

# POINT-OF-CARE TESTING PROFESSIONAL CERTIFICATION



Procedures for Examination & Certification

**AACC**

*Better health through  
laboratory medicine.*



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# ABOUT THE AACC POINT-OF-CARE PROFESSIONAL CERTIFICATION

## AACC POINT-OF-CARE PROFESSIONAL CERTIFICATION BOARD

The AACC Point-of-Care Professional Certification Board oversees the certification process for individuals who apply to receive the AACC Certified Point-of-Care Professional (CPP) designation. This certification is designed for all personnel who perform diagnostic tests outside the central laboratory, including near-patient testing. It is also intended for individuals that perform an oversight function including: point-of-care device selection and validation, quality management, operator training, regulatory compliance, and interfacing with the central laboratory. Those who receive the CPP designation will demonstrate that they have proven expertise in this field to patients, healthcare colleagues, and healthcare institutions.

## CERTIFICATION BENEFITS

Point-of-care testing is among the fastest growing disciplines within laboratory medicine and clinical diagnostics. The Certified Point-of-Care Professional (CPP) designation certifies individuals as competent in the many facets of this growing discipline, such as U.S. regulations and compliance, quality management, education and training, instrument selection and validation/verification, connectivity and information technology, leadership and communication, sample types, policies and procedures, clinical applications, and technology and methodology.

Certification through the AACC Point-of-Care Professional Certification Board documents that healthcare professionals working in point-of-care testing have gone above and beyond to demonstrate expertise in this area and are among the top in their field. This certification is valuable for those in the clinical setting as well as those in industry and academia.



## WHO WOULD BENEFIT FROM CERTIFICATION

The AACC Point-of-Care Professional Certification is intended for personnel involved in the execution, development, and oversight of point-of-care testing—defined as clinical laboratory diagnostic testing performed at the bedside or near the delivery of patient care. Common point-of-care testing sites include: hospitals, outpatient clinics, long-term care facilities, ambulances, and pharmacies. Examples of personnel that would benefit from professional certification include:

- Point-of-care coordinators
- Laboratory managers
- Nursing managers
- Respiratory therapists
- Pharmacists
- Pharmacy technicians
- Nurse practitioners
- Physicians' assistants
- In vitro diagnostic industry scientists

## FOR ALL OTHER INQUIRIES

*For all other inquiries regarding the AACC Point-of-Care Professional Certification and/or the processes of the AACC Point-of-Care Professional Certification Board that are not answered in this handbook, please contact the AACC Point-of-Care Professional Certification Administrator at [POCTCertification@aacc.org](mailto:POCTCertification@aacc.org).*

# THE CERTIFICATION PROCESS, STEP BY STEP



## Step 1

Applicants should assess whether they meet the eligibility requirements for the examination before submitting their applications. Additionally, applicants should determine if they can meet the technical/logistical requirements for an online examination.

The required education and professional experience eligibility documentation for application includes:

- A college or university transcript showing that the applicant has a four-year degree in a biological, physical, or medical laboratory science from an institution accredited by an organization recognized by the U.S. Department of Education. *Applicants with educational records obtained outside the U.S. or from an institution not accredited by an organization recognized by the U.S. Department of Education must, at their own expense, have their educational credentials evaluated by an agency and submit the evaluation report as part of their application. See [Page 8](#) for a list of recommended agencies providing this service.*
- A letter from a supervisor documenting at least two years' experience in point-of-care testing. This letter should clearly articulate an applicant's current and previous roles and responsibilities pertaining to point-of-care testing. Dates should be provided to show evidence of service.
- Provision of a current resume or curriculum vitae (CV).
- Two additional letters of recommendation from persons who can attest to the applicant's professional qualifications. These letters of recommendation should speak to that applicant's professionalism along with their experiences in development, oversight, implementation and validation of point-of-care testing. **For further letters of recommendation guidelines, please [click here](#).**
- Payment of the **nonrefundable** application fee (credit payments only).

**Lastly, applicants must understand and agree to the technical requirements of taking the web-based proctored examination.** The examination will only be

administered in an online proctored format, performed on the applicant's own personal computer or laptop, with an internal or external webcam. The test utilizes the Kryterion Global Testing Solutions platform.

Should an applicant be deemed ineligible based on the above criteria, the AACC Point-of-Care Professional Certification Board encourages the applicant to obtain the necessary experience or educational requirements to be able to apply at a future date. At this time, there are no alternate means for eligibility and the criteria are strictly followed in application review.

