

**2010 Laboratory Accreditation Program Audioconference
04-21-10 LAP Audioconference – Laboratory Developed Tests
Noon–1 PM Central**

Instructions for Site Coordinator

Before the audioconference:

1. **Make a copy** of the Speaker Biography, Session Materials, and Faculty Handout documents for each participant.
2. In addition to the above copies, **download an electronic version** of the presentation. This version includes color and graphics that are difficult to view in the handouts and should ideally be displayed for all participants to see during the audioconference.
http://www.cap.org/apps/docs/hints/lapaudioac_042110.html

On the day of the audioconference:

1. **Distribute copies** of the handout packet before the start of the conference call.
2. **Display the presentation** you downloaded before the audioconference.
3. **Dial in** to the audioconference call using the dial-in number, passcode, and personal identification number provided in the reminder e-mail.
4. **Enter** the total number of participants attending the audioconference.

Notes:

- Do not use a cellular phone.
- If possible, forward your telephone or voicemail to another extension and silence the ringer to avoid interruptions.
- Place your telephone line in a “listen only” mode during the audioconference, except when your site is asking questions during the Q&A session.
- If you are disconnected during the call, redial the same number to reconnect.

After the audioconference:

1. Approximately 1-2 days after the audioconference, you will receive an e-mail from the CAP with instructions on how to confirm enrollment, and self-claim your CME/CE credit(s)/hour(s).
2. Ensure that everyone participating in the audioconference has **established an individual CAP Web account** (a one time process). Those individuals who do not already have a CAP Web account should go to www.cap.org and select *Create an Account*. They will receive their account information within 24 hours.
3. **Forward the e-mail to everyone** at your site who participated in the audioconference. All participants must confirm their enrollment within **four weeks** of the audioconference broadcast date.
4. Post-session materials will be available approximately six months following the live broadcast at www.cap.org in the Virtual Library of Past Audioconference Events. There are no CME/CE credits available for post materials.

If you have any questions, please contact CAP Education at 800-323-4040, extension 7525 or via e-mail to education@cap.org.





Important Information - Instructions for Site Coordinators and Participants

POST-CONFERENCE INFORMATION

Important Note: All participants must log onto the CAP Web site using their individual User ID and Password. If you do not have a CAP Web Account, go to www.cap.org and select *Create an Account*. You will receive your account information within 24 hour.

All participants must confirm enrollment within four weeks of the call to document participation on your CAP Training Transcript and self-claim.



PROCESS OVERVIEW

Site coordinators will receive an e-mail notification approximately **1-2 days** after the conference with instructions on how to confirm participation and self-claim for CME/CE Credit(s)/Hour(s).

Site coordinators will need to forward the link to all other participants at your organization so that they may confirm their participation and self-claim their CME/CE credit(s)/hour(s). After confirming their enrollment participants will be able to print their CME/CE certificate from their Completed Activities view in their Training Schedule or from the Training Transcript at any time.

UPDATE ATTENDANCE AND CLAIM CREDITS EARNED FOR AN ACTIVITY

If you participated in the conference:

1. Click on the link in the email.
2. Follow the prompt to log into the education system if necessary.
3. Click the **Register** button and then click the **Start** button.
4. Complete the conference evaluation and click the **Submit Evaluation** button.
5. You will then go to the *Learning Activity Progress Detail* page, click on the **OK** button.
6. You will then go to the *Training Schedule* where you can claim your credit.
7. From the *Training Schedule* select the *Completed Registration* view.
8. Locate the conference title.
9. Click the self-claim icon  next to the conference title.
10. Select the credit type and the amount of credit you earned from the drop down lists on the page.
11. Click the **OK** button.
12. You will then return to *Training Schedule*. Locate the conference and click on the conference title. You will then go to the *Activity Details* page.
13. Click on the certificate icon  to view and print your certificate.

If you served as site coordinator but did not participate in the conference:

- **Take no action**

FLORIDA DEPARTMENT OF HEALTH LICENSEE ONLY

- In order for your CE information to be reported to the Florida CE Broker system, please ensure that you have provided your professional license number within your personal account on the CAP Web site.
- If the CAP does not have your professional license number documented, your CE credits can not be reported to the CE Broker system.

QUESTIONS

If you have any questions regarding logging into www.cap.org please contact customer service at 800-323-4040 and select option number 1. If you have questions regarding the e-mail for confirming enrollment, please see your site coordinator.

Disclosure Statement

Laboratory Accreditation Program Audioconference
Laboratory Developed Tests – April 21, 2010



All speakers/planners of a CAP educational activity must disclose to the program audience any financial interest or relationship with the manufacturer(s) of any commercial product(s) that may be discussed in the educational activity or with the manufacturer of a product that is directly competitive with a product discussed in the presentation. Relevant financial relationships are considered to be any financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

The College of American Pathologists does not view the existence of these interests or uses as implying bias or decreasing the value to participants. The CAP, along with the Accreditation Council for Continuing Medical Education (ACCME), feels that this disclosure is important for the participants to form their own judgment about each presentation. Below you will find the financial disclosure relationships for anyone who was able to affect content of this educational activity.

The CAP does identify and manage all potential conflicts of interest to ensure that all educational activities promote improvements or quality in healthcare and are free of commercial bias for or against a product/service.

The following speaker/planners have the following financial relationships to disclose:

Christine C. Ginocchio, PhD, MT(ASCP) – BioMerieux/ Research Grants; Speaker's Bureau/
Research funding, Honorarium;
Genprobe/Research Grants, Speaker's Bureau,
SAB Member/Consulting Fee, Honorarium

The following speaker/planners have no financial relationships to disclose:

C. Bruce Alexander, MD, FCAP	Rawhi A. Omar, MD, PhD, FCAP
Paul Bachner, MD, FCAP	Stephen J. Sarewitz, MD, FCAP
Richard W. Brown, MD, FCAP	Richard M. Scanlan, MD, FCAP
Erica J. Behnke, PhD, HCLD(ABB)	Cordelia E. Sever, MD, FCAP
William J. Castellani, MD, FCAP	Francis E. Sharkey, MD, FCAP
Jeffrey L. Christal, MD	Rodney Stewart, MBA, MT(ASCP)
Earle S. Collum, MD, FCAP	Eleanore Wojewoda, MS, MT(ASCP)
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Carolyn Gandy, MT(ASCP)	Bruce C. Zangwill, MD, FCAP
Gregory A. Gagnon, MD, FCAP	
Randall T. Hayden, MD, FCAP	

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The following Commercial Support has been received for this activity: None



Education by the Experts

Knowledge

