subscription or online courses where formal continuing education credits are awarded | Certificate of Participation including: Name of participant, title of program, name of provider, date of program, number of contact hours/CMLE |
| Employer-offered courses, in-service programs, sponsored courses | Letter on original letterhead signed and dated by employer/certificate/signed attendance from vendor-employer containing above information |
| Formal college/university coursework | University Transcript/Mark Sheet |
| Competence assessment by employer | Employer Assessment Form completed by the employer documenting competence in particular laboratory specialty(ies) and date of assessment (form available at www.ascp.org/cmp) |
| Documentation of Clinical Teaching | Completed Clinical Teaching Documentation Form documenting Academic Institution, dates of instruction and instructional areas covered, signed and dated by employer. (form available at www.ascp.org/cmp) |
| Research & preparation for presentation or workshop | Copy of syllabus, program or letter from organization that indicates content, length of teaching time and name of the organization |
| Authoring a book or book chapter, doctoral dissertation | Title page of publication and table of contents containing author name |
| Editing a book | Copy of cover or inside page containing editor names |
| Presenting posters/exhibits | Abstract identifying poster session, meeting program or brochure identifying presentation |
| Journal articles, master thesis | Copy of publication with authors name |
| Serving on committees or boards related to the profession | Letter from organization verifying participation, in what capacity and dates of service |
| Role of on-site inspector/paper reviewer for laboratory accreditation | Letter from organization (The Joint Commission, Cap, etc.) verifying your role as an inspector and the dates of inspection |

SUBMISSION PROCEDURE

You will be notified if your declaration form is selected for audit. You will be requested to submit copies of the documents listed for all of the continuing competence activities you completed to acquire the necessary CMP points. 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 renewal notification of your new valid three-year certification cycle dates. The designation "CM", in superscript, is required after your certification credential to indicate that you have successfully maintained your certification [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 certification to meet the CMP requirements. If you were 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 to the Board of Certification. This letter must describe in detail the reasons for your inability to complete the program and include documentation supporting your request.

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 workshops. 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.

INACTIVE STATUS FOR REQUIRED CMP PARTICIPATION

If you wish to request inactive status for a period of time, you must submit a \$40 fee,* a letter describing in detail the reasons for your inactive status and documentation. 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 workshops. Financial hardship and personal/family-related responsibilities are not considered extenuating circumstances.

** The inactive status fee will be waived for individuals residing in countries requiring mandatory military service when that is the basis for inactive status. Documentation is required.*

To be reinstated after inactive status has expired, you must submit a completed online declaration form documenting all points earned within the extended period granted to you as required for your certification category. You will also be required to pay the current CMP fee(s) (available at www.ascp.org/cmp).

At the end of the extended period, if you fail to participate and do not submit compelling reasons for continuing inactive status as described under the Appeals Procedure, your certification will no longer be valid and you may no longer use the ASCP certification credential after your name.

REINSTATEMENT FOR EXPIRED CERTIFICATION

If you allow your certification to expire and then seek reinstatement, you must submit a completed declaration form documenting all points earned within the previous three years as required by your certification category. You must also pay a \$125 reinstatement fee in addition to the application fee. CMP fees are non-refundable.

The BOC will not grant extensions or waive the reinstatement fee due to the non-receipt of emailed CMP reminder notifications. The certificant is responsible for keeping their email address up to date in their ASCP customer record.

If your certification has lapsed for ten (10) or more years, you will be required to retake and pass the certification examination for reinstatement of your certification. If this applies to you, contact 10yexpired@ascp.org.

REINSTATEMENT FOR NCA CERTIFICANTS

Lapsed NCA Certificants at Time of Unification

Effective 1/1/2019, NCA certificants whose certification was lapsed at the time of the unification and did not transfer to the ASCP as an active certification, will be required to retake the ASCP exam to reinstate their certification. If this applies to you, contact 10yexpired@ascp.org.

“Having the BOC credentials after my name makes me feel proud. I worked hard for that.”

-Tammy Butler, PBT(ASCP)^{CM}

FREQUENTLY ASKED QUESTIONS

Q1: If I become certified but fail to complete or participate in the required Credential Maintenance Program (CMP), what happens? Will my ASCP certification be revoked?

