



When a laboratory is enrolled with API for proficiency testing, Physicians, Medical Laboratory Scientists, and Technicians can earn up to 18 free CME or CMLE credits per year through an arrangement between API and the American Society for Clinical Pathology ([ASCP](#)). There is no limit on how many people at each laboratory can use this feature. Each staff member can be signed up for a personal account to earn their own credits.

Multiple credits are offered each year in Chemistry, Immunology, Microbiology, and Hematology. Credits are occasionally offered in Blood Banking, Coagulation, Microscopy, and Laboratory Management. Each educational exercise is available for 12 months.

Notes about Electronic CE Credit Transfers:

- The American Society for Clinical Pathology (ASCP) is the accredited provider of these continuing education exercises. ASCP CMLE credit hours meet the continuing education requirements of the ASCP Board of Certification (BOC) Credential Maintenance Program (CMP).
- ASCP CMLE credit hours are approved for use by California, Florida, Louisiana, and other states requiring continuing education.
- To receive credit electronically on your ASCP transcript and/or in Florida's CE Broker system, your CE account with API and your accounts with those organizations **need to be matched by computer. All electronic transfers are done through ASCP and require an ASCP customer account (available at no charge), even if you are not ASCP certified.**
- Florida CE credit transfers also require that you submit a copy of your state license to ASCP so your hours can be credited to the proper license number.
- Credits will be sent to CE Broker for Florida licensure once the necessary information is provided to ASCP. Courses are reported under general discipline headings and do not fulfill Florida requirements for specific topics such as HIV/AIDS, medical errors, or state laws. Search CE Broker for approved courses on these topics.
- Phlebotomists may use these courses for ASCP and California requirements, but not for the state of Florida.
- Nurses and other health professionals should check with their credentialing agency about whether ASCP credits are applicable to their requirements.
- **Credits are transmitted to ASCP electronically two times per month.** If you need to meet a deadline to renew your license and you do not see your CE credits on the ASCP website, contact ASCP for assistance with manually uploading your credits. API cannot transmit credits to ASCP upon request.
- These instructions may not cover all issues and/or questions that you may encounter. If you have any questions about **Continuing Education** accounts, please contact Customer Service at CustomerService@api-pt.com.



How to Enroll in a Free Continuing Education (CE) Account:

*** Some screenshots may not show the changes from the recent website update. The instructions are still accurate.***

1. Log in to Paperless Proficiency Testing.
 - a. This shows that your site is currently enrolled in proficiency testing with API, which is what allows access to enroll yourself and other staff in **Continuing Education** accounts.

LOGIN

Log in below to access Paperless Proficiency Testing (PPT) and Competency Assessment. This provides access to all locked PPT and Competency Assessment features.

Note: User ID and Password are case sensitive.

Paperless Proficiency Testing Continuing Education

User ID: 70067

Password: [REDACTED]

Log in to Paperless Proficiency Testing

[Lost your password?](#)

2. Under **Continuing Education**, click **Enroll**.
3. On the **Enroll in Continuing Education** page, complete all applicable fields with the requested information.

ENROLL IN CONTINUING EDUCATION

Laboratories ordering proficiency testing with API are eligible to enroll an unlimited number of staff for free CE accounts. Through a partnership between API and the American Society for Clinical Pathology (ASCP), physicians and laboratory staff can earn up to 18 CME/CMLE credits per year. These ASCP credits can be used to meet most certification requirements.

