November 16, 2016

**P.A.C.E.®**

ASCLS

Dear Meeting Attendee:

Welcome to the **ASCLS 2016 Region III Triennial Meeting** 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 <u>unique session code</u> for that particular session. **Record the session code number**. You will need this number to get credit for attending the session. We have provided a place to record this number on your room assignment sheet.

If you do have questions or comments, about CE Organizer, contact ASCLS at 571-748-3770 or ascls@ascls.org.

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 Certificates.
4. In the list of <u>Regional Events</u>, find <u>ASCLS-Georgia</u> and click on the **P.A.C.E. Certificate** link
5. On the next screen, check the boxes of <u>every</u> session you attended 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. On the final screen you can print and save your certificate.
8. Enter your session codes and print your certificate **January 18, 2017.** After that date the session codes will no longer be valid.

*Florida Attendees* – *if you wish to receive credits for your Florida License, please contact Andrea Hickey at andreah@ascls.org*

**CE Organizer data is automatically transferred to the BOC Certification Maintenance Program (CMP) form for re-certification purposes for all ASCLS members if your correct ASCP customer ID number is listed in CE Organizer. This does not apply to manually entered transcripts; only certificates generated using session codes provided will be sent to the BOC.**

You may self-enter other non-P.A.C.E. ® continuing education into your transcript as well. Note that because the transcripts may contain self-entered data, ASCLS cannot attest to its validity. You will still need your original certificates for re-certification or license renewal. The transcript service is free for all ASCLS members; there is an annual fee for non-members.

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