

November 2022



Dear Attendee:

Welcome to the **2022 Washington Clinical Laboratory Conference**. 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.

**Write down the session code you are given at the end of the conference.** You will need this number to get credit for attending the session. You must attend the entire conference to obtain credit for this meeting.

## CE Organizer

When you are ready to claim your documentation, 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-Washington** 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. For each session you will need to complete an evaluation before you can add the session to your certificate.
9. 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 31, 2022**, so please obtain your certificate by that time.

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