Desired User ID (4-9 characters) [REDACTED]

Email Address [REDACTED]

Confirm Email Address [REDACTED]

Type of Credit CMLE (Medical Laboratory Scientist/Technicians) ▼

First Name [REDACTED]

Middle Name [REDACTED]

Last Name [REDACTED]

Suffix (Sr., Jr., etc.) [REDACTED]

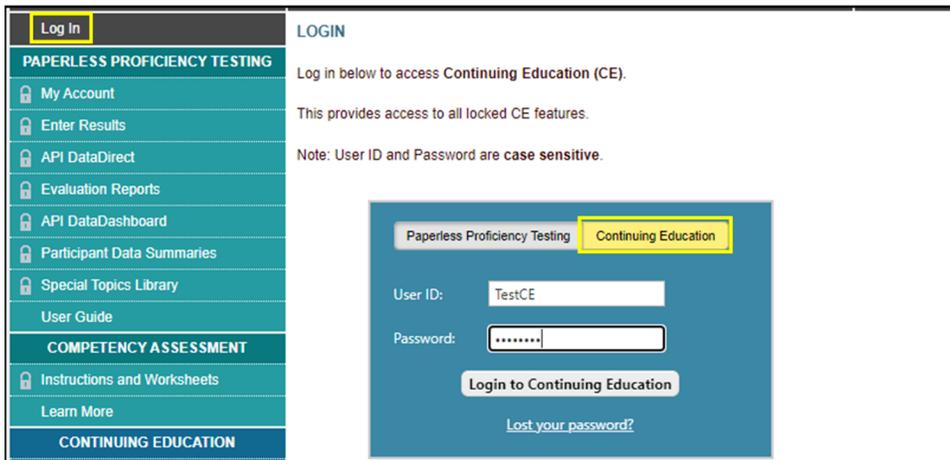
Enroll

- a. API **does not recommend** entering your Paperless Proficiency Testing User ID as your Continuing Education Desired User ID. You will have access to the CE

- account indefinitely, even if you are no longer with your current organization. You may wish to use a personal email address when creating your CE account.
- b. API **does not recommend** that a manager set up CE accounts for staff members using the manager’s own email address. Doing this means that the staff members cannot reset their own passwords.
 - i. We recommend that you ask your staff members to provide you with copies of their CE transcript or certificates for each CE credit if you wish to monitor their progress.
4. When you are finished entering your information, click the **Enroll** button.
 - a. The system will check to see if your Desired User ID is available.
 - i. If it is already taken by another user, you will see a message that says: **That User ID is already taken – please select another.**
 - ii. If your Desired User ID is available and enrollment is successful, you will see a message that says: **The enrollment is complete and an email has been sent to the designated person.**
 5. You may continue to enroll additional staff members, as needed.

How to Log in to a CE Account – Already Enrolled:

1. When the CE account is first created, you will receive an email with your User ID and a link to set up your password.
2. Check your email.
3. Follow the instructions in the email to set up your password.
4. After the password has been created, click **Log In** and select **Continuing Education**.
5. Enter your **CE User ID**.
6. Enter your **CE Password**.
 - a. *Turn the CAPS Lock key off. Use the Shift key for all capital letters.*



7. The first time you log in to your new CE account, you will land on the **My Account** page.
8. Read the paragraph on **Identifying Information**.
 - a. You must do one of the following to navigate away from this page:
 - i. Complete the **Identifying Information** section.

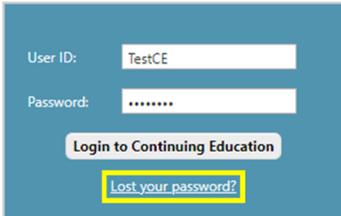
- ii. Check the box that says: **I decline to have my transcripts sent electronically to any organization.**

