

**APPLICATION INSTRUCTIONS  
FOR  
AMENDMENT OF  
CERTIFICATE OF QUALIFICATION**

E-Mail: [CLEPCQ@health.ny.gov](mailto:CLEPCQ@health.ny.gov)

Web: [www.wadsworth.org/regulatory/clep](http://www.wadsworth.org/regulatory/clep)

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 a NYS permit, please make the necessary additions using eCLEP at the Health Commerce System, <https://commerce.health.state.ny.us> after your Certificate of Qualification is successfully amended.

**2. CATEGORIES REQUESTED** Please check off each category you seek to add to your Certificate of Qualification. Refer to the documents “**Definition and Scope of CQ Categories**” and “**Crosswalk for CQ Category and Permit Category**” available on our website (<https://www.wadsworth.org/regulatory/clep/certificate-requirements>) to obtain assistance in completing the application.

**Abbreviations for Board Certifications acceptable to NYS:**

ABB (HLCD)	American Board of Bioanalysis as High Complexity Laboratory Director
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
ABIM (Onc)	American Board of Internal Medicine in medical oncology
ABMLI	American Board of Medical Laboratory Immunology
ABMM	American Board of Medical Microbiology
ABOMP	American Board of Oral and Maxillofacial Pathology
ABP(AP)	American Board of Pathology in anatomic pathology
ABP(BB/TM)	American Board of Pathology in blood banking and transfusion medicine
ABP(CP)	American Board of Pathology in clinical pathology
ABP(DP)	American Board of Pathology in dermatopathology
ABP(MGP)	American Board of Pathology in molecular genetic pathology
ABP (MMB)	American Board of Pathology in medical microbiology
AOBP (LM)	American Osteopathic Board of Pathology in laboratory medicine
AOBP (AP)	American Osteopathic Board of Pathology in anatomic pathology
AOBP (DP)	American Osteopathic Board of Pathology in dermatopathology
NRCC	National Registry for Certified Chemists

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

**Experience** means four years of postdoctoral training and/or experience in an acceptable laboratory, including two years in current methods and techniques in each category sought and two years in general laboratory management, or an equivalent combination of training and/or experience. If you hold an accepted board certification, documentation of six months of experience is required for those Certificate of Qualification categories that have a qualifying board certification. 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 types of training and experience, including laboratory name, address, facility type (hospital, medical research, etc.), and specific types (analytes) 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 a specific category of clinical laboratory testing within the six years prior to this application. If you are applying for a category that has a qualifying board listed above and your entire residency and fellowship occurred within the past six years, specific letters of documentation attesting to your training/experience gained within the previous six years are not required unless experience is indicated as an additional requirement for the category. If your residency and/or fellowship, or portions thereof, was completed more than six years prior to this application, one or more letters of documentation attesting to training/experience gained within the previous six years **are** required. For rotation subjects during a residency and/or fellowship that were completed more than six years prior to this application, letters documenting recent experience are required.