Examination Candidate Handbook

Latest update: April 2026

Certified Histocompatibility Laboratory Director

American College of Histocompatibility and Immunogenetics (ACHI)

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Introduction

The American College of Histocompatibility and Immunogenetics (ACHI) was formerly known as the American Board of Histocompatibility and Immunogenetics (ABHI) until October 2020. The ACHI is a certifying board offering voluntary credentialing examinations in the field of histocompatibility and immunogenetics.

This Candidate Handbook was developed to assist you in preparing for the ACHI histocompatibility Laboratory Director Examination (LDE). The examination is based on the content outlines developed from a national job analysis that identified tasks that are significant to the practice laboratory directors worldwide.

This handbook provides information about the examination and application process for the ACHI LDE. It outlines the design and content of the examination and guides you throughout the entire examination process from application through test taking. For your convenience, this handbook may also be downloaded from the Resources page on the ACHI website.

Independent Testing Agency

ACHI has contracted with Data Recognition Corporation (DRC) to assist in support of our entire program. DRC, along with their trusted partners (Surpass and Pearson VUE), will manage exam development, psychometric services, item banking management, and exam administration. ACHI has also contracted with ROC-P for support of application services. All of these partners are leaders in the testing industry, offering best in class services in support of licensure and certification organizations.

Exam Application and Registration Support

All questions regarding examination applications or registration for a testing appointment should be directed to ACHI Staff.

General ACHI Certification Program Inquiries:
American College of Histocompatibility and Immunogenetics
5051 Route 42, Unit 4, PMB 1072
Turnersville, NJ 08012
Phone: 856-335-3299 x7002
Website: https://www.achicertification.org
Email: info@achicertification.org

Nondiscrimination Policy

ACHI and DRC do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability or marital status.

Eligibility Requirements

Applicants must meet the eligibility requirements and provide all supporting documentation for the requested examination as stated in the ACHI application form to gain admission to an examination.

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ELIGIBILITY REQUIREMENTS FOR CERTIFIED LABORATORY DIRECTOR ASSOCIATES

Eligibility Requirements for Certified Laboratory Director Associates "S(ACHI)" for candidates practicing in the United States of America

To be eligible for HHS-approved ACHI board certification (sit for the written ACHI board examination) as a Laboratory Director for high complexity testing on human specimens under the Clinical Laboratory Improvement Act, up to and including December 2024 amendments, an applicant must:

1. Meet the educational degree requirements:
   A. Be a Doctor of Medicine or Doctor of Osteopathy licensed to practice medicine or osteopathy in the State in which the laboratory is located; **or**

   B. Hold an earned doctoral degree:
   (i.) in a chemical, biological, clinical or medical laboratory science or medical technology from an accredited institution; **or**
   (ii.) have at least 16 semester hours of doctoral level coursework in biology, chemistry, medical technology (MT), clinical laboratory science (CLS), or medical laboratory science (MLS); **or**
   (iii.) complete an approved thesis or research project in biology/chemistry/MT/CLS/MLS related to laboratory testing for the diagnosis, prevention, or treatment of any disease or impairment of, or the assessment of the health of, human beings.

   Not all categories/types of earned doctoral degrees are sufficient to qualify for these educational/degree requirements by CLIA/CMS definition. For specific doctoral category criteria, refer to CLIA/CMS guidance in document "qso-25-21-clia"

2. In addition, applicants for Laboratory Director certification must:
   A. If a physician applicant for Laboratory Director certification as defined above in (1):
   (i.) Be certified in anatomic or clinical pathology, or both, by the American Board of Pathology or the American Osteopathic Board of Pathology; **or**
   (ii.) For physician applicants that are not certified by the American Board of Pathology or the American Osteopathic Board of Pathology, have at least 2 years of concurrent training and experience directing or supervising a CLIA certified histocompatibility laboratory; **or**