## Step 2

Applicants complete their application by submitting their items to the [AACC Point-of-Care Professional Certification Application Portal](#).

## Step 3

The AACC Point-of-Care Professional Certification Board Credentials Committee will review applicant documentation and determine eligibility to sit for the exam.

## Step 4

Applicants will receive notification from the AACC Point-of-Care Professional Certification Administrator of their application review results **after the application deadline closes**.

- If an application is rejected, applicants are encouraged to review any deficiencies noted in the application result. After those requirements are attained, applicants may begin the application process again. **Note that applicants looking to reapply for the examination will be required to resubmit their full application documentation along with the nonrefundable application fee. Documentation and nonrefundable fees may not be transferred over from previous applications.**
- If an application is accepted, the applicant is then selected as an Examination Candidate and may proceed to **Step 5**.

## THE CERTIFICATION PROCESS, STEP BY STEP (continued)

### Step 5

Examination Candidates must submit the **nonrefundable** examination fee (credit card payments only) **after notification of approved examination participation eligibility**.

### Step 6

Examination Candidates will receive confirmation of online payment and instructions to schedule an examination time via email from the AACC Point-of-Care Professional Certification Administrator. Examination Candidates are advised to familiarize themselves with the technical/logistical requirements and to ensure that they are able to download and set up the testing platform as provided by Kryterion **in advance**.

### Step 7

Examination Candidates must schedule a time to take the examination online within the **one-week examination period** indicated in the instructions.

### Step 8

Examination Candidates take the examination online via the Kryterion platform during the **one-week examination period**.



### Step 9

The AACC Point-of-Care Professional Certification Board Examination Committee will review examinee results **after the examination**.

### Step 10

Examinees receive notification of their "Pass" or "Fail" examination result from the AACC Point-of-Care Professional Certification Administrator **after the examination results are reviewed by the AACC Point-of-Care Professional Certification Board Examination Committee**. In accordance with best practices, the AACC Point-of-Care Certification Board does not provide numerical data on scores or pass rates at this time.

- Examinees who receive a result of "Fail" can retake the examination once within a one-year period after their examination attempt.
- Examinees who receive a result of "Pass" are now considered Certified Point-of-Care Professionals (CPPs) and are encouraged to use the professional designation "CPP" with their names (**e.g., Patty Smith MT(ASCP), CPP or Patty Smith PhD, CPP**), and indicate the achieved certification on their professional files and resumes.

### Step 11

CPPs will receive an official certificate of qualification for display and will be acknowledged at the upcoming AACC Annual Scientific Meeting. An online register will also list the names of certificants for employer verification.

**Once certified, CPPs or other interested parties may contact the AACC Point-of-Care Professional Certification Administrator at [POCTCertification@aacc.org](mailto:POCTCertification@aacc.org) for any inquiries pertaining to evidence of certification and/or postcertification items.**

# THE APPLICATION PROCESS

## APPLICATION FEES

AACC Members	Non-Members
\$50.00	\$75.00

## APPLICATION STATUS

Applicants who have an **Incomplete** application status are missing one of the following application materials:

- A college or university transcript showing that the applicant has a four-year degree in a biological, physical, or medical laboratory science from an institution accredited by an organization recognized by the U.S. Department of Education *OR educational records obtained outside the U.S. or from an institution not accredited by an organization recognized by the U.S. Department of Education that have been evaluated by an accredited agency. **See Page 8 for a list of recommended agencies providing this service.***
- A letter from a supervisor documenting at least two years' experience in point-of-care testing that articulates an applicant's current and previous roles and responsibilities pertaining to point-of-care testing with dates that show evidence of service provided.
- A current resume or curriculum vitae (CV).
- Two additional letters of recommendation from persons who can attest to the applicant's professional qualifications and speak to the applicant's professionalism along with their experiences in development, oversight, implementation, and validation of point-of-care testing. **For further guidelines on letters of recommendation, please [click here](#).**
- Payment of the **nonrefundable** application fee (credit payments only).

Applicants who have a **Complete** application status have submitted all application materials and have paid the application fee.

## CHANGE OF EMAIL ADDRESS, MAILING ADDRESS, AND/OR NAME

### Email Address Change

All notifications from the Point-of-Care Professional Certification Board are delivered via email. It is a candidate's responsibility to keep their email address current. Applicants should contact AACC Customer Service at [custserv@aacc.org](mailto:custserv@aacc.org) in order to confirm that their primary email address is correct and current or to provide any updates. Failure to keep AACC informed about one's current email address will result in nonreceipt of important information.

