

RECERTIFICATION

Clinical Laboratory Scientist (CLS)

Clinical Laboratory Technician (CLT)

Clinical Laboratory Phlebotomist (CLPIb)

Clinical Laboratory Specialist in

Cytogenetics [CLSp(CG)]

Hematology [CLSp(H)]

Certified Laboratory Specialist in

Molecular Biology [CLSp(MB)]

Clinical Laboratory Consultant [CLC(NCA)]

Clinical Laboratory Director (CLDir)

Clinical Laboratory Supervisor (CLSup)

Clinical Laboratory Compliance Professional
(CLCP)

The NCA Advantage

If you are currently credentialed by the National Credentialing Agency for Laboratory Personnel (NCA), you understand the importance of professional certification. Your colleagues . . . your employer . . . the public you serve . . . all recognize your professional credentials and expertise. Because the clinical laboratory is constantly advancing in technology and methodologies, it is imperative that practitioners keep up-to-date in the field. That is why you will want to continue your NCA certification through recertification. NCA recertification demonstrates that laboratory professionals are committed to continuing competency. NCA recertification can be gained only by re-examination or accumulation of continuing education units. NCA recertification says a lot about you as a professional. Most of all, it says that you are a committed professional staying on the “cutting edge” of advancements within the clinical laboratory.

Recertification – the NCA Advantage.

Q What is recertification?

A Recertification is a simple process that can be accomplished in one of two ways. After you have been certified by NCA, you can be recertified by accumulation of continuing education (CE) credits or by re-examination. Recertification by continuing education or by re-examination renews your NCA credential for a three-year period.

To recertify your CLCP credential, twelve of your 36 total contact hours must be related to compliance.

Q What are the advantages of recertification?

A NCA is unique among certification bodies in the clinical laboratory field by requiring recertification from inception. NCA gives you the opportunity to demonstrate continuing competency through its recertification procedure. Clinical laboratory science is a complex and expanding field in which new developments, technologies and methodologies are constantly evolving; thus, the laboratory professional must keep up-to-date. By participating in clinical laboratory science related continuing education programs, you stay current with the latest advancements in the clinical laboratory arena. NCA recertification demonstrates that you are a serious professional interested in maintaining your level of expertise.

Q Terms You Need to Understand

A **CE** – An abbreviation for continuing education, a term referring to educational experiences beyond the entry level education for a professional.

CEU – An abbreviation for continuing education unit. One CEU is 10 contact hours of participation in an organized continuing education experience under approved sponsorship, direction and instruction.

Contact hour – The actual number of hours a professional participates in CE activities. One contact hour is equal to one 60 minute period of instruction. One contact hour = 0.1 CEU. Therefore, 10 contact hours = 1.0 CEU.

CME – An abbreviation for continuing medical education. One CME credit is equal to one contact hour of participation, or 0.1 CEU.

Q When it is time for recertification, which procedure should I choose?

A Your recertification procedure depends on your situation.

By Continuing Education

For many, recertification by continuing education is a convenient and worthwhile process. A total of 36 contact hours or 3.6 CEUs earned in the past three years are required to maintain NCA active status (a total of 18 contact hours or 1.8 CEUs earned in the past three years for phlebotomists).

To recertify, you simply complete the attached NCA Recertification Application form, submit the necessary documentation of all CE activities and pay the recertification fee.

By Re-Examination

If it is difficult for you to accumulate CE credits, you may want to consider re-examination (e.g., taking the NCA examination again). You must complete the attached NCA Recertification Application. Examinations are computer-administered and can be scheduled at the candidate's convenience. Results are instantaneous.

Inactive Status -

Revision Effective January 1, 2006

The NCA Board approved a change in policy for individuals who transfer to inactive status. Effective, January 1, 2006, individuals may not hold inactive status for consecutive years. What this means is that individuals whose credentials are inactive in 2005 may not apply for a second year of inactive status in 2006. These individuals must activate their credentials by either continuing education or re-examination.

Lapsed Status -

Revision Effective January 1, 2007

Re-examination will be required to achieve active status if an individual's credential has remained in a lapsed status for more than five years. Any individual who has let his/her active credential expire and has not recertified within the most current five year period either by continuing education or re-examination, must re-take the current examination in order to achieve active status for the credential held.

