

November 2018



Dear Attendee:

Welcome to the **Washington Clinical Laboratory Conference: Trends and Strategies for 2019**. 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.

Evaluations are done online

The link to the evaluation form is available at

<https://form.jotform.com/BrenKoch/washington-clinicallaboratory-confe>

You can also access the link directly from the www.asclswa.org main page. Once you complete the answers to the questions, a **unique session code** will show up at the bottom of the document. 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 December 1, 2018**, so please complete this task early. **Write down the session code**. 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. 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. 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 **January 1, 2019**, so please obtain your certificate by that time.

Brenda Kochis
ASCLS-WA P.A.C.E.® Administrator
E-mail: BrenKoch@comcast.net