### Mailing Address Change

It is the applicant's responsibility to keep their mailing address current with AACC. To receive one's certificate of qualification, a valid mailing address is required. Applicants should contact AACC Customer Service at [custserv@aacc.org](mailto:custserv@aacc.org) in order to confirm that their primary mailing address is correct and current or to provide any updates.

### Name Change Request

Name change requests must be made directly to AACC Customer Service at [custserv@aacc.org](mailto:custserv@aacc.org). **Applicants will be notified by an AACC Customer Service representative when their name change request has been completed.**

The AACC Point-of-Care Professional Certification Administrator will contact each certificant to confirm their printed name on the Certificate of Qualification prior to printing and mailing. If an applicant wishes the name printed on their certificate to be different from the name on their AACC customer profile, they will have an opportunity to request changes at that time.

## THE APPLICATION PROCESS (continued)

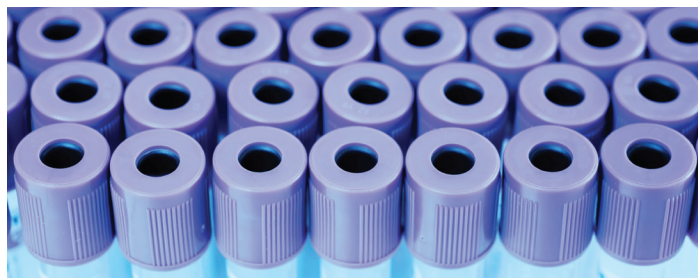
### FOREIGN TRANSCRIPT EVALUATION

Applicants with education obtained at an institution outside the U.S. must, at their own expense, have their education credentials evaluated by a credential evaluation agency. The applicant should upload the agency's report to the application portal as a Supporting Documentation attachment as part of their application.

The agency report must provide the following:

- Confirmation of degree status (i.e., an evaluation of the applicant's foreign education program that determines an equivalent U.S. degree)
- A breakdown of the applicant's courses with credits and grade equivalents

Applicants may consult the [National Association of Credential Evaluation Services \(NACES\)](#) or the [Association of International Credential Evaluators \(AICE\)](#) for more examples of agencies offering credential evaluation services. We recommend applicants choose from any NACES- or AICE-accredited credential evaluation service.



#### Listed below are examples of agencies that provide credential evaluation services:

Educational Credential Evaluators  
PO Box 514070  
Milwaukee, WI 53203-3470  
Phone: (414) 289-3400  
[www.ece.org](http://www.ece.org)

Foreign Credential Evaluations, Inc.  
115 Carriage Park Lane  
Hendersonville, NC 28791  
Phone: (770) 642-1108  
[www.fceatlanta.net](http://www.fceatlanta.net)

Foundation for International Services,  
Inc.  
505 5<sup>th</sup> Avenue South, Suite 101  
Edmonds, WA 98020  
Phone: (425) 248-2255  
[www.fis-web.com](http://www.fis-web.com)

International Education Evaluations,  
Inc.  
7900 Matthews-Mint Hill Rd.  
Suite 300  
Charlotte, NC 28227  
Phone: (704) 772-0109  
[www.foreigntranscripts.com](http://www.foreigntranscripts.com)

International Education Research  
Foundation  
PO Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
[www.ierf.org](http://www.ierf.org)

Josef Silny & Associates Inc.  
International Education  
Consultants  
7101 SW 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)



## THE APPLICATION PROCESS (continued)

### APPLICATION REVIEW & DETERMINATION OF ELIGIBILITY

Once the application submission period closes, all applications with a **Complete** application status are reviewed by the AACC Point-of-Care Professional Certification Board Credentials Committee for quality and accuracy.

Applications are Incomplete and applicants are deemed Ineligible to take the examination if their applications are deficient in any one of the following requirements (as determined by the AACC Point-of-Care Professional Certification Board Credentials Committee):

- A college or university transcript (or other approved educational records) showing a four-year degree in a biological, physical, or medical laboratory science.
- A letter from a supervisor documenting at least two years' experience in point-of-care testing.
- Letter of Recommendation (1 of 2).
- Letter of Recommendation (2 of 2).
- Payment of the **nonrefundable** application fee.

