


New for 2010

CME/CE Instructions on RF Submission/Credit AUCD, NP, FR, PIP, PAP, NGC, and FNAG Surveys

Beginning with 2010, **CME/CE credit will only be available online via www.cap.org**. You have 180 days from the date the result form is submitted/received to claim your CME/CE credit. Please see the “Submit Your Results” and “Claim Your CME/CE Credit” sections for further instructions.


Submit Your Results

To submit results online:

1. Your site administrator must establish a web account via www.cap.org and opt in your laboratory.
2. You must establish a **personal** web account and log in with your user ID and password.
3. You must request access from your site administrator by clicking “Administration Options” under the e-LAB Solutions™ heading. Click on “Request Access” under the “Get Connected” heading, enter your CAP #, and click “Submit.”
4. Once you have been granted access, you will receive an email detailing your access privileges.
5. **(For FNAG, NGC, PAP)**
Confirm with your site administrator that he/she has done the following:
 - Checked the “Enter Data” box.
 - Checked the profession box for Pathologist/MD or Cytotechnologist/Other.
6. Under e-LAB Solutions™, select “Proficiency Testing,” select your laboratory (if you are associated with more than one lab), and click “Result Forms.”
7. Click on “Go to Individual Security View.”
8. Choose the kit that matches the kit number on your result form and click the “View” link under the “Details” column.
9. Enter, save, and approve your results. If you are unable to enter data, contact your site administrator to confirm that the “Enter Data” box is checked.
10. Click on the  button on the “Result Form Details” page.




If you submitted results via fax:

Note: *Faxed result forms are processed within two business days; CME/CE credit may be claimed after this time.*




1. Establish a **personal** web account and log in with your user ID and password.
2. Click on the “Education Programs” tab.
3. Under “AP Education CME/CE Credit,” click on the  button.
4. Enter your Kit ID # and CAP #.

Claim Your CME/CE Credit

Claim credit immediately after submitting results online:

1. Once you have submitted your results and clicked on the  button, locate your CME/CE activity on your Training Schedule.
2. Click on the  Credit Type and Hours icon.
3. Select your Credit Type and Actual Credit Hours from the drop down lists and click “OK.”
4. Click on the activity name on the Training Schedule.
5. Click on the  certificate icon to view and print your CME/CE certificate.

Claim credit later or after faxing results:

1. Log into www.cap.org.
2. Go to the Education Programs page.
3. Under “AP Education CME/CE Credit,” click on the  button.
4. Enter your kit and cap number and press Validate Kit/CAP #s button.
5. Once validated press “Proceed to Claim Credit” button.
6. Locate your CME/CE activity on your Training Schedule.
7. Click on the  Credit Type and Hours icon.
8. Select your Credit Type and Actual Credit Hours from the drop down lists and click “OK.”
9. Click on the activity name on the Training Schedule.
10. Click on the  certificate icon to view and print your CME/CE certificate.