

NEW YORK STATE DEPARTMENT OF HEALTH
 WADSWORTH CENTER
 CLINICAL LABORATORY EVALUATION PROGRAM
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 Web: www.wadsworth.org/clep

APPLICATION INSTRUCTIONS FOR AMENDMENT OF CERTIFICATE OF QUALIFICATION

Please read and follow the instructions carefully. **Incomplete or incorrectly completed applications will delay processing.**

1. PERSONAL INFORMATION: Please provide your personal information as indicated. E-mail addresses will be used to send electronic correspondence concerning the status of your application or that of a laboratory at which you are employed and will not be used for any other purpose. **Attach a current curriculum vitae which includes a list of relevant publications.**

Please be reminded, if you are intending to request a directorship or assistant directorship at a laboratory holding or applying for a NYS permit, please complete and submit the appropriate Notification of Change in Laboratory Director or Notification of Change in Assistant Director form, available on our website (www.wadsworth.org/clep) under "Applications and Forms", after your Certificate of Qualification has been successfully amended.

2. CATEGORIES REQUESTED: Please check off each category you seek to amend to your Certificate of Qualification. Refer to the documents "**Definition And Scope of Certificate Of Qualification Categories**" and "**Certificate Of Qualification Categories Required To Direct Permit Categories**", available on our website (www.wadsworth.org/clep), under "Applications and Forms", to obtain assistance in completing the application.

Qualifying Boards and Abbreviations

ABCC(CC)	American Board of Clinical Chemistry in Clinical Chemistry
ABCC(TC)	American Board of Clinical Chemistry in Toxicological Chemistry
ABD	American Board of Dermatology
ABFT	American Board of Forensic Toxicology
ABIM(Hem)	American Board of Internal Medicine in Hematology
ABMLI	American Board of Medical Laboratory Immunology
ABMM	American Board of Medical Microbiology
ABOMP	American Board of Oral and Maxillofacial Pathology (formerly ABOP)
ABP(AP)	American Board of Pathology in Anatomic Pathology
ABP(BB/TM)	American Board of Pathology in Blood Banking/Transfusion Medicine
ABP(CP)	American Board of Pathology in Clinical Pathology
ABP(DP)	American Board of Pathology in Dermatopathology
ABP (MMB)	American Board of Pathology in Medical Microbiology

When applying for additional Certificate of Qualification categories, please note the following definitions:

Experience means two years of postdoctoral training and/or experience in an acceptable laboratory in current methods and techniques in each category sought. Training and/or experience must be documented in the form of letters from laboratory directors or other individuals with whom the training or experience was acquired. **These letters must provide specific details about the dates and type of training and experience, including laboratory name, address, facility type (hospital, medical research, etc.), and types and numbers of laboratory tests performed, supervised and/or directed.** Letters from administrators or other responsible third parties are acceptable only if the applicant documents that primary supervisors are not available.

Recency means acceptable training or experience in clinical laboratory testing within the six years prior to this application. If you are Board certified by a qualifying board listed above and your residency and fellowship occurred within the past six years, specific letters of documentation attesting to your training/experience are not required unless experience is indicated as an additional requirement for the category. If your residency and/or fellowship was completed more than six years prior to your application, one or more letters of documentation attesting to training/experience gained within the previous six years **are** required. Individuals who are not board certified, or who are certified by a board that is not listed above, must provide letters of documentation attesting to their training/experience, a portion of which must have been obtained within the previous six years.