

Guidelines For MT(AAB), MLT(AAB), POLT(AAB) and PBT(AAB)

PROVISIONAL STATUS

Individuals passing the MT(AAB), MLT(AAB), or POLT(AAB) examinations are granted "provisional" certification until they document completion of the required experience. All certificants must complete one (1) year of full-time clinical laboratory experience **except** for those qualifying for MT(AAB) with an associate degree (or equivalent), who must complete three (3) years of full-time clinical laboratory experience.

Individuals passing the MT(AAB) exam in embryology who have not documented completion of 30 assisted reproductive technology (ART) laboratory procedures in humans are granted "provisional" certification until they document completion of 30 ART laboratory procedures in humans, and one year of acceptable full-time experience.

FULL-TIME EMPLOYMENT

2,080 clock hours equal one year of full-time employment.

CONVERSION OF QUARTER HOURS TO SEMESTER HOURS

College credits in quarter hours will be converted to semester hours at the rate of 1.5 quarter hours per 1.0 semester hour.

EDUCATION

Academic transcripts (U.S. and international) must be forwarded to the AAB Board of Registry office directly from the issuing institution and must be official and contain the seal of the educational institution.

Degrees earned in the United States must be from a college, university or other institution accredited by an accreditation organization recognized by the U.S. Office of Education.

Equivalency evaluations for international academic credentials must be provided by an organization that is acceptable to the AAB Board of Registry.

Visit AAB's web site to view a list of acceptable equivalency evaluation agencies or contact the AAB Board of Registry office for a printed list.

MT(AAB)s, MLT(AAB)s, POLT(AAB)s, and PBT(AAB)s applying to **upgrade** or **add disciplines** to their certification should submit transcripts and employment verification letters for education, training, and experience obtained after their initial certification as an MT(AAB), MLT(AAB), POLT(AAB), or PBT(AAB). These individuals do not have to resubmit the transcripts and employment verification letters contained in their original application file.

CONTINUING EDUCATION (CEU) DOCUMENTATION

The AAB Board of Registry offers a continuing education program (ABB/PEER) to help certificants keep current on technical, regulatory, administrative and other issues in the clinical laboratory field.

The AAB Board of Registry, through **ABB/PEER**, also evaluates and approves continuing education programs. Individuals who participate in the **ABB/PEER** program enjoy the following benefits:

1. A permanent central file to record and maintain your CEUs.
2. A list of your CEUs that is viewable online and **that you can print**.
Hard copy CEU transcripts from the PEER office may be obtained for a \$15 CEU transcript fee. Requests for these hard copy transcripts must be submitted in writing to the PEER office. Remember that you can print your own list of CEUs from your CEU file **FREE** of charge.

CERTIFICATION "WITH COMMENDATION"

Attendance at, or participation in, continuing education activities will be credited on the basis of one (1) CEU for each ten (10) hours of actual educational contact in a program acceptable to the AAB Board of Registry. Certification of attendance must be submitted to the AAB Board of Registry office within thirty (30) days after completion of the workshop, seminar, or lecture.

Certificants who document a minimum of 1.2 CEUs (12 contact hours) in a calendar year will be certified "With Commendation." The commendation will be displayed on the individual's annual certificate.

(continued)

Guidelines, continued

CAREER/CREDENTIALS UPGRADING

In implementing the AAB Board of Registry's fundamental philosophy that individuals should have the opportunity for career advancement and that knowledge and skills may be obtained in a variety of ways, the AAB Board of Registry provides a program that allows individuals to upgrade their certification from **PBT(AAB)** to **POLT(AAB)** to **MLT(AAB)** to **MT(AAB)**. To do so, an individual must obtain additional education, training, or experience.

All applicants for upgrading to POLT(AAB), MLT(AAB) and MT(AAB) must pass the appropriate AAB Board of Registry examination(s).

POLT(AAB)s who obtain four (4) years of acceptable clinical laboratory experience and six (6) continuing education units (CEUs) by attending workshops, lectures, and seminars during this period **OR** who document five (5) years of acceptable clinical laboratory experience **OR** who meet MLT qualification routes 1, 2, or 3 may apply to be upgraded to **MLT(AAB)** - Medical Laboratory Technician.

A portion of the six (6) CEUs must be obtained by attending workshops, seminars, and lectures at ABB/ PEER-approved programs. For individuals attending college, the following may be substituted: One (1) acceptable semester hour, or 1½ acceptable quarter hours, toward a degree is equivalent to one (1) CEU. One (1) CEU is equivalent to ten (10) contact hours.

MLT(AAB)s who earn a doctoral, masters, or baccalaureate degree, or equivalent, from an accredited university or college with a major in a chemical, physical biological, or clinical laboratory science or medical technology may apply to be upgraded to **MT(AAB)** - Medical Technologist with examination. (If the individual has less than one (1) year of full-time experience, MT certification will be "Provisional" until the one-year experience requirement is met.)

MLT(AAB)s who earn a minimum of an associate degree or equivalent may apply to be upgraded to **MT(AAB)** - Medical Technologist with examination. (If the individual has less than three (3) years of full-time experience, MT certification will be "Provisional" until the three-year experience requirement is met.)