A: Certifications under required CMP are valid for three years. If someone fails to participate in the required CMP, their certification will no longer be valid after the three-year certification expiration date. They are no longer permitted to use the certification credential [e.g., MLS(ASCP)^{CM}] after their name since their certification is no longer valid.

Q2: How do I reinstate an expired certification?

A: If you have a time-limited certification and you allow your certification to expire and then seek reinstatement, you must submit a completed online declaration form documenting all continuing education earned within the previous three years as required by your certification category. You must also pay a \$125 reinstatement fee in addition to the application fee.

PLEASE NOTE: Individuals who allow their ASCP credential to expire for ten or more years will be required to retake and pass the certification examination in order to reinstate their credential. Effective 11/1/2019, lapsed NCA certificants will be required to retake and pass the certification examination in order to reinstate their certification.

Q3: Will individuals be allowed to start the program before the initial certification or re-certification date?

A: Points accumulated toward meeting the CMP requirements must be obtained within the three-year certification cycle. If the three-year certification cycle is January 2023 through January 2026, all CE points must be completed within this three-year period. Continuing education completed before your re-certification validation period begins will not be accepted.

Q4: Cytologists in California must document 24 hours of approved CE every two years in order to maintain their California CT license. Will all California CTs also be required to document and submit the same hours to ASCP in order to maintain their ASCP CT certification?

A: Cytologists certified in January 2004 and beyond are required to complete 36 points of continued competency activities every three years. Activities accepted by the California State Licensure Board will be considered acceptable activities for the CMP.

Q5: Can I use the 25 points I received for earning my specialist SBB certification from the BOC towards my SBB CMP requirements?

A: The BOC awards CMP points for the completion of an advanced BOC certification or qualification. These points may be used one-time towards recertification for any certification other than the one for which the points were awarded.

For example, if an MLS certificant earns a specialty certification such as an SBB certification, 25 points will be awarded and can be used to meet the MLS recertification requirements. Likewise, if an HT certificant earns a specialty certification such as a PA, the 25 points earned cannot be used to meet the PA recertification require.

Q6: I am interested in why the CMP was initiated when every place I have been employed requires us to have yearly continuing education and regulatory agencies require continuing proof of our competency.

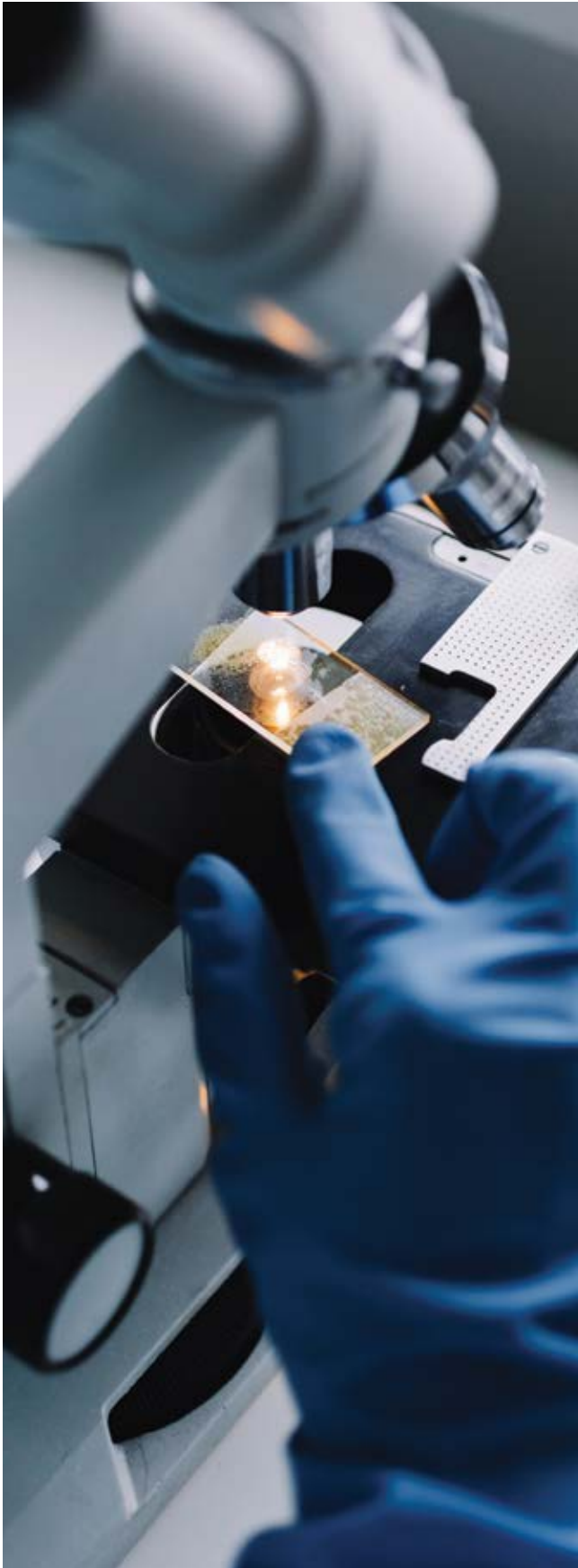
A: Many places do not require employees to participate in completing continuing education courses and the requirements are inconsistent among those that do. Additionally, not all states require that medical laboratory professionals obtain a state license to work in the laboratory. We feel that this program will demonstrate on a national level that everyone who is awarded the CMP designation is assuring the public and their peers that they are maintaining their competence throughout their career. Nearly all of the continuing education courses required by employers and regulatory agencies are accepted by the BOC for the CMP.

