1. After submitting your application to the ASCP, you will receive an email like this (multiple depending on how fast you get verified):

Dear [Name],

An Exam Eligibility Verification (EEV) Notice was sent out today to all NAACLS Program Directors, CAAHEP Program Directors, and Phlebotomy Structured Programs. Once your Program Director has verified your exam eligibility status, your Admission Notification will be available in your ASCP online account.

If you do not receive notice of your Admission Notification within 30 days, contact your Program Director and request that they complete the online EEV as directed.

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Email Address

All correspondence from the ASCP Board of Certification is delivered via email. It is your responsibility to keep your email address current. Update your email address in your record by logging on to the [ASCP website](https://www.ascp.org) and clicking on "Profiles and Settings." Failure to keep the Board of Certification informed of your current email address will result in non-receipt of important information.

Change of Postal Address

If you change your address, notify the ASCP Board of Certification Office by email to [www.ascp.org/bocfeedback](http://www.ascp.org/bocfeedback), fax 312.541.4845, or mail to the general correspondence address:

ASCP Board of Certification
33 W Monroe St
Suite 1600
Chicago, IL 60603-5308

This email, depending on who you put as department email contacts, will receive something similar. THEY ARE THE ONES THAT GIVE YOU PERMISSION TO TAKE ASCP EXAM.

You will not get another email if you are verified, so check periodically or after department lets you know you have been verified.

2. After verification, check your ASCP application status.
Click on PRINT ADMISSION, if you want a copy, or VIEW ADMISSION LETTER.

The admission letter has all general information on the ASCP, such as change of address and/or name.

3. Set appointment date for ASCP at www.vue.com/ASCP

Note: make sure you sent your transcript in to ASCP- BOC before you take your test. They will not mail you your test grades if you did not send in your transcript in.

You will need to make another username and password. Use ASCP ID number to link to vue account.


After you pass the ASCP:

Fill out FORM 1 and FORM 2. Fill out FORM 3 if you have other licenses such as pharmacist, medical, etc. Rumor is, NYS takes months to process these forms so hand them in as soon as you can.

GOOD LUCK!!!!