



October 2017

Dear Attendee:

Welcome to the **2017 Northwest Medical Lab 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.

At the end of the session, the moderator will announce a **unique session code** for that particular session. **Record 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. When you get home, go to the ASCLS webpage at www.ascls.org and follow the instructions below:

1. Go to www.ascls.org. In the black nav bar on the top, 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. If you do not have a username and password, follow the instructions to register. If you are not an ASCLS member and not already registered, click the "Register Here" link to create a username and password.
3. Click on Certificates found in the blue navigation bar.
4. In the list of ASCLS P.A.C.E.® approved events, under Regional Events, scroll down to **ASCLS-Washington** and click on **P.A.C.E.® Certificate** on the right. The sessions will show up.
5. On that screen, check the box of the session you attended and click "Next" at the bottom of the page.
6. On the following screen enter the unique session code for each session and click "Next."
7. 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. If you are not already registered with a username (email address) and password, you will need to register first. Please note that these sessions will be active only until February 1, 2018, so please obtain your certificate by that time.

Because CE Organizer is new for some of you, the instructions were listed above. I think that after you have used the program once or twice, you will be quite comfortable with it. If you do have problems, questions or comments, please email me.

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