   B. If a doctoral degree applicant for Laboratory Director certification as defined above in (2.A.i.) or (2.A.ii.):
   (i.) have at least 2 years of post-doctoral training* in immunology and/or immunogenetics related to laboratory testing for the diagnosis, prevention, or treatment of any disease or impairment of, or the assessment of the health of, human beings; **and**
   (ii.) have at least 2 years of training and at least 2 years of experience directing or supervising a CLIA certified histocompatibility laboratory. **These can be obtained concurrently.**

   *If the applicant has relevant pre-doctoral experience supervising high complexity testing in human histocompatibility and immunogenetics in an ASHI accredited or approved laboratory, this may be credited at a rate of 0.5 years of post-doctoral training per year of appropriate pre-doctoral experience up to a total of 2 of 4 years of post-doctoral experience.

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For education verification:

- A transcript(s) from the college or university conferring the obtained doctoral degree must be uploaded to the Education tab of the online application. **Official "course-by-course" transcripts must be sent directly to ACHI by the issuing institution.** An official transcript is a copy of a student's permanent academic record issued by a school, college, or university identifying the student and attesting to the student's completion of specific courses with grades, credit hours, dates of attendance, academic major(s), degree or diploma granted, if any, including date of graduation, and any awards or honors. The hard copy official school transcript must bear an official seal, unique identifier of the school, or signature of the registrar, dean, or other authorized official.
    - ASHI Headquarters, 5051 Route 42, Unit4, PMB 1072, Turnersville, NJ 08012
    - info@achicertification.org

- All non-U.S. transcripts must be evaluated by an ACHI approved evaluation service to determine if your education is equivalent to an accredited college or university education in the U.S. ACHI will accept educational transcript evaluations by associations approved by the Department of Health and Human Services. The evaluation service should send an evaluation of your educational institution and course-by-course transcripts directly to ACHI. **Official "course-by-course" transcripts must be sent directly to ACHI by the issuing institution.**
    - ASHI Headquarters, 5051 Route 42, Unit4, PMB 1072, Turnersville, NJ 08012
    - info@achicertification.org

- Earned doctoral degree candidates must submit the title and abstract of their doctoral thesis to ACHI

For CLIA histocompatibility laboratory training/experience verification:

Candidate must upload the following documents to the Training and Experience tab of the online application:

- A copy of their CV
- Timeframe of employment (month and year)
- Description of laboratory training and experience (as applicable)
- Description of laboratory supervisory/directorial experience
- References from the individual or individuals responsible for the histocompatibility training, documenting the focus of training and the level of clinical are required.
    - Candidates must list the name(s) and email address(es) of the individual(s) responsible for their training in the Training tab of the online application. Once the application is submitted, a verification email with a link will be sent to the trainer. The trainer will review the applicant's information entered to confirm and approve the candidate's training experience.
    - To maintain the integrity of the process, a candidate cannot serve as a designee for their own application.
- For candidates who obtained their training and/or experience in a CLIA certified laboratory a letter from CLIA director.
    - Training/experience verification must be completed by the CLIA Director or appropriate institutional designee.
    - Candidates must enter the dates of employment/training/experience (month and year), the CLIA Laboratory number, and Institution name. Once the application is submitted, a

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verification email with a link will be sent to the CLIA Director or appropriate institutional designee. They will review the applicant's entered information to confirm and approve the candidate's training experience.
- To maintain the integrity of the process, a candidate cannot serve as a designee for their own application.

Eligibility and Qualification Requirements

Experience/training as described above should have been accrued within an eight-year period prior to submission of this application.

Passing the ACHI written board exam is an important component for candidate qualification to serve as Director or Clinical Consultant of a CLIA Histocompatibility Laboratory. Refer to CLIA for complete requirements.

The candidate's training and work experience must demonstrate that they meet the competency requirements of a Histocompatibility Laboratory Director. All uploaded documentation must clearly verify experience in histocompatibility, immunogenetics, and general laboratory management. All documentation will be reviewed by the LDE Exam Application Review Sub-committee.

