

## Applicant Information

### Must be completed by the applicant

Applicant Name: \_\_\_\_\_

ASCP Customer ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

It may be necessary for the applicant to submit multiple documentation forms to verify their experience. Multiple forms must be submitted if experience was obtained at different facilities or under different supervisors.

How many documentation forms will be submitted for this application? \_\_\_\_\_

## Verification of Experience

**This section must be completed and signed by the applicant's supervisor<sup>†</sup> who is qualified to verify the applicant's technical experience.**

**<sup>†</sup>The supervisor is defined as the person who directly oversees the applicant's technical experience, can verify the applicant's competency, and who may have titles including supervisor, laboratory manager, program director, educator, etc.**

Regardless of the individual experience indicated on this form, the examination content will be based on the information outlined in the Medical Laboratory Technician – MLT(ASCP) and MLT(ASCP)<sup>†</sup> Content Guideline. It is the applicant's responsibility to ensure that they are adequately prepared for the examination.

This individual, identified above, has applied for the ASCP BOC Medical Laboratory Technician (MLT) Examination. To be deemed eligible for this examination, the applicant must have clinical experience (this can include on-the-job training) and demonstrate competency in moderate and high-complexity testing. As the applicant's supervisor<sup>†</sup>, please complete the following information:

### 1. Date and Amount of Experience

Experience can include on-the-job training

Date experience **started**: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Date experience **ended**: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

How many hours per week? (average, if necessary) \_\_\_\_\_

### 2. Areas of Experience

NOTE: it is the applicant's responsibility to ensure experience has been obtained in **ALL** the listed areas as required for eligibility.

Please place an **X** by each area in which this applicant has demonstrated competency, including pre-analytical, analytical, and post-analytical phases of testing, under your supervision using *The Guidelines for Evaluating Experience of a Candidate* located in this document:

Blood banking

Microbiology

Chemistry

Immunology

Hematology

Urinalysis and other body fluids

### 3. Supervisor<sup>†</sup> Signature and Contact Information

By signing this form, I, as the applicant's supervisor,<sup>†</sup> verify that this applicant has performed satisfactorily in the areas of experience indicated on this form and that all information is accurate to the best of my knowledge.

Supervisor<sup>†</sup> Name and Credential(s) \_\_\_\_\_ Title \_\_\_\_\_

Supervisor<sup>†</sup> Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor<sup>†</sup> Email Address \_\_\_\_\_ Institution Telephone Number \_\_\_\_\_

Institution \_\_\_\_\_

Institution Address \_\_\_\_\_

## 4. Letter of Authenticity

The letter of authenticity must:

Include a letter of authenticity from the applicant's supervisor<sup>†</sup>.

- Be printed on original institutional letterhead
- State that the documentation form was completed, signed, and dated by the supervisor<sup>†</sup>.
- Contain a wet signature

<sup>†</sup>The supervisor is defined as the person who directly oversees the applicant's technical experience, can verify the applicant's competency, and who may have titles including supervisor, laboratory manager, program director, educator, etc.

## Guidelines for Evaluating Experience of a Candidate

To qualify for certification as a medical laboratory technician, the applicant should be competent to perform the following tests and procedures. The medical laboratory technician should have the knowledge and skills equivalent to that of a Medical Laboratory Technician Program graduate.

### Blood Banking

Extent of Experience
<ul style="list-style-type: none"> <li>• Specimen collection, evaluation, and processing</li> <li>• ABO, Rh, and other blood group system typing</li> <li>• Antibody detection and identification</li> <li>• Compatibility testing</li> <li>• Direct antiglobulin test</li> <li>• Transfusion adverse reaction testing</li> <li>• Processing and administration of blood products</li> <li>• HDFN testing* <i>* Competency for this task may be demonstrated through performance, observation, or simulation.</i></li> <li>• Instrument preventive maintenance and troubleshooting</li> <li>• Quality control / assurance</li> <li>• Laboratory safety</li> </ul>

### Chemistry

Extent of Experience
<ul style="list-style-type: none"> <li>• Specimen collection, evaluation, and processing</li> <li>• Basic analytical methodology including electrolytes, blood gases*, glucose, blood urea nitrogen, creatinine, bilirubin, enzymes, lipids, and proteins <i>* Competency for this task may be demonstrated through performance, observation, or simulation.</i></li> <li>• Immunoassays</li> <li>• Endocrinology and tumor markers</li> <li>• Therapeutic drug monitoring / toxicology* <i>* Competency for this task may be demonstrated through performance, observation, or simulation.</i></li> <li>• Instrument preventive maintenance and troubleshooting</li> <li>• Quality control / assurance</li> <li>• Laboratory safety</li> </ul>

### Hematology

Extent of Experience
<ul style="list-style-type: none"> <li>• Specimen collection, evaluation, and processing</li> <li>• Blood smear preparation, evaluation, and differential</li> <li>• Complete blood count</li> <li>• Miscellaneous tests (e.g., reticulocyte, ESR, sickle screen)</li> <li>• Routine coagulation tests (e.g., PT, APTT, D-dimer)</li> <li>• Instrument preventive maintenance and troubleshooting</li> <li>• Quality control / assurance</li> <li>• Laboratory safety</li> </ul>

### Immunology

Extent of Experience
<ul style="list-style-type: none"> <li>• Specimen collection, evaluation, and processing</li> <li>• Manual or automated serological tests (e.g., hepatitis, HIV rubella, syphilis, rheumatoid arthritis, heterophile antibody)</li> <li>• Instrument preventive maintenance and troubleshooting</li> <li>• Quality control / assurance</li> <li>• Laboratory safety</li> </ul>

### Urinalysis and Other Body Fluids

Extent of Experience
<ul style="list-style-type: none"> <li>• Specimen collection, evaluation, and processing</li> <li>• Routine urinalysis</li> <li>• Routine evaluation of other body fluids</li> <li>• Instrument preventive maintenance and troubleshooting</li> <li>• Quality control / assurance</li> <li>• Laboratory safety</li> </ul>

## Microbiology

### Extent of Experience

- Specimen collection, evaluation, and processing
- Antibiotic susceptibility testing\*  
*\* Competency for this task may be demonstrated through performance, observation, or simulation.*
- Culture evaluation\*  
*\* Competency for this task may be demonstrated through performance, observation, or simulation.*
- Media selection
- Microscopic examination of specimens
- Manual, automated, and/or molecular methods for detection and identification of microorganisms
- Instrument preventive maintenance and troubleshooting
- Quality control / assurance
- Laboratory safety