Q How will I know when it is time to recertify?

A NCA routinely sends reminder notices to all certified individuals several months prior to recertification. However, it is your responsibility to contact NCA prior to expiration of your certification, even if you have not received the reminder mailing. It is also your responsibility to inform NCA in writing of any address changes.

Q What is the difference between active and inactive status?

A The vast majority of those certified by NCA will want to maintain their active status by meeting the recertification requirements. However, an individual unable to meet these requirements due to a leave of absence or other similar reason may transfer to "inactive status" by checking the appropriate box on the recertification application and submitting the appropriate fee before your credential is due to expire. Inactive status renews certification for one year, allowing the individual an additional 12 months to accumulate the necessary CEUs or to apply for re-examination. When you submit your CE documentation and appropriate fees or NCA receives your examination results, your credential will transfer to active status.

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Guidelines for Calculating and Documenting CEUs

A variety of professional and educational activities can earn the necessary CEUs for NCA recertification. All categories, except for phlebotomists, must submit 3.6 CEUs (36 hours) earned over the most recent three years. Phlebotomists must submit 1.8 CEUs (18 hours) of continuing education over the most recent three years. CEUs may be obtained in any combination of areas.

These may include:

1. Approved CE programs:

- P.A.C.E., sponsored by the American Society for Clinical Laboratory Science;
- Association of Genetic Technologists (AGT)-sponsored programs;
- programs that meet the criteria and guidelines of the Council on the Continuing Education Unit;
- programs provided by or approved by any national laboratory-related professional organization and/or their constituent groups;
- programs provided by government agencies; and
- programs provided by hospital in-service training.

To Calculate CEUs:

- 1 CME = 1 contact hour = 0.1 CEUs
- 1 contact hour = 0.1 CEUs

Acceptable Documentation:

- Certificate of attendance (photo copies are acceptable)
- Receipt of registration accompanied by letter of attendance

2. College or university coursework:

This may include science, computer science or business management courses as well as other clinically relevant courses appropriate to the development of your clinical laboratory science career (15 contact hours per semester credit).

To Calculate CEUs:

- One semester hour = 15 contact hours = 1.5 CEUs
- One quarter hour = 10 contact hours = 1.0 CEUs

Acceptable Documentation:

- Official transcript
- Transcript Released to Student
- Copy of Transcript
- Grade Report if it includes semester hours and date of successful completion of class

3. Teaching activities:

The development and initial offering of clinical laboratory science or other career-related courses or workshops to clinical laboratory personnel, students or health professionals.

To Calculate CEUs:

- Lectures = 0.5 CEUs per hour of lecture (this includes 4 hours preparation time)
- Teleconferences = 0.5 CEUs per hour of lecture

Acceptable Documentation:

- Copy of syllabus, program or letter of appreciation that demonstrates content and length of teaching time Note: You can only receive credit once for teaching the same topic.

4. Papers, publications, books and exhibits (paper or poster sessions) including:

- publishing a paper in a recognized (indexed) journal or presented before a professional audience;
- writing a chapter of a clinical laboratory science or medically related book; or
- developing a technical scientific exhibit for display at a national or regional scientific meeting.

To Calculate CEUs:

- Single or dual authorship = 1.0 CEUs (10 contact hours)
- First (senior) authorship = 1.0 CEUs
- Multiple authorship = 0.5 CEUs

Acceptable Documentation:

- Title page of a publication
- Chapter listing and title page
- Abstract identifying poster session
- Meeting outline identifying presentation

5. Leadership and other activities:

Review of educational program self-studies, inspecting educational programs for accreditation, inspecting laboratories for accreditation, peer review of journal articles for publication, exam committee volunteer, and leadership activities in health care-related organizations.

To Calculate CEUs:

- 1 CME = 1 contact hour = 0.1 CEUs

Acceptable Documentation:

- Certificate of attendance
- Receipt of registration accompanied by letter of attendance

6. CE Activities Without Approved Sponsorship:

Formal scientific or career-related activities (i.e., hospital seminars, journal club, in-service, workshops, regional meetings, etc.)