Eligibility Requirements for Certified Laboratory Director Associates "S(ACHI)" for candidates practicing Internationally/Outside of the United States of America

Obtaining the S(ACHI) as an international laboratorian, outside of the United States, **does not** qualify an individual to direct a CLIA certified Histocompatibility Laboratory in the United States of America.
To be eligible for ACHI board certification (sit for the written ACHI board examination) as a Laboratory Director for high complexity testing on human specimens an applicant must:

3. Meet the educational degree requirements:
A. Be a Doctor of Medicine, or U.S. foreign equivalent medical provider where the laboratory is located; **or**

B. Hold an earned doctoral degree:
(i.) in a chemical, biological, clinical or medical laboratory science or medical technology from an accredited institution; **or**
(ii.) have at least 16 semester hours of doctoral level coursework in biology, chemistry, medical technology (MT), clinical laboratory science (CLS), or medical laboratory science (MLS); **or**
(iii.) complete an approved thesis or research project in biology/chemistry/MT/CLS/MLS related to laboratory testing for the diagnosis, prevention, or treatment of any disease or impairment of, or the assessment of the health of, human beings.

Not all categories/types of earned doctoral degrees are sufficient to qualify for these educational/degree requirements.

4. In addition, applicants for Laboratory Director certification must:
A. If a physician applicant for Laboratory Director certification as defined above in (1):

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(i.) have at least 2 years of concurrent training and experience directing or supervising a histocompatibility laboratory; **or**

B. If a doctoral degree applicant for Laboratory Director certification as defined above in (2.A.i.) or (2.A.ii):
(i.) have at least 2 years of post-doctoral training* in immunology and/or immunogenetics related to laboratory testing for the diagnosis, prevention, or treatment of any disease or impairment of, or the assessment of the health of, human beings; **and**
(i.) have at least 2 years of training and at least 2 years of experience directing or supervising a histocompatibility laboratory. **These can be obtained concurrently.**

If the applicant has relevant pre-doctoral experience supervising high complexity testing in human histocompatibility and immunogenetics in an ASHI accredited or approved laboratory, this may be credited at a rate of 0.5 years of post-doctoral training per year of appropriate pre-doctoral experience up to a total of 2 of 4 years of post-doctoral experience.

For education verification:

- A transcript(s) from the college or university conferring the obtained doctoral degree must be uploaded to the Education tab of the online application. **Official "course-by-course" transcripts must be sent directly to ACHI by the issuing institution.** An official transcript is a copy of a student's permanent academic record issued by a school, college, or university identifying the student and attesting to the student's completion of specific courses with grades, credit hours, dates of attendance, academic major(s), degree or diploma granted, if any, including date of graduation, and any awards or honors. The hard copy official school transcript must bear an official seal, unique identifier of the school, or signature of the registrar, dean, or other authorized official.
    - ASHI Headquarters, 5051 Route 42, Unit4, PMB 1072, Turnersville, NJ 08012
    - info@achicertification.org

- All non-U.S. transcripts must be evaluated by an ACHI approved evaluation service to determine if your education is equivalent to an accredited college or university education in the U.S. ACHI will accept educational transcript evaluations by associations approved by the Department of Health and Human Services. The evaluation service should send an evaluation of your educational institution and course-by-course transcripts directly to ACHI. **Official "course-by-course" transcripts must be sent directly to ACHI by the issuing institution.**
    - ASHI Headquarters, 5051 Route 42, Unit4, PMB 1072, Turnersville, NJ 08012
    - info@achicertification.org

- Earned doctoral degree candidates must submit the title and abstract of their doctoral thesis to ACHI

For histocompatibility laboratory training/experience verification:

Candidate must upload the following documents to the Training and Employment tab of the online application:

- A copy of their CV
- Timeframe of employment (month and year)