Applicants with **Ineligible** applications will be notified of their ineligibility, as well as their application's exact deficiencies, via email from the AACC Point-of-Care Professional Certification Administrator. The AACC Point-of-Care Professional Certification Board encourages all **Ineligible** applicants to reapply during the next exam cycle and will provide pertinent information on when that cycle is. **Note that applicants will be required to submit full application documentation and the nonrefundable application fee in order to reapply during the new application cycle. Application documentation and nonrefundable fees may not be transferred over from previous applications.**

Applicants with applications deemed **Eligible** are now considered Examination Candidates by the AACC Point-of-Care Professional Certification Board Credentials Committee and will receive correspondence from the AACC Point-of-Care Professional Certification.

Administrator highlighting the following examination information:

- Length of the examination (2 hours).
- Dates and duration of the examination period (1 week from the start of the period).
- Instructions and deadline for paying the examination fee (due within 1 month after the applicant is notified of their eligibility).
- Instructions on how to reschedule the Examination Candidates examination time from the default to a desired date/time. **Note that Examination Candidates MAY NOT reschedule or cancel their desired examination appointment within 48 hours of their examination time.**

**For further inquiries regarding the application review and/or eligibility for the AACC Point-of-Care Professional Certification Examination, please contact the AACC Point-of-Care Professional Certification Administrator at [POCTCertification@aacc.org](mailto:POCTCertification@aacc.org).**



# EXAMINATION PREPARATION & SCHEDULING

## STUDY MATERIALS

The AACC Point-of-Care Professional Certification Board suggests using the following for reference or study resources to assist with preparation for the examination.

[Scope of Examination Content Outline](#)  
(found at [AACC.org](#))

### Online Resources

- [Clinical Laboratory Improvement Amendments \(CLIA\). CMS U.S. Dept of Health and Human Services](#)
- [To Test or Not to Test? Considerations for Waived Testing.](#)
- [Developing an IQCP: A Step-By Step Guide, Appendix D, Page 57; CDC & CMS U.S. Dept of Health and Human Services.](#)
- [The Point-of-Care Coordinators Online Resource](#)
- [Evidence-Based Practice for Point-of-Care Testing. POCT Practice Guidelines \(American Association for Clinical Chemistry, 2007\)](#)
- [Point-of-Care Specialist](#) online certificate program (American Association for Clinical Chemistry)

### Books

- Tietz Textbook of Clinical Chemistry and Molecular Diagnostics, 6th Edition (Rifai N, Horvath AR, Wittwer CT, eds., 2018)
- Point-of-Care Testing: Principles and Clinical Applications (Luppa P and Junker R, eds., 2018)

### Journals

- *Point of Care: The Journal of Near-Patient Testing & Technology* (Wolters Kluwer Health)
- *Clinical Chemistry* (American Association for Clinical Chemistry)
- *The Journal of Applied Laboratory Medicine* (American Association for Clinical Chemistry)

## EXAMINATION FEES

AACC Members	Non-Members
\$199.00	\$274.00

## SCHEDULING THE EXAMINATION

Upon payment of the examination fee, the AACC Point-of-Care Professional Certification Administrator will schedule Examination Candidates to sit for the examination at the default test date and time: Day 2 of the examination period at midnight. The Administrator will then send Examination Candidates an email with their default test date and time, along with instructions on how to reschedule the default examination date and time to a desired date and time within the examination period. Rescheduling one's examination period must be done by Examination Candidates within the two-week period indicated in the instructions. **Examination Candidates must take the examination within the week-long examination period indicated in the examination registration email.**

Successful administration of the web-based proctored examination requires that Examination Candidates complete set-up instructions at least 48 hours prior to their scheduled examination date. Please refer to the [Kryterion Test Taker Guide](#) for more detail and support information.

Should an Examination Candidate miss the examination fee deadline, they must submit full application documentation along with the **nonrefundable** application fee in order to reapply for the examination during the next application cycle. **Application documentation and nonrefundable fees may not be transferred over from previous applications.**

**Examination Candidates are solely responsible for making and keeping their scheduled examination appointments. To verify your appointment, email Kryterion exam support at [olpsupport@kryteriononline.com](mailto:olpsupport@kryteriononline.com).**