To Calculate CEUs:

- One contact hour = 0.1 CEUs

Acceptable Documentation:

- Letter or certificate of attendance or signed roster
- Title and brief description of activity with director's signature

7. Other examinations:

Passing another laboratory certification examination – 10 contact hours = 1.0 CEUs

NOTE: The CEU (Continuing Education Unit) values listed above are established as guidelines and not absolutes. If you feel your particular project has been undervalued, please submit your request with documentation and your application will be reviewed.

Please remember that continuing education includes activities completed outside the realm of your job. For example, if you teach as a profession you are not eligible for CEUs for this activity with the exception listed under number 3.



RECERTIFICATION APPLICATION

IMPORTANT: This application is for use ONLY by individuals currently certified with NCA and meeting the criteria for recertification. Read the instructions carefully before completing this application.

RETURN THIS APPLICATION WITH YOUR PAYMENT AND DOCUMENTATION TO:

National Credentialing Agency
for Laboratory Personnel
P.O. Box 15945-289
Lenexa, KS 66285
(913) 895-4613
Web site: www.nca-info.org
or Fax application to: (913) 895-4652

PAYMENT

- PAYMENT BY CHECK
NCA Federal Tax ID #: 52-1111795
- PAYMENT BY MONEY ORDER
- PAYMENT BY CREDIT CARD
 - VISA MasterCard
 - American Express Discover

ACCOUNT NUMBER _____

EXPIRATION DATE _____

SIGNATURE _____

FEES

	RECERTIFICATION BY CONTINUING EDUCATION FEE
	INACTIVE STATUS \$40
	EMERITUS STATUS ONE-TIME FEE \$150
	REINSTATEMENT FEE \$50
	RECERTIFICATION BY EXAMINATION FEE
	CERTIFICATE \$5
	TOTAL ENCLOSED

READ, SIGN AND DATE THE SIGNATURE SECTION ON THE REVERSE SIDE OF THIS FORM BEFORE RETURNING IT WITH YOUR PAYMENT.

LAST NAME FIRST NAME MIDDLE INITIAL

MAIDEN NAME

IF YOU WERE CERTIFIED BY NCA UNDER A DIFFERENT NAME, PLEASE PRINT FORMER NAME(S)

CURRENT MAILING ADDRESS: STREET/APT #

CITY/STATE/ZIP/COUNTRY

() DAYTIME PHONE WITH EXTENSION

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CERTIFICATION NUMBER (LISTED ON WALLET CARD)

E-MAIL

Check if you have a: name change address change

Please allow 6-8 weeks for processing.

RECERTIFICATION BY CONTINUING EDUCATION (three-year renewal credentials)

Check all credentials that apply for this Recertification period:

CLPIb CLS(C) CLS(M) CLSup CLC
 CLT CLS(H) CLSp(CG) CLDir CLCP
 CLS CLS(I) CLSp(MB) CLSp(H) Other: _____

Expiration Date: _____

If you are Recertifying:

One Credential fee is \$75 Three Credentials fee is \$120
 Two Credentials fee is \$100 Four Credentials fee is \$145

- REINSTATEMENT FEE** \$50 for each certification type which has lapsed and that you are recertifying. This fee is in addition to recertification fee
- INACTIVE STATUS** (grants a one-year period to earn CEUs or to register for an examination to return to active status) FEE: \$40 for each certification type
- EMERITUS STATUS** (for those retiring from the Clinical Laboratory Science field and would like to remain in touch) FEE: \$150 (one time fee)

COMPLETE THIS SECTION ONLY IF YOU ARE RECERTIFYING BY EXAMINATION

TEST CENTER LOCATIONS – **Visit the NCA Web site at www.nca-info.org for a link of test center locations.
TEST DATE – Once your application is received, you will receive a confirmation postcard and e-mail. Simply call the number indicated to schedule your test date and location.