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- Description of laboratory training and experience (as applicable)
- Description of laboratory supervisory/directorial experience
- References from the individual or individuals responsible for the histocompatibility training, documenting the focus of training and the level of clinical are required.
    - Candidates must list the name(s) and email address(es) of the individual(s) responsible for their training in the Training tab of the online application. Once the application is submitted, a verification email with a link will be sent to the trainer. The trainer will review the applicant's information entered to confirm and approve the candidate's training experience.
    - To maintain the integrity of the process, a candidate cannot serve as a designee for their own application.
- For verification of histocompatibility laboratory training and/or experience, a letter from the director of the histocompatibility laboratory in which the candidate garnered experience is required.
    - Training/experience verification must be completed by the Laboratory Director or appropriate institutional designee. Candidates must enter the dates of employment/training/experience (month and year), the Laboratory certification/accreditation information, and Institution name. Once the application is submitted, a verification email with a link will be sent to the Director or appropriate institutional designee. They will review the applicant's entered information to confirm and approve the candidate's training experience.
    - To maintain the integrity of the process, a candidate cannot serve as a designee for their own application.

Eligibility and Qualification Requirements

Experience/training as described above should have been accrued within an eight-year period prior to submission of this application.

Passing the ACHI written board exam is an important component for candidate qualification to serve as Director or Clinical Consultant of a Histocompatibility Laboratory. Refer to applicable regulations for complete requirements.

The candidate's training and work experience must demonstrate that they meet the competency requirements of a Histocompatibility Laboratory Director. All uploaded documentation must clearly verify experience in histocompatibility, immunogenetics, and general laboratory management. All documentation will be reviewed by the LDE Exam Application Review Sub-committee.

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Examination Administration

The Laboratory Director Examination applications are processed only one-time per year with the corresponding examination eligibility dates.

Laboratory Director Examinations	
Application Dates	Examination Testing Dates
June 1 – July 1	September 1 - September 30

The examination is delivered by computer at Pearson VUE Test Centers geographically located throughout the United States. The examination is administered by appointment Monday through Saturday during the month of September.

Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis. The examination is not offered on national holidays (e.g. Memorial Day, Labor Day, Thanksgiving).

Candidates for the Laboratory Directors examination will be given a total of 6.5 hours to complete the examination.

Completing the Examination Application in ROC-P

You should ensure that the ACHI Examination Application form has been properly completed and that the information provided is accurate. Your careful attention will enable prompt and efficient processing. Also, please ensure you have the following information ready.

1. Identification

You must enter your full legal name exactly as it appears on your official identification documents. Applicants whose names do not match their ID will not be permitted to sit for the exam. This will be recorded as a no-call/no-show, and no refund will be issued.

2. Supervisor, Mentor, and Sponsorship Verification

Full name(s) and email address(es) of your current laboratory director, manager, or supervisor for all employment experience verification; Full name and email addresses of mentors and sponsorships, if applicable, as well as the supporting letters (please see eligibility requirements for each exam for more information). This information will be used to request electronic verification of your work and/or training experience through ROC-P.

3. Training & Employment History

- Name and address of your training or employment institution(s)
- Your position title(s)
- Start and end dates of relevant employment

You will not be able to schedule an examination appointment with Pearson VUE until the ACHI application and all verifying documents have been processed.

Scheduling an Examination Appointment

Candidates will follow ACHI's email instructions to create an account and schedule their examination on the Pearson VUE website. Appointments may be made at an in-person Pearson VUE Testing Center.

Candidates must follow all Pearson VUE policies regarding identification, testing rules, and system

requirements. When scheduling an examination appointment, be prepared to confirm the location and a preferred date and time for testing. If candidates have any scheduling issues, they should contact ACHI Headquarters for assistance.

It is the candidate's responsibility to arrive at the Test Center on the date and time scheduled. An appointment confirmation email will be sent via email within 24 hours from the time of the confirmed appointment. For a complete list of Pearson VUE Test Centers, visit the https://www.pearsonvue.com/us/en/achi.html and select "Find a test center".

Special Arrangements for Candidates with Disabilities

ACHI, DRC, and Pearson VUE comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. ACHI, DRC, and Pearson VUE will provide reasonable accommodations for candidates with disabilities.