Q7: Please provide some clarification regarding BOC certification, ASCP membership and the Credential Maintenance Program (CMP). What is the difference between certification and membership? There seems to be some confusion and perhaps a misperception that paying ASCP membership dues will go towards renewing BOC certification.

A: Certification by the ASCP Board of Certification (BOC) requires meeting specific eligibility requirements and successful completion of the certification examination. Individuals who became US certified beginning January 2004 and beyond are required to maintain their certification through completion of the Credential Maintenance Program (CMP) every three years. ASCP Membership is voluntary, separate and apart from certification. Certification and maintenance of certification are not contingent upon membership in any professional organization.

Q8: If I have further questions regarding the Credential Maintenance Program (CMP), whom do I contact?

A: Contact ASCP Customer Relations
Monday through Friday, 8:30 am to 5:00 PM CT
Phone: 800.267.2727
Email: cmp@ascp.org
Website: www.ascp.org/cmp



STEP 1

Review the U.S. CMP booklet and ASCP website for details and instructions for completing the program. Please visit www.ascp.org/cmp.

STEP 2

Complete the continuing education activities required for your certification category and save documentation of completion for these activities during the three-year period following certification/recertification.

STEP 3

Up to three (3) months prior to your certification expiration date, complete the online CMP declaration process and pay the current application fee by credit card. Please allow up to 30 business days for processing your declaration form. CMP fees are non-refundable.

PLEASE NOTE: The earliest a current (not expired) certification cycle will update is the first day of the month in which it expires.

Expired Certification: If your certification has expired, you will be required to pay a \$125 reinstatement fee in addition to the CMP application fee.

DO NOT SUBMIT any documentation of your continuing competence activities when you submit your declaration form. This documentation will only be required if your declaration form is selected for audit.

STEP 4

You will receive email notifications regarding the status of the processing of your declaration form. You may login to your account at any time to follow and view the status of your recertification application.

STEP 5

If you receive notification that your declaration form is deficient or under audit, you will have 30 business days within which to resolve your deficiency/audit. Instructions will be provided in your notification.

STEP 6

Upon successful completion of the Credential Maintenance Program (CMP), you will receive access to an online renewal notification of your new, valid three-year certification cycle dates.

The designation “CM”, in superscript, is required after your certification credential to indicate that you have successfully maintained your certification [e.g., MLS(ASCP)^{CM}].



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Our mission is to provide
excellence in certification
of laboratory professionals on
behalf of patients worldwide.

Our vision is to be
the **gold standard in**
global certification for all
laboratory professionals.