PAPERLESS PROFICIENCY TESTING	<p>ACCOUNT SETTINGS FOR American Proficiency Institute</p> <p>This is where you can change your registered name, email address, login name, password, and other identifying information.</p> <p>REGISTERED NAME</p> <p>FIRST: <input type="text" value="Jane"/> MIDDLE: <input type="text" value="A."/> LAST: <input type="text" value="Smith"/> MD, JR., ETC: <input type="text"/></p> <p>EMAIL ADDRESS - lscott@api-pt.com</p> <p>ENTER NEW EMAIL ADDRESS: <input type="text"/> VERIFY NEW EMAIL ADDRESS: <input type="text"/></p> <p>LOGIN NAME / PASSWORD</p> <p>ENTER NEW LOGIN NAME: <input type="text" value="TestCE"/> Change Password Here</p> <p>IDENTIFYING INFORMATION <input type="checkbox"/> I DECLINE TO HAVE MY TRANSCRIPTS SENT ELECTRONICALLY TO ANY ORGANIZATION</p> <p><small>IF YOU ARE CERTIFIED BY ASCP OR THE STATE OF FLORIDA, PLEASE FILL IN THE INFORMATION BELOW. ONLY A BIRTHDATE IS REQUIRED, HOWEVER AN ASCP CERTIFICATION NUMBER WILL HELP IN MATCHING YOUR ACCOUNT WITH ACSP'S DATABASE. CLICK "LEARN MORE" ON THE MENU TO SEE HOW THIS HELPS YOU.</small></p> <p>BIRTH DATE: <input type="text" value="January"/> <input type="text" value="1"/> <input type="text" value="1980"/></p> <p>ASCP BOARD OF CERTIFICATION (BOC) CERTIFICATION CATEGORY & NUMBER: <input type="text" value="MLT"/> <input type="text" value="01234567"/></p> <p>A NOTE ABOUT PROVIDING THE REQUESTED INFORMATION</p> <p style="text-align: center;">Update Settings</p>
CONTINUING EDUCATION	
Logout	
My Account	
Earn CE Credits	
Credits Awarded	
Educational Commentaries	
Learn More	
Enroll	
<p><small>🔒 indicates a password protected item</small></p> <p><small>©Copyright 2022 American Proficiency Institute All Rights Reserved</small></p>	

9. Once you have made your selection, click **Update Settings**.
10. You may now navigate away from the **My Account** page.

How to Reset the Password for a CE Account – Already Enrolled:

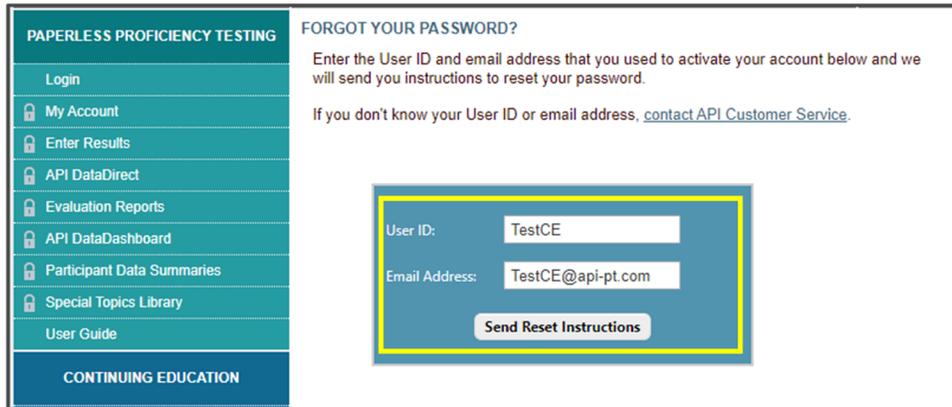
1. Click **Log In** and select **Continuing Education**.
2. Click **Lost Your Password?**

API DataDirect	
Evaluation Reports	
API DataDashboard	
Participant Data Summaries	
Special Topics Library	
User Guide	
CONTINUING EDUCATION	
Login	 <p>User ID: <input type="text" value="TestCE"/></p> <p>Password: <input type="password" value="....."/></p> <p>Login to Continuing Education</p> <p>Lost your password?</p>
My Account	<p>New CME/CML exercises provided through the American Society for Clinical Pathology (ASCP) are available shortly after the test event evaluations are ready.</p> <p>The User ID and Password are different for Paperless Proficiency Testing and Continuing Education. To login to your Paperless Proficiency Testing account, select the Login button under PAPERLESS PROFICIENCY TESTING section on the left.</p>
Earn CE Credits	
Credits Awarded	
Educational Commentaries	