The testing accommodations include, but are not limited to:

- Beverage(s)
- Extra time – 30 minutes
- Extra time – 1 hour
- Extra time – 2 hours
- Frequent/Extended Breaks
- Separate Room (Test Center Only)
- Reader (Test Center Only)
- Nursing Mother Accommodation (Test Center Only)
- Other accommodations upon request

Wheelchair access is available at most Test Centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodation and arrangements.

Please note that submitting a request for special accommodation does not guarantee approval. Each request is reviewed and must be formally approved by ACHI before the accommodation is provided. Once your accommodation has been approved, you must contact Pearson VUE directly using their toll-free number to schedule your examination appointment. Appointments for approved accommodations cannot be scheduled online through the Pearson VUE website.

Candidates should also be aware that our standard in-person and online testing environments do not allow items such as pens, pencils, scratch paper, or other aids. If you require any such items, they must be requested specifically through the special accommodations process and approved before your exam.

Admission Policy

Please arrive at the test center 30 minutes before your scheduled appointment. This will allow you enough time to complete the check-in procedures before beginning your exam.

You will be required to show two forms of personal identification. Your form of identification must contain your signature, and a government-issued photo. Your form of identification must match your name as it appears on this email. If you arrive more than 30 minutes after your scheduled appointment time and are refused admission, the exam and delivery fees are not refundable.

Late Procedure

If you do not arrive within 30 minutes of the scheduled exam starting time, you will forfeit your assigned

seat. If you arrive late, it is at the discretion of the testing center as to whether you may still take the exam. The test administrator will make every effort to accommodate a late arriving candidate; however, the administrator must ensure that subsequent candidates are not affected.

Rescheduling and Cancellation Procedures

Reschedules and cancellations must be made at least ten (10) days before the first day of the exam window. No refunds will be given when a cancellation occurs less than 10 days before the first day of exam window. Candidates must cancel the exam registration on the Pearson VUE web site.

Failure to Report to the Examination

If you do not arrive for your exam within 30 minutes of the scheduled start time, your appointment may be cancelled, and your exam status will be marked as a no-show. No refunds will be issued for no-shows.

Please note that arriving late, failing to present valid government-issued photo identification, or presenting ID that does not exactly match the name used during registration will also result in your exam being marked as a no-show.

Inclement Weather, Power Failure, and/or Emergencies

In the event of inclement weather or unforeseen emergencies on the day of an examination, Pearson VUE will determine whether circumstances warrant the cancellation and subsequent rescheduling of an examination. The examination will not be rescheduled if the Test Center personnel are able to open the Test Center. In the event of an emergency closure, Pearson VUE will notify registrants via email.

Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during administration, your examination will be restarted where you left off, and you may continue the examination. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be randomized.

Suggested Study Materials

As a certifying agency, ACHI is not directly involved in assisting individuals to prepare for examinations. Applicants are encouraged to visit the ASHI website for educational resources, including access to ASHI-U e-learning modules and study materials developed by the ASHI University and ASHI Educational Initiatives Committees. All ASHI education-related resources are available at https://www.ashi-hla.org/page/Education.

Pearson Demo Test

Pearson Demo Test is a computer-based demo test software provides the opportunity for candidates to learn how to navigate their way through computer-based examinations. Demo Test can be accessed using the link: https://www.pearsonvue.com/us/en/test-takers/demo-test.html

Taking the Examination at a Testing Center

Your examination will be given by computer at a Pearson Vue Test Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Test Center 30 minutes before your scheduled testing time. Follow the directions in the email confirmation. If you arrive more than 30 minutes after the scheduled testing time, you will not be admitted.

Identification

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name (your name on your ID must match the name you submitted on your examination application in ROC-P), signature and photograph. The ID must not be expired. No form of temporary identification will be accepted. You will also be required to provide a digital signature, a scan of palm veins and a photograph at the testing center.

- Examples of valid primary forms of identification are driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

Security

Pearson Vue administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room. Digital calculators may be provided at certain test sites.
- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided with a locker to store your belongings. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the locker.

