



February 25, 2019

Dear CLEC Meeting Attendee:

Welcome to the 2019 Clinical Laboratory Educators Conference. At this meeting we will use the **online ASCLS CE Organizer** program to document your attendance. Both ASCLS members and non-members can prepare a certificate with CE Organizer.

At the end of each session, the moderator will announce a **unique session code** for that session. **Record the session code number.** There is a space on the session grid you picked up at the registration desk to record the session code for each time slot. You will need this number to get credit for attending the session.

Here is a brief summary describing how to use the ASCLS CE Organizer:

1. Go to <http://ceorganizer.ascls.org/>.
2. Select either the Member or Non-Member log-in box.
  - a. **ASCLS members** will log in using the same username and password used to enter the Members Section of the ASCLS website.
  - b. **If you are not an ASCLS member**, and do not have an account in CE Organizer already, click the "Register Here" link to create a username and password.
3. **Once logged in, click on Claim Certificates.**
4. In the list of ASCLS National Events, click on "**2019 Clinical Laboratory Educators Conference**".
5. On the next screen, check the boxes of every session you need to claim credit for and click "Next" at the bottom of the page. If you cannot see the checkboxes, you may need to use the scroll bar at the bottom of the page.
6. On the following screen enter the unique session code for each session and click "Next". Once again, depending on your computer set-up, you may need to use the scroll bar.
7. Evaluate the sessions on the screen, then click "Complete Survey"
8. On the final screen you can download or print your certificate.

Enter your session codes and print your certificate **before March 31, 2019.** After that date the session codes will no longer be valid.

**CE Organizer data is automatically downloaded to the BOC Certification Maintenance Program (CMP) form for re-certification purposes for all ASCLS members if your correct certification number is listed in CE Organizer.**

If you do have questions or comments, please call or email me at 571-748-3776 or [andrea@ascls.org](mailto:andrea@ascls.org).

Andrea Hickey, MLS(ASCP)<sup>CM</sup>  
Director of Membership and P.A.C.E.