SELECT AN EXAMINATION	FEE
<input type="checkbox"/> Certified Laboratory Specialist in Molecular Biology CLSp(MB)	\$195
<input type="checkbox"/> Clinical Laboratory Specialist in Cytogenetics CLSp(CG)	\$195
<input type="checkbox"/> Clinical Laboratory Scientist CLS	\$145
<input type="checkbox"/> Clinical Laboratory Technician CLT	\$125
<input type="checkbox"/> Clinical Laboratory Phlebotomist CLPIb	\$80
<input type="checkbox"/> Clinical Laboratory Supervisor CLSup	\$150
<input type="checkbox"/> Clinical Laboratory Director CLDir	\$150
CLINICAL LABORATORY SCIENTIST CATEGORICALS	
<input type="checkbox"/> Clinical Chemistry CLS(C)	\$140
<input type="checkbox"/> Hematology CLS(H)	\$140
<input type="checkbox"/> Immunohematology CLS(I)	\$140
<input type="checkbox"/> Microbiology CLS(M)	\$140

*Certificants may only recertify the Clinical Laboratory Specialist in Hematology CLSp(H) by continuing education.

I have a disability and may require some accommodation in taking this examination. Please send me the form to request accommodation.

** If recertifying by examination at international test site add \$250 fee.

COMPLETE THIS SECTION IF YOU ARE CERTIFYING BY CONTINUING EDUCATION

SUMMARIZE YOUR CONTINUING EDUCATION ACTIVITIES: Please use the following table to summarize your continuing education activities. Documentation is required for all activities. To maintain ACTIVE status in all categories except phlebotomy, a total of 36 contact hours or 3.6 CEUs earned in the past three years is required. To maintain ACTIVE status in phlebotomy, a total of 18 contact hours or 1.8 CEUs earned in the past three years is required. If more than one designation is desired, 50 percent of accumulated CEUs may be applied to each category.

SUMMARY OF CONTINUING EDUCATION ACTIVITIES	HOURS
1. CONTINUING EDUCATION ACTIVITIES WITH APPROVED SPONSORSHIP (e.g., P.A.C.E., AGT, etc.)	
2. COLLEGE OR UNIVERSITY COURSEWORK FORMALLY ORGANIZED AND SPONSORED CONTINUING EDUCATION ACTIVITIES (e.g., program approved by a national laboratory related profession, hospital inservice or governmental agency programs)	
(COLLEGE OR UNIVERSITY COURSEWORK 1 SEMESTER HOUR = 1.5 CEU)	
3. TEACHING ACTIVITIES (e.g., development and initial offering of special courses or workshops)	
4. PAPERS, PUBLICATIONS, BOOKS AND EXHIBITS (include paper and poster sessions)	
5. OTHER ACTIVITIES (attach supporting documentation)	
6. COMPLIANCE RELATED ACTIVITIES FOR CLINICAL LABORATORY COMPLIANCE PROFESSIONALS 12 contact hours (1.2 CEUs) <u>must</u> be earned through compliance related activities.	
TOTAL CONTACT HOURS OR CEUs FOR RECERTIFICATION (10 CONTACT HOURS = 1.0 CEU) Must be equal to or greater than 36 contact hours or 3.6 CEUs if holding one credential, 54 contact hours or 5.4 CEUs if holding two credentials, etc. DOCUMENTATION MUST BE ATTACHED	

PLEASE READ, SIGN AND DATE THE STATEMENT BELOW.

I hereby submit my materials for recertification by continuing education or apply to the National Credentialing Agency for Laboratory Personnel, Inc. (NCA) for admission to the examination indicated for NCA certification. I understand and agree to adhere to all rules and regulations adopted by NCA. I hereby represent that the information provided by me in connection with this application is true, complete and correct to the best of my knowledge. I understand that I may be disqualified from the examination, from re-examination, recertification or from the issuance of a future credential by NCA or subject to the forfeiture and redelivery of any certificate issued by NCA in the event that any of the statements made by me on this application form are false.

RECERTIFICANT'S SIGNATURE

DATE

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Q What is emeritus status?

A The “emeritus” status has been developed for those certificants retiring from the field of clinical laboratory science. When certificants apply for “emeritus” status, this allows them to remain “on file” with NCA and continue receiving the *Clipboard* and other informative mailings. A one time fee of \$150 will assist with the expense of postage and staff time. This status is not to be used in place of “inactive” status (which is used to provide a certificant more time to obtain the needed continuing education). Once a certificant obtains “emeritus” status, the reinstatement fee must be paid to return to “active” status and the individual must complete the current recertification requirements.