3. Enter the **CE User ID** and the **Email Address** on file for the CE account.



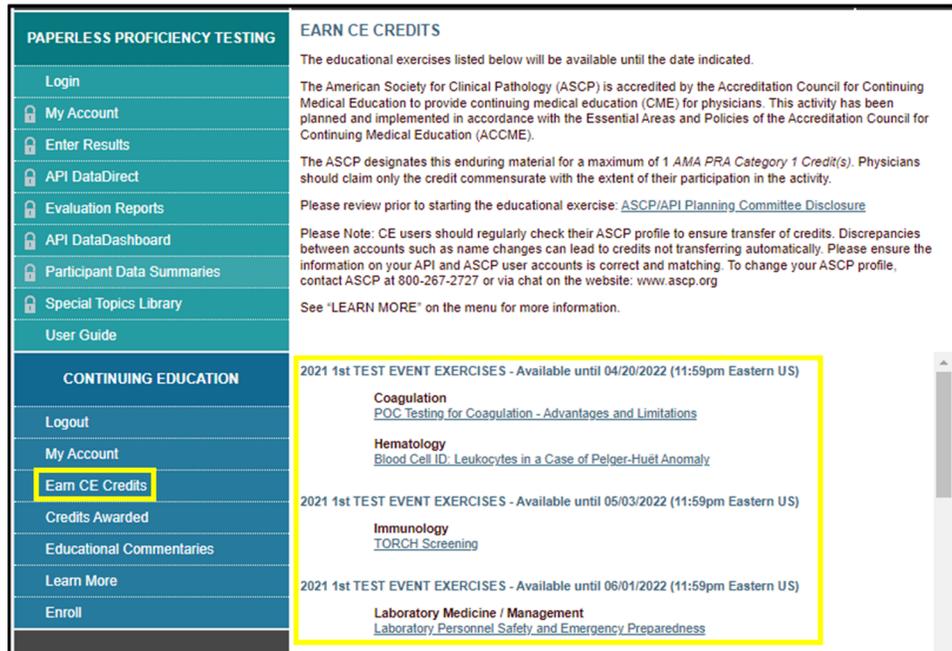
- a. If you no longer have access to the email address that is currently on file for your CE account, please contact Customer Service at CustomerService@api-pt.com with your account information. They can assist you in updating the email address.



4. Check your email.
5. Follow the instructions in the email to reset your password.
6. Once the password is reset, you may log in with the new password immediately.

How to Earn CE Credits:

1. Log in to **Continuing Education**.
2. Under **Continuing Education**, click **Earn CE Credits**.



3. All available exercises will be listed here. Each exercise is listed under its respective Test Event and Discipline.
4. Click on the name of the exercise you wish to complete.



5. **Step 1** provides a link to the learning outcomes and educational commentary related to the exercise.
 - a. The commentary is in a PDF format and should open when you follow your browser’s prompts.
6. **Step 2** instructs you to answer the multiple-choice questions shown on the screen below, as well as an option to print the questions.
 - a. If you print a copy of the questions, you will still need to submit the answers on the website to earn credit.
7. Once you have answered all questions, click **Submit for Credit**.
 - a. Any correct answers will be shown in **green text**.
 - b. Any incorrect answers will be shown in **red text**.

PAPERLESS PROFICIENCY TESTING

Coagulation Educational Exercise

POC Testing for Coagulation - Advantages and Limitations (Course# APICO21388211)
Credits: 1

STEP 1: Review the [learning outcomes and educational commentary](#) related to this exercise.

STEP 2: Answer the questions below (you can optionally [print](#) the questions):

d. Sensitivity and specificity

The ACT should be standardized against which of the following?

a. Heparin assay
 b. aPTT
 c. Thromboelastography
 d. There is no gold standard to standardize against

Viscoelastic testing evaluates which of the following?

a. Extrinsic pathway
 b. Intrinsic pathway
 c. Platelet function
 d. Entire coagulation status

Not all questions have been answered correctly, please review the learning outcomes and educational commentary and try again.

