**American Board of Clinical Chemistry, Inc.**

**Application for Examination Preparation Guide**

**Application for Clinical Chemistry and Toxicological Chemistry Exams**

**THIS TEMPLATE DOES NOT REPLACE ONLINE SUBMISSION**

The application period will be open from March 10 – May 10, 2023. During this time, you are invited to apply for the opportunity to take the ABCC exam. Use the application template and information below to prepare your application prior to beginning. Once you have begun your application, you cannot exit the page or change previously entered information.

**QUESTIONS?** Contact ABCCadministrator@aacc.org. In your message, reference your full name and exam that you are applying to sit for.

# Part One: Demographic Information

**APPLICATION TYPE:** Select one

[ ]  Clinical Chemistry

[ ]  Toxicological Chemistry

**DEMOGRAPHIC INFORMATION:** Required

* Full name
* Company
* Department
* Address
* Phone Number
* Email Address

**Part Two: Academic Education Requirement**

AACC requires that applicants document at least 30 credit hours of chemistry or biochemistry taken at the undergraduate and/or graduate level. You will not be asked to attach transcripts to your online application; however, we request that official transcripts are directly sent from the Registrar’s office. You MUST send your transcripts before you begin the application.

\*Applicants with degree’s acquired overseas must provide a course-by-course accreditation by an AACC accepted credential evaluation agency BEFORE they begin their application. Find a list of AACC accepted credential evaluation agencies here: <https://abclinchem.org/2018/07/04/credential-evaluation-services>

**ACADEMIC INFORMATION:** A minimum of one institution and degree must be provided. You may enter up to three institutions and degrees. If your academic experience exceeds the space provided, prepare a single PDF with a complete list of postdoctoral training programs. Include all the information described below. Email to ABCCadministration@aacc.org. Reference your full name and exam that you are applying to sit for.

**Academic Information:** Required

* Institution Name
* Institution Address
* Dates of attendance (month/year to month/year)
* Degree Received
* Date Received

# Part Three: Postdoctoral Training

AACC requires the applicants postdoctoral training program to be ComACC approved. Applicants with at least one year of approved postdoctoral training may apply to examination, prior to completing five years of training. See link for a list of ComACC approved programs: <http://www.comacc.org>.

**POSTDOCTORAL PROGRAM INFORMATION:** A minimum of one postdoctoral training program must be provided. You may enter up to three postdoctoral training programs. If your postdoctoral experience exceeds the space provided, prepare a single PDF with a complete list of postdoctoral training programs. Include all the information described below. Email to ABCCadministration@aacc.org. Reference your full name and exam that you are applying to sit for.

**Postdoctoral Program Information:** Required

* Institution Name
* Institution Address
* Date of beginning and end of training (month/year to month/year)
* Program director name
* Program director phone
* Program director email address

# Part Four: Professional Experience Requirement

**EXPERIENCE REQUIREMENTS.** Applicants must have completed at least **five years of full-time** or equivalent part-time diverse professional experience in clinical chemistry or toxicological chemistry obtained after the receipt of their doctoral degree. Please note that there are two exceptions to this requirement – a fellowship-based exception and an alternate board exception. Visit <https://abclinchem.org/2018/07/04/application-requirements> for details.

**PROFESSIONAL EXPERIENCE INFORMATION:** Applicants qualifying for the examination through professional experience must include a statement indicating their laboratory’s accreditation/certification status. You may enter up to three of your most recent professional experiences on this application. If your professional experience exceeds the space available on this application, prepare a single PDF with a complete list of professional experience. Include all the information described below. Email to ABCCadministration@aacc.org. Reference your full name and exam that you are applying to sit for.

**Professional Experience Information:** Required

* Number of years’ experience in clinical chemistry (if applicable)
* Number of years’ experience in toxicological chemistry (if applicable)
* Institution name
* Institution address
* Title of position
* Dates of employment (month/year to month/year)
* Percent time devoted to clinical chemistry (if applicable)
* Percent time devoted to toxicological chemistry (if applicable)

# Part Five: Other Professional Certification or Licensure

**REQUIRED DOCUMENTS:** All documents must be submitted as a PDF. Providing a document in any other format may result in errors and/or inability to accept the online application.

**Curriculum Vitae:** Required

* Curriculum Vitae (CV). Provide a single PDF. Upload directly into the online application.

**Three References:** Required

* The applicant is required to submit contact information for **three letters of reference**.Reference letters must be submitted directly by the reference. ABCC cannot accept reference letters in the online application or from the applicant. However, the applicant must provide contact information for each reference as part of the application. **The applicant is responsible for ensuring references submit their reference letters.**

**Transcripts and Credentials Evaluation if application:** Required

* Applicants are responsible for having official transcripts from their undergraduate and graduate institutions submitted directly to ABCCadministrator@aacc.org. ABCC cannot accept transcripts provided directly by the applicant.
* Applicants with degrees obtained outside the United Stated must additionally have a [credentials evaluation](https://abclinchem.org/2018/07/04/credential-evaluation-services/) report submitted directly to ABCCadministrator@aacc.org. Please note that ABCC does not provide credentials evaluation services directly. ABCC cannot accept credentials evaluations provided directly by the applicant.

**Please note that individual requests regarding updates on documents received by ABCC will result in longer reply times. Contact the institution, service, and/or reference directly first. All applicants that submitted an online application will be contacted closer to the end date to provide an update on the materials received.**

# Payment

**PAYMENT:** Payment must be made online with a credit card before the application can be successfully submitted.

* **Confirmation message.** Once fully submitted, you will receive a confirmation message with the subject line, “ABCC Application for Examination Form” to the email on your ABCC account. Please be sure to check your spam and filtered mail.
* **Payment issues/Questions.** If you are encountering payment issues and/or are unsure of payment and/or do not see your order that you placed, please contact AACC Customer Service (CustomerServicesInqu@aacc.org) as they process the payments.
* **Order history/Payment receipt.** Order history can be viewed anytime by [signing into your AACC account](https://ecom.aacc.org/abcc/Login.html). Once signed in, go to “My Profile” and then “Order History.” Select the appropriate item and then “Print Invoice.” As a reminder, ABCC orders are processed by AACC (who provide ABCC with administrative support).