

October 2018



Dear Attendee:

Welcome to the 2018 Northwest Medical Laboratory Symposium. At this meeting we are using the ASCLS online CE Organizer program. You will use this online program to generate your P.A.C.E.® certificate for the meeting. We will not be passing attendance rosters at each session. You will not have a P.A.C.E.® certificate to be validated at the end of the meeting.

### **Evaluations are now done online**

The link is available at <http://www.asclswa.org/NWMLSEvaluations.html>. This link is also on the NWMLS program page. Once you complete the answers to the questions, a **unique session code** will show up at the bottom of the document. There is also a link in each session's resources in the EventsXD app. It is not necessary to complete the comments section; this is optional, but your comments are appreciated. **The evaluation link will only be available until November 9, 2018**, so please complete this task early and write down your session code.

**Write down the session code.** There is a space on your registration form for this number. You will need this number to get credit for attending the session.

### **CE Organizer**

When you get home, go to the ASCLS webpage and follow the instructions below:

1. Go to [www.ascls.org](http://www.ascls.org). Right under the search button on the top left, click on CE Organizer. This will bring you to the log in screen.
2. ASCLS members will Log In using the same username and password used to enter the ASCLS website.
3. If you are not an ASCLS member and not already registered, click the "**Register Here**" link above the colored boxes to create a username and password. If you have previously registered, use your username and password to enter the site.
4. On the page that comes up, click "**Claim Credit**". Click on the tab that says "ASCLS State and Regional Events".
5. In the list of ASCLS P.A.C.E.® approved events, under Regional Events, scroll down to ASCLS-Oregon and click on "**View Region**" on the right. The sessions will show up.
6. On that screen, check the boxes of the sessions you attended, scroll to the bottom, and click "**Next**" at the bottom of the page.
7. On the following screen enter the unique session code for each session and click "**Next.**"
8. On the final screen you can print and/or save your certificate.

**Note that the process of getting a certificate is free for all individuals** whether ASCLS members or Non-ASCLS members. Please note that these sessions will be active only until **December 1, 2018**, so please obtain your certificate by that time.

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