




Effective October 17, 2011

CME/CE and SAM Instructions for RF Submission/Credit AUCD, FNAG, FR, NGC, NP, PAP, and PIP Programs

CME/CE credit will only be available online via www.cap.org. After submitting your results, you have six months to claim credit.

Submitting Results

To submit results online: (optional)

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. *To ensure that you are authorized to claim credit, do not delegate this task to others.*
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 # 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  **Claim CME/CE Credit** 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. You may only claim credit for the kit in which you completed the results.



1. Establish a **personal** web account and log in with your user ID and password.
2. Under Personalized Options, click on the **Claim AP Education CME/CE Credit** link.
3. Enter your Kit ID # and CAP # and click on the **Assign Kit # to my User ID** button.
4. Once validated, click on the **Proceed to Claim Credit** button.

Claiming CME/CE and SAM Credit*


To claim credit after submitting results online:

1. Once you have submitted your results and clicked on the  **Claim CME/CE Credit** button, you will see the Activities Details page. (For AUCD, FR, NP participants, see **To Claim Post Test Credit** below.)*
2. Click on the  **Certificate** icon.
3. On the Claim CME and CE Credits page, select your Credit Type and Actual Credit Hours from the drop-down lists and click **OK**.
4. Click on the **View Certificate** button to view and print your certificate.

To claim credit later or after faxing results:

1. Log into www.cap.org.
2. Under Personalized Options, click on the **Claim AP Education CME/CE Credit** link.
3. Enter your Kit ID # and CAP # and click on the **Assign Kit # to my User ID** button.
 *Note: Kit numbers can only be used once.*
4. Once validated, click the **Proceed to Claim Credit** button and you will see the Activities Details page. (For AUCD, FR, NP participants, see **To Claim Post Test Credit** below.)*
5. Click on the  **Certificate** icon
6. Once you complete the post test on the Claim CME and CE Credits page, select your Credit Type and Actual Credit Hours from the drop-down lists and click **OK**.
7. Click on the **View Certificate** button to view and print your certificate.

*To Claim Post Test Credit (AUCD, FR, NP participants only)

1. Once the Activities Details page displays, select the **Start** button to begin the post test. **All participants are required to take the post test.**
 - You will also receive a registration email for the post test. If you want to return to the post test later, you can select the URL link in the email notification and login using your user ID and password.
2. Once you complete the post test, click on the  **Certificate** icon.
3. On the Claim CME and CE Credits page, select your Credit Type and Actual Credit Hours from the drop-down lists and click **OK**.
4. Click on the **View Certificate** button to view and print your certificate.