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

Go to 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.
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.

**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, will generate an automated letter that same day with the updated details. The CAP will send you this letter via mail. This letter is acceptable documentation for your next laboratory accreditation inspection.