## EXAMINATION PREPARATION & SCHEDULING (continued)

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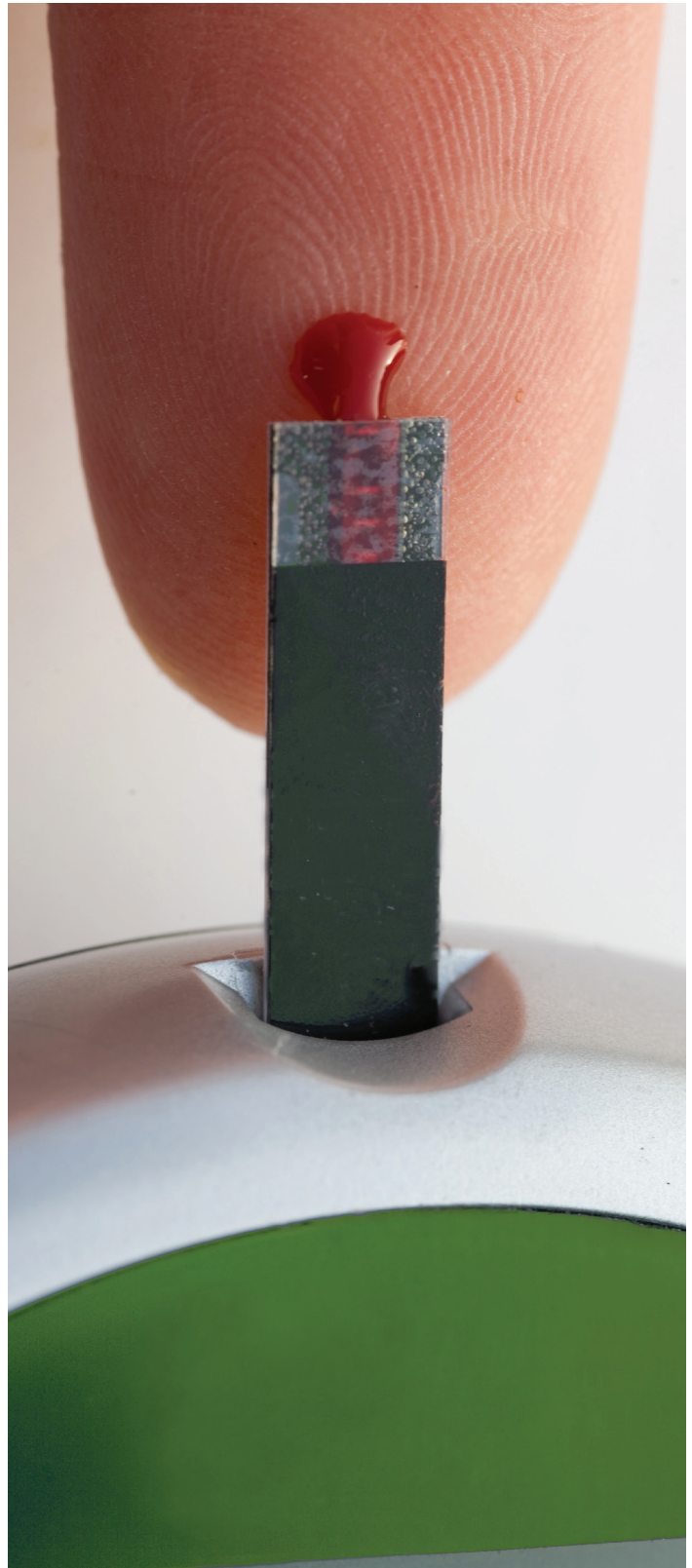
### RESCHEDULING THE EXAMINATION & CANCELLATION POLICY

Examination Candidates who register for the examination are scheduled by the AACC Point-of-Care Professional Certification Administrator for the default examination date and time: Day 2 of the of examination period at midnight. Examination Candidates are notified in advance via email to reschedule their examination for a date and time that they desire during the examination period. ***It is important that applicants reschedule their examinations by the deadline provided by the AACC Point-of-Care Professional Certification Administrator.***

Examination Candidates ***MAY NOT*** reschedule or cancel their desired scheduled examination appointments within 48 hours of their examination time. Examination Candidates who miss their scheduled examinations will not receive any refund of their application or examination fee, nor can those fees be transferred to another examination period. ***Full application documentation, the nonrefundable application fee, and the nonrefundable examination fee will be required to reapply and retake the examination during the new application cycle.***

### REAPPLYING FOR EXAMINATION

Should an applicant fail the AACC Point-of-Care Professional Certification examination, they may reapply to take the examination a second time in advance of the next examination period. Applicants may only retake the examination once and within one year of their first attempt. ***Full application documentation, the nonrefundable application fee, and the nonrefundable examination fee will be required for each subsequent reapplication.***



# EXAMINATION ADMINISTRATION

## WEB-BASED PROCTORED EXAMINATION

This examination is only available online and is monitored by an online proctor via webcam. This allows examinees to take the timed examination in the convenience of their own home or office at a time scheduled by the examinee.

For additional details on online proctoring, including technical requirements, [click here](#).