- watches
- hats
- wallets
- keys
- oversized coats, jackets, or hoodies

Once you have placed everything into the locker, you will be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the locker, you will need to store them in your vehicle or forfeit your appointment. The site will not store any personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phone, alarm) in the testing room after the examination is started, the administration will be forfeited.

Examination Restrictions

- Candidates are provided with digital scratch pad for use in the testing room. Digital scratch pads must be erased before leaving the room for any reason i.e. for breaks, to use the bathroom, etc.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.

Misconduct

If you engage in any of the following conduct during the examination, you may be dismissed, your scores will not be reported, and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

Confidentiality

Information about candidates for testing and their examination results is considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

Copyrighted Examination Information

All examination questions are the copyrighted property of ACHI. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Any suspected violations will be reviewed by the Judiciary Committee, and consequences will be applied in accordance with the ACHI Disciplinary Policy.

Computer Login

After being checked in, the proctor will escort you to your seat. Your name will appear on the computer and will remain on the screen while you are testing.

Tutorial

Prior to attempting the examination, you will be provided a Tutorial. The time you use for this practice examination is not counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the Tutorial and begin the timed examination.

Timed Examination

Following the tutorial, you will begin the timed examination. The tutorial will be available via a “Help” link throughout the examination. The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed.

All items on the ACHI examinations are multiple-choice and have equal weight for scoring, excluding the non-scored items used for pretesting purposes. Pretesting is accomplished by interspersing new untested items throughout the examination. These items are not scored as part of the candidate’s credential examination, and they do not affect an individual’s pass/fail status. Pretesting is used to collect

meaningful statistics about new items that may appear as scored items on future examinations.

The Laboratory Director Examination has 200 scored items. You will be given six and half hours to complete the examination (Section 1: 3 hours; Section 2: 2 hours) There will be a scheduled break of 1 hour between the sections that will not be counted towards the examination time.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by typing A, B, C, or D or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon. When the examination is completed, the number of examination questions answered is reported. If all questions have not been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Following the Examination

After completing the examination, you may be asked to complete a short evaluation of your examination experience. Scores are provided in electronic format in your account with Pearson Vue; scores are not reported over the telephone. To retrieve your official pass/fail status letter, log into Pearson VUE following the examination.

Final results and score reports may take up to three months to be released following the examination date.

- Pass/Fail Score Determination
    - The methodology used to set the minimum passing score is the Angoff Method; this is a criterion reference process in which expert judges estimate the passing probability of each question on the examination. These judgments are averaged to determine the minimum passing score (i.e. the number of correctly answered questions required to pass the examination), to ensure that those who pass the examination have demonstrated a sufficient level of knowledge of histocompatibility to warrant certification. Statistical equating procedures are used to ensure that each examination form that is developed will be of consistent level of difficulty, based on the average difficulty of the questions being scored.

- Scores Cancelled by ACHI or DRC
    - ACHI and DRC are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. ACHI and DRC reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

- If You Pass the Examination
    - When you pass the Laboratory Director Examination for the first time, you will be awarded the Associate S(ACHI) credential. You will receive a certificate acknowledging your achievement.

- If You Do Not Pass the Examination
    - If unsuccessful, you will be given the opportunity to apply for an examination in a future exam cycle. Candidates may not take the examination more than once within a single testing window. To reapply, you will need to submit a "retake" application at the ROC-P site (https://achi.roc-p.com/). Additional documentation of your education and experience will not be required unless later requested.

Additional Information for Director Examination Scoring
Because the Laboratory Director Examination has 2 sections and pre-equated questions are not used on the examination, instant scoring is not possible. You will be provided with a provisional score report, and the pass/fail score report will be made available on the Pearson VUE website.

Contact ACHI Headquarters

For any inquiries related to the examination, including application requirements, submission procedures, registration details, or supporting documentation, please reach out to us using the contact information provided below. We are committed to supporting candidates throughout the application and registration process.

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