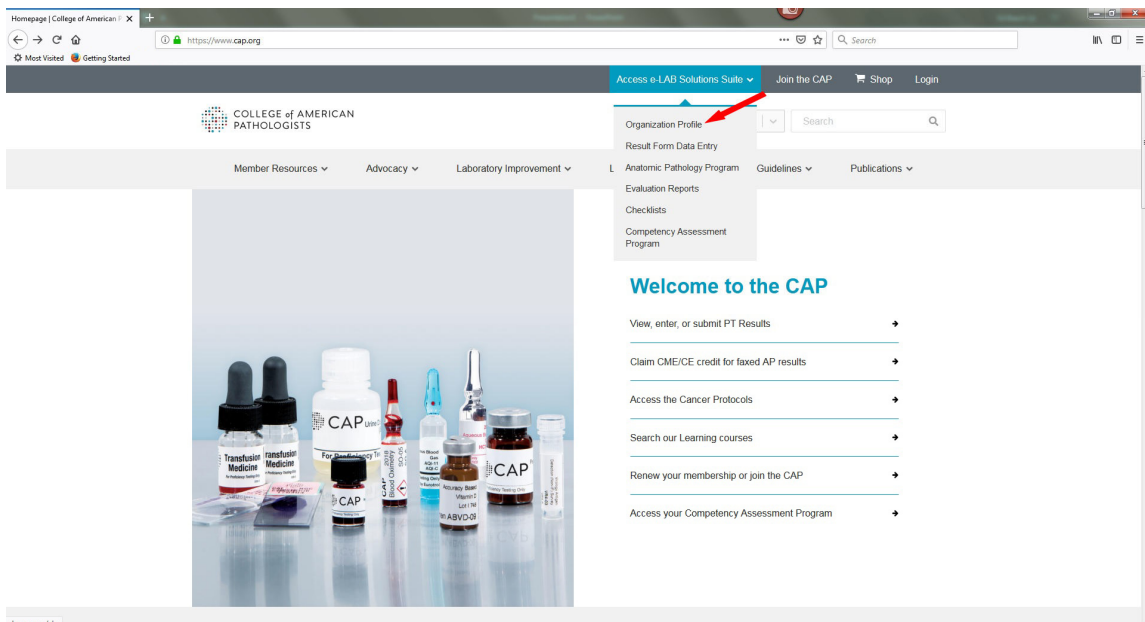




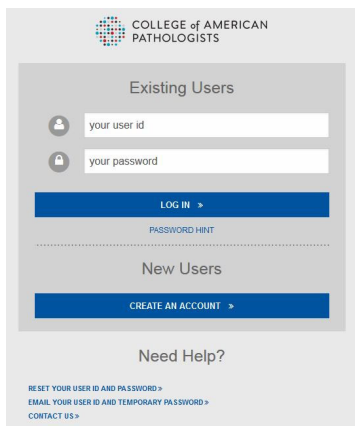
Organizational Profile: How to Print an Updated Testing Roster for the PAP Program

Go to [cap.org](https://www.cap.org).

In the upper right corner, click on the “Access e-LAB Solutions Suite” pull-down menu and click on the “Organization Profile” link:



In the new screen, you will need to use your CAP web user ID and password to log in. If you don't remember your CAP web user ID and/or password, you can use the links under the “Need Help?” header to get this information.




Once you are logged in, you will go directly to the Organization Profile page. In the new screen, move the mouse pointer to the “Roles/Personnel” section on the left. Under the Roles subheading, click on the “CAP Program Roles” listing.

Email accred@cap.org or call (800) 323-4040 (US); +001 (847) 832-7000 (International), for questions about the Organization Profile, Application/reapplication/maintenance processes.

Watch the Introduction and General Navigation Demo


Demographics	General Information	Relationships
Basic Details >>	General Questionnaire >>	Licensure and Certification >>
Addresses and Phones >>	FTEs and Annual Test Volumes >>	Inspection Unit >>
Account List >>	Information Systems >>	
Hours of Operation >>		
Travel and Lodging >>		
Security Access >>		


Roles/Personnel	Sections/Departments	Inspections
Staff List >>	Section/Department List >>	Terms of Accreditation >>
Roles	Cytology >>	
Organizational and Institutional Roles >>	Section Details	
CAP Program Roles >>	Section Activities	
Pathologists >>		
Section/Department Roles >>		
Personnel Evaluation Roster		
CLIA Roles >>		
Laboratory Testing Personnel >>		
Non-laboratory Testing Personnel >>		




The new screen displays contacts for all CAP programs in which your laboratory is enrolled. These may include the Laboratory Accreditation Program, Proficiency Testing, and PAP. You may export the complete list of pathologists and the complete list of cytotechnologists to Excel as a copy for your records using the 'Export to Excel' link on the screen.

Proficiency Testing Program

eLAB Solutions Connect Contact (0)  ADD

PAP Program Pathologists (0)  ADD

Name CAP Personal ID# ▾	Email	Phone	PTR #	Screeener Type	Actions
No Rows To Show					

PAP Program Cytotechnologists (5)  ADD

[Export to Excel](#) | People need to be added as PAP Pathologists/PAP Cytotechnologists for all laboratories that should receive their PAP program results.

Name CAP Personal ID# ▾	Email	Phone	PTR #	Actions
				Remove
				Remove
				Remove
				Remove
				Remove

PLEASE NOTE: A screen print of this information is for your records only; it does not include testing event, testing date, test module, number of slide sets, or the number of examinees. As such, it is ***not*** suitable documentation for your inspection. You will need a printed letter from the CAP for this purpose.*

Any changes you make to your roster in Organization Profile, such as adding or deleting proctors or examinees, you can request an updated enrollment verification letter to CAP. The CAP will send you this letter via mail or email. This letter is acceptable documentation for your next laboratory accreditation inspection.

* College of American Pathologists, Commission on Laboratory Accreditation: Cytopathology Checklist, CYP.00150: Educational Participation. August 21, 2020 edition: Northfield, Illinois, College of American Pathologists, 2020