



American Society for Clinical Laboratory Science
Voice, Value, Vision

Now available for state societies and regional meetings...

ASCLS CE ORGANIZER

- ✓ No more attendance rosters to pass out at your meetings
- ✓ No more standing in line to have a certificate validated
- ✓ Save the expense of paper and photocopying rosters & certificates

What is the ASCLS CE Organizer?

- ✓ Custom online software to allow meeting attendees to generate a post-meeting P.A.C.E.[®] certificate
- ✓ ASCLS began using the CE Organizer in 2008 for CLEC, Legislative Symposium, Annual Meeting, Learning Scope, FOCUS articles and more...
- ✓ Located at the ASCLS webpage, <http://ceorganizer.ascls.org>
- ✓ Transcript service is also available to users (see CE Organizer website for details)

How can your state society or regional meeting use CE Organizer?

1. Register with the ASCLS P.A.C.E.[®] Coordinator, Sherry Miner – sherrym@ascls.org or 301-657-2768.
2. Pay a \$75 annual fee (per calendar year) in addition to the regular P.A.C.E.[®] fee.
3. Once registered, the society P.A.C.E.[®] coordinator sends an image (gif, jpg, tif) of their signature to the national P.A.C.E.[®] office (will be secured).
4. The society coordinator will be given instructions along with a username and password permitting access to the administrative side of CE Organizer.
5. The society coordinator then inputs the necessary information for each session of the meeting including a unique session code for each session.*
6. Upon completion of each educational session at your meeting, the session moderator will provide a unique session code that each attendee will need while using CE Organizer to prove his/her attendance at each session.
7. Once all attendees have generated their certificates of attendance, the society coordinator is able to download rosters for each session.
8. CE Organizer may also be used throughout the year for all society educational activities.
9. If you have problems or questions with CE Organizer you may contact Sherry Monday-Friday during normal business hours.

*Entering information for a state meeting should begin no later than 1 month prior to the meeting.