Q How many CEUs are necessary to recertify?

A To maintain an active status in all certification categories except phlebotomy, a total of 36 contact hours or 3.6 CEUs are required every three years. To maintain an active status as a phlebotomist, a total of 18 contact hours or 1.8 CEUs are required.

Q How can I recertify if I hold more than one certification?

A If you decide to recertify in more than one category, you can apply as much as 50 percent of your accumulated CEUs to each category. These units must be considered to be appropriate to each category.

An individual with:

- **two credentials is required to submit 5.4 CEUs**
- **three credentials is required to submit 7.2 CEUs**
- **four credentials is required to submit 9 CEUs.**

You must be originally certified in a particular category to be eligible to recertify in that category.

Q What happens if I fail to recertify with NCA?

A If you fail to recertify or to transfer to “inactive or emeritus status,” you will be deleted from the roster of current certificants and your certification will lapse. However, you can be reinstated when you meet the current recertification requirements or transfer to inactive status. Information regarding your credential lapse may be provided to employers and potential employers.

Q Do I pay an additional fee to be reinstated after failing to recertify on time?

A If your certification lapses and you are reinstated by continuing education (active status) or by transferring to inactive status, a \$50 reinstatement fee in addition to the recertification fee, must be paid at the time you submit your recertification application. If you reinstate your NCA certification by re-examination, a reinstatement fee is not charged. However, you will be required to pay the current examination fee for your credential.

Q What are recertification certificates?

A In response to certificants’ requests, the NCA has designed recertification certificates that are now available. Currently, NCA is the only laboratory certification agency that has always required recertification for certificants to maintain active credentials.

The certificates are \$5 and will state that the “National Credentialing Agency for Laboratory Personnel certifies that you have recertified competence through continuing education.” The certificate will include your credential, original certification date, date of recertification and the date through which your recertification is valid. If you would like to order a certificate for the additional cost of \$5 please mark the appropriate box on the application form.

All individuals who recertify will automatically receive a wallet card reflecting the updated expiration date.

Q Which sponsors/programs does NCA accept for recertification?

A NCA accepts a variety of sponsors/programs for recertification. Below is an abbreviated list of some available resources which can be used for recertification purposes:

(Please note: This is not a complete list of acceptable or approved programs.)

- | | |
|---|--|
| 4CEUinc.com | CEUINC (Continuing Education Unlimited) |
| AABB (American Association of Blood Banks) | CLMA (Clinical Laboratory Management Association) |
| AACC (Accent) | CMEA (Continuing Medical Education Association) |
| AAFP (American Academy of Family Physicians) | CSLT |
| ACMG (American College of Medical Genetics) | Dale Carnegie |
| ACMGA (American College of Medical Group Administrators) | Excell |
| AGT (Association of Genetic Technologist) | FOCUS |
| AMA (American Medical Association) | Foundation Health Corporation |
| AMT (American Medical Technologist) | Health Learning Centers, Inc. |
| ASCLS (American Society for Clinical Laboratory Science) | Hospital Learning Centers, Inc. |
| ASCP (American Society of Clinical Pathologist, Inc.) | HRPS (Human Resource Planning Society) |
| ASH (American Society for Hematology) | InterQual |
| ASHI (American Society for Histocompatibility & Immunogenetics) | JCAHO to Joint Commission |
| ASM (American Society of Microbiology) | Mayo Foundation |
| ASTPHLD (Association of State and Territorial Public Health Laboratory Directors) | National Committee on the Certification of Physicians Assistants, Inc. |
| CACMLE | National Laboratory Training Network |
| | NCA Examination Council |
| | PACE |
| | Red Cross |
| | Robert Anderson |
| | SAFMLS (Society of Armed Forces Medical Laboratory Scientist) |
| | State Societies |

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Questions and Answers to Guide You through the NCA Recertification Process



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for Laboratory Personnel
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Lenexa, KS 66285

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