Submit for Credit

8. All answers must be correct for credit to be awarded.
9. When all answers are correct, you will see a message that says: **Congratulations, you answered each question correctly!**
10. Click **Continue**.

My Account

Earn CE Credits

Credits Awarded

Educational Commentaries

Learn More

Enroll

a. 2.0
 b. 2.5
 c. 3.0
 d. 1.5

To optimize a POC D-dimer the result should be used in conjunction with which of the following?

Congratulations, you answered each question correctly!

Continue



- You will be asked to participate in an optional survey to provide feedback on the exercise. To participate, click **Continue to Survey** and follow the instructions.

- If you do not want to participate in the survey, you may click any of the CE options (ex. **Earn CE Credits, Credits Awarded** etc.) to navigate away from this page.
- You may continue to take all available exercises that are listed on the **Earn CE Credits** page, as desired.

How to View Awarded Credits:

- Log in to **Continuing Education**.
- Under **Continuing Education**, click **Credits Awarded**.
- This page will show a table with all of the exercises you have completed.
 - If you wish to sort the list of exercises, you can do so by clicking a column heading. For example, if you click **Completed** one time, it will sort your exercises from oldest to newest. If you click it again, it will sort your exercises from newest to oldest.

Exercise	Course Number	Discipline	Credits Awarded	Completed	Test Event
POC Testing for Coagulation - Advantages and Limitations	APICO21388211	Coagulation	1 CMLE	04/11/2022	2021-1
Vancomycin Monitoring (2018)	APIC183882182	Chemistry	1 CMLE	10/28/2018	2018-2
Rapid Testing for Infectious Diseases: Antigen vs. Molecular (2018)	APIM183887183	Microbiology	1 CMLE	10/28/2018	2018-2
MALDI-TOF MS Implementation (2018)	APIM183887182	Microbiology	1 CMLE	10/28/2018	2018-2

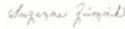
- To print a full list of your awarded credits, click the word **print** where it is shown in blue text and underlined in the sentence, “You can optionally [print](#) your awarded credits.”

How to Print a Certificate for an Awarded Credit:

- Log in to **Continuing Education**.
- Under **Continuing Education**, click **Credits Awarded**.
- Click on the **Exercise** name.
- Follow your internet browser’s prompts to open or save the certificate as a PDF.



5. Open the PDF certificate.
6. Print, as desired.

	American Proficiency Institute
CERTIFICATE OF PARTICIPATION	
<i>This certifies that</i>	
<i>American Proficiency Institute</i>	
<i>has participated in a continuing education exercise provided by American Society for Clinical Pathology in cooperation with the American Proficiency Institute.</i>	
Course Number:	APICO213888211
Description of Exercise:	POC Testing for Coagulation - Advantages and Limitations
Discipline:	Coagulation
Date Completed:	April 11, 2022
Credit Hours Awarded:	1 CMLE
 ACCREDITATION AND DESIGNATION	
<p>The American Society for Clinical Pathology is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The educational content of this activity has been planned and implemented in accordance with the Essential Areas and Policies of the ACCME. The American Society for Clinical Pathology designates this Enduring material for a maximum of 1 AMA PRA Category 1 Credit(s)[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.</p> <p>The American Society for Clinical Pathology also designates this educational activity for the hours stated on each exercise for continuing education for medical laboratory professionals. This continuing educational activity is accepted for general credits towards relicensure of clinical laboratory personnel in California, Florida, and most other states. ASCP credit hours are also acceptable to meet the continuing education requirements for the ASCP Board of Certification (BOC) Credential Maintenance Program (CMP).</p>	
<small>California Accrediting Agency Number 0010; Florida Provider Number JP0000051 ASCP, 33 West Monroe, Suite 1600, Chicago, IL 60603</small>	
 <small>Suzanne Ziemnik, M.Ed., VP, Continuing Professional Development</small>	