All individuals certified by the AAB Board of Registry are required to revalidate their certification annually. A new certificate is issued each year to document the individual's certification status.

EXAMINATIONS

Applicants for certification as **MT(AAB)**, **MLT(AAB)**, **POLT(AAB)**, and **PBT(AAB)** are subject to successful completion of the appropriate AAB Board of Registry examination(s).

There are two ways to challenge the **MT(AAB)** examination: by discipline **OR** as a generalist.

Applicants challenging the **MT(AAB)** certification examination **by discipline** must successfully pass an examination in Basic Knowledge **AND** an examination in at least one discipline to become certified. **If you choose this route, only failed examinations must be retaken.**

Applicants challenging the **MT(AAB) Generalist** or **MLT(AAB) Generalist** certification examinations must successfully pass an examination covering basic knowledge **AND** the following individual disciplines: chemistry, hematology, immunology, immunohematology and microbiology.

The Generalist examination differs from the examinations offered for individual disciplines. Applicants who challenge the Generalist examination are required to meet a minimum score in each of the disciplines **AND** a minimum overall score. **Failing in any one area requires retaking the entire Generalist examination.**

Applicants challenging the **POLT(AAB)** and **PBT(AAB)** certification examinations must successfully pass an examination covering general information consistent with the knowledge required to perform physician office laboratory work or phlebotomy. The **POLT(AAB)** and **PBT(AAB)** certification examinations are not divided into basic knowledge and disciplines. If you fail the **POLT(AAB)** or **PBT(AAB)** examinations, you must retake the entire POLT(AAB) or PBT(AAB) examinations.

ACCEPTANCE OF OTHER CERTIFYING AND LICENSING EXAMINATIONS

The AAB Board of Registry only recognizes examinations administered by the AAB Board of Registry.

Guidelines, continued

GENERAL REGULATIONS

1. The AAB Board of Registry has vested authority for final decisions pertaining to all aspects of Board functions.
2. The AAB Board of Registry shall establish all regulations, standards, and requirements for certification and the maintenance of certification as a Medical Technologist **[MT(AAB)]**, Medical Laboratory Technician **[MLT(AAB)]**, Physician Office Laboratory Technician **[POLT(AAB)]**, Phlebotomy Technician **[PBT(AAB)]**, and any other certification offered by the AAB Board of Registry.
3. Certification is valid until December 31 of the year in which it is granted. Revalidation is annual. All fees are determined by the AAB Board of Registry and AAB Associate Member Section. Fees are due and payable before certification is revalidated.
4. Falsifying, misrepresenting, or misstating information submitted as part of, or in addition to, an application shall be grounds for denying, revoking or suspending certification and entrance to an examination.
5. Falsifying, misrepresenting, or misstating information regarding an individual's certification, including the disciplines in which an individual is certified or the status of an individual's certification, shall be grounds for denying, revoking or suspending certification and entrance to an examination.
6. AAB Board of Registry certification and entrance to an examination may be denied, revoked or suspended at the discretion of the AAB Board of Registry upon a finding by the Board that the certificant does not possess the character or fitness suitable for AAB Board of Registry certification. Grounds for denial, revocation or suspension include, but are not limited to, conviction of a felony or of a health care offense; sanctioning by a federal or state governmental body; an act of moral turpitude; falsifying, misrepresenting, or misstating information submitted on or with an application for certification; falsifying, misrepresenting, or misstating information regarding an individual's certification; or illegal residency in the United States.
7. Requests for certification must be submitted to the AAB Board of Registry on official forms with payment. **Application fees are specified on the official application form and are not refundable.** All applications must be notarized.
8. Degrees earned in the United States must be from a college, university or other institution accredited by an accreditation organization recognized by the U.S. Office of Education.
9. All degrees received from educational institutions outside the United States must be evaluated by an agency approved by the AAB Board of Registry. Fees for such an evaluation shall be borne by the applicant. A list of approved academic equivalency agencies is available from the AAB Board of Registry and is also available on the AAB web site at **www.aab.org**.
10. All educational transcripts must be original documents and must be forwarded by the issuing institution directly to the AAB Board of Registry Office.
11. An accredited institution is defined as an institution accredited by an accreditation organization recognized by the U.S. Office of Education.
12. An "acceptable clinical laboratory" (for MTs and MLTs) is a laboratory certified or licensed under U.S. federal, state or municipal law that performs nonwaived testing (as defined under CLIA) for the biological, microbiological, serological, chemical, immunohematological, hematological, biophysical, cytological, genetic, pathological, or other examination of material derived from the human body for the purpose of providing information for the diagnosis, prevention, or treatment of any disease or impairment of, or the assessment of the health of, human beings, or other laboratories acceptable to the AAB Board of Registry.
13. If the lapse of certification is less than three years, the certification can be returned to active status by remitting all fees [current year plus lapsed year(s)] or by retaking and passing the appropriate examination(s).
To reinstate a lapse of certification for a period of three or more years, an individual previously certified by the AAB Board of Registry must retake and pass the appropriate examinations and pay the applicable reinstatement fee.