## INAPPROPRIATE CONDUCT

Should the test proctor determine that an examinee has engaged in inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid, and/or looking at notes/reference books/study guides), the examination session will be terminated, and the examinee will be unable to complete their examination.

In order to take the examination again, terminated examinees will need to appeal to the AACC Point-of-Care Professional Certification Board Examination Committee, who will then review the case, proctor notes, and documentation to determine the appropriate course of action. Terminated examinees may email the Point-of-Care Professional Certification Administrator to dispute the termination at [POCTCertification@aacc.org](mailto:POCTCertification@aacc.org).

## TAKING THE TEST

At the beginning of the examination, examinees must verify that their name and examination category match what is shown on the computer screen. Next, directions for entering responses will appear. **Examinees should read these directions carefully before beginning the test.**

The examination, in all categories, consists of multiple-choice questions presented one at a time on the computer screen. Visual material such as graphs and/or photographs will appear on the computer screen alongside their respective questions.

Examinees answer each question by pressing the letter key (A, B, C, or D) corresponding to the letter of the response they wish to select. Examinees may also use the computer mouse to choose and record their answers. Responses may be changed as many times as is desired by pressing the key for a different response or by using the mouse. When you are satisfied with the response, press the "ENTER" key or click the "NEXT" button to record it. The next question will then appear.

When each question is presented, examinees should answer to the best of their ability. However, at the end of the test, examinees may review any of their responses and alter them.

Once the review is complete, examinees must use the "END EXAM" (E) button on the screen. A message will appear on the screen, asking the examinees to verify that they wish to exit the examination. If the examinee responds using the "YES" button, the test will be complete and will close out.

## EXAMINATION RESULTS

Examination results will be issued as "Pass" or "Fail" for overall performance and will be emailed by the AACC Point-of-Care Professional Certification Administrator to the examinee. Results are confidential and cannot be released by telephone or fax to anyone, including the examinee.

The AACC Point-of-Care Professional Certification Board follows a scoring process that has been guided by expert psychometricians servicing other standardized national board certifications. The grading process is industry standard and uses statistically proven processes. The AACC Point-of-Care Professional Certification Board, following national standards of other professional certifications and the guidance of professional psychometricians, will not be sharing individual numerical scores, score breakdowns, or examination pass rates.

## EXAMINATION ADMINISTRATION (continued)

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### RE-EXAMINATION

Examinees who receive a failing result may retake the examination within one year. After one unsuccessful retake, the examinee/candidate must reapply and provide documented evidence of additional experience in preparation for the certification examination. Candidates **SHOULD NOT** submit an application fee to retake the examination until the examination results are received.

*For special reexamination considerations, examinees may appeal to the AACC Point-of-Care Professional Certification Board Examination Committee, who will then review the case and documentation to determine the appropriate course of action. Examinees should email these requests to the Point-of-Care Professional Certification Administrator at [POCTCertification@aacc.org](mailto:POCTCertification@aacc.org).*

### RECEIPT OF CERTIFICATE

Certified Point-of-Care Professionals (CPPs) will receive correspondence from the AACC Point-of-Care Professional Certification Administrator regarding the appropriate naming for the certificate and mailing address prior to the certificate's printing and delivery. CPPs should receive their certificates **approximately 12 weeks after receiving passing examination results**.



# CERTIFICATION & CERTIFICATION MAINTENANCE

## CREDENTIAL USE

Those who receive a passing examination result are designated as Certified Point-of-Care Professionals (CPPs). As such, these individuals are encouraged to use the professional designation “CPP” with their names (*e.g., Patty Smith MT(ASCP), CPP or Patty Smith PhD, CPP*) on their professional files and resumes to indicate the achieved certification. CPPs will receive an official certificate of qualification for display and will be acknowledged at the AACC Annual Scientific Meeting. An online register will also list the names of certificants for employer verification.

## REVOCATION OF CERTIFICATION

Certification may be revoked at any time, and the certificant may be barred from admission to take future certification examinations if it is established that the information contained in, or supplied in support of, an application for examination is inaccurate in any material respect, if the applicant engages in any inappropriate conduct during the examination (such as giving or obtaining unauthorized information or aid), or if the applicant misrepresents or misuses their certification status at any time.

## CERTIFICATION MAINTENANCE REQUIREMENTS

*The AACC Point-of-Care Professional Certification Board is currently developing certification maintenance requirements. Additional information will be provided to Certified Point-of-Care Professionals at a later time when the certification maintenance requirements are finalized.*







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