

## Advanced Mohs Technician Training Program Enrollment Form

- Submit enrollment form to ASMH Office with payment (see bottom of form)
- ASMH will contact potential trainers to verify availability
- Available trainer will be given your contact information to set up training schedule
- Trainer will contact the trainee to schedule training
- Training dates and times must be agreed upon by both trainee and trainer, and authorized by both employers
- Training will take place at trainee's office/facility over a two-day period of time
- Trainee's practice is responsible for trainer's travel & lodging costs incurred during training
- ***Please remember this training is designated to assist current Mohs Techs with improving their skills, and is not intended as training for new techs***

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office phone: \_\_\_\_\_ Office fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mohs Surgeon: \_\_\_\_\_

Surgeon is a member of the American College of Mohs Surgery  Yes  No

Please contact the following individual to set up the training: \_\_\_\_\_

### Trainee Information:

<u>Trainee Name</u>	<u>Email</u>	<u># Years as a Mohs Tech</u>	<u>ASMH Member</u>	
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Current issues/problem areas: \_\_\_\_\_

### Training Information:

Proposed training dates: \_\_\_\_\_ Proposed trainers (*in order of preference*): \_\_\_\_\_

First choice: \_\_\_\_\_

Second choice: \_\_\_\_\_

- \$1,000** – ASMH Member price (per trainee)
- \$1,250** – ASMH Non-Member price (per trainee and will include ASMH membership through the end of the current year for techs working for ACMS member surgeons)

*A \$50 discount per trainee will be applied to training sessions involving two or more trainees.  
A \$75 cancellation fee will be charged if training is scheduled and cancelled with less than two weeks notice.*

**Check or money order enclosed** (*please make checks payable to ASMH*)

**MasterCard**  **Visa**  **American Express**  **Discover**

Card number

Exp. Date (MMYY)

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Name of Cardholder: \_\_\_\_\_

## Description and Guidelines for Mohs Technician Training

The Mohs Technician Training Program is designed to provide improved slide preparation training to Mohs technicians whose employers recommend and approve such training. This training is not an official Histotech Certification program, nor is it intended to substitute training for techs with no experience. The Mohs Technician Training Program is designed to further enhance the performance and quality of work to established Mohs technicians with at least six months of experience in Mohs histological technique.

Once a training session is requested, the trainer will contact the trainee by phone or email to learn the trainee's educational background, level of experience and what specific goals the trainee or his/her employer has for the training session. The training session will be tailored to meet the goals of the trainee.

Training sessions will occur over a two-day period of time and will take place at the trainee's facility. This training should be done without interfering with the efficiency of the trainee or have impact on the productivity within the practice.

Much of the training session is hands-on for the trainee with direct guidance by the trainer. Fresh tissue may be derived from the cases of that day or the previous day or, if available, using discarded tissue from reconstructive surgical procedures performed throughout the day.

There may also be a need for a didactic session discussing strategies for achieving good sections with challenging tissue, review of time utilization for improved efficiency, review of multitasking that occurs during the normal day, and to provide pearls that may assist the trainee in becoming a better technician.

It is helpful to have a wrap-up session prior to the trainer departing. During this time, the accomplishments can be reviewed, the salient teaching points can be reiterated, and last-minute questions can be answered.

Evaluations will be sent to the trainer for the training session. These evaluations are to be completed at the conclusion of training and returned to the ASMH office at that time. Evaluations include a trainee evaluation of the program, a trainer evaluation of the trainee, and evaluations necessary for credit of CEU contact hours provided by the National Society for Histotechnology.

Upon receiving all correctly completed evaluations at the ASMH office, the trainee will be provided with a certificate of completion for the training. NSH members will receive CEU certificates for their training at the end of the calendar year. Non-members of NSH must request a copy of their records from NSH directly by contacting their office at (443) 535-4060 or [histo@nsh.org](mailto:histo@nsh.org). Twelve CEU contact hours will be given for the two-day training.

Thank you for your willingness to participate in this very important training. If you have any questions, please feel free to contact the ASMH office at (414) 918-9813 or [info@mohstech.org](mailto:info@mohstech.org).