Important: Before You Begin

1. Proctors must pass an annual CAP Proctor Examination at least three weeks prior to the PAP PT testing event. Failure to pass the proctor test timely will result in non-shipment of the PAP PT test for the requested date. Proctor errors during the test session that result in unacceptable scores are not subject to appeal.

2. The Examinee Information Form (for new examinees or changes) must be submitted to the CAP at least three weeks in advance of the test session.

3. The Delete/Name Change Form must be submitted to the CAP at least three weeks in advance of the testing event.

4. Extra Tests are ordered only for first time test takers.

5. Retests are ordered only for test takers that have an unsatisfactory score after one or more tests.

Packet Contents

1. Proctor Examination(s): Each enclosed proctor examination is preprinted with the registered proctor’s name. Contact the CAP for proctor changes. Do not use the Examination Form. A valid email address must be submitted to the CAP for each proctor.

2. Laboratory Roster and Enrollment Verification: This roster lists all individuals with an employment relationship (affiliation) to your laboratory, including their Proficiency Testing Registration (PTR) number and screener type. It also restates your laboratory’s test session, the challenge module, and the number of examinees ordered. Only one unique result form is sent for each examinee ordered. Please verify with your laboratory director that the correct number of examinees is ordered. Changes to your order must be made at least three weeks prior to your test session.
   - To delete individuals, please follow the instructions on the roster.
   - To register/affiliate new individuals, use the Examinee Information Form.
   Note: New examinees must be added to the roster at least three weeks prior to the testing event. If new examinees are added during the testing event, there will be a delay in receiving the laboratory’s evaluations.

3. You may contact the CAP at any time during weekday business hours with questions concerning the procedures or the exam.

“Opting In”

Note: This process is mandatory to ensure the CAP has received all of the faxed result forms from your laboratory. If you do not complete the review procedure and CAP does not receive the faxed result forms on time, the examinees are subject to failure.
The laboratory director must opt in to e-LAB Solutions™ at least three weeks prior to the PAP PT examination and grant access to all proctors for PAP PT to view exam result receipt online. Information about opting in and a unique password was mailed to all laboratory directors. If your laboratory director does not have this information, please contact the CAP for a replacement letter.

Proctors must first establish a Web account to be able to view receipt of results online. Once a personal Web account is established, proctors can request access to their laboratory’s information.

**Proctor Examination**

1. Each year, proctors must pass a CAP Proctor Examination with a score of at least 90% **no later than three weeks prior to the scheduled PAP PT testing event**. The CAP cannot ship the PAP PT test to the laboratory until the proctors have received a passing score. **Failure to send your proctor examination within the required time frame may result in the CAP rescheduling your PAP PT testing event.**

2. The examination questions are based on the materials in the Proctor Packet (Instructions). If you do not receive a passing score you are able to retake the exam. Call the CAP for instructions. You will not be permitted the take the exam a third time.

3. Proctors may choose to submit their proctor examinations online via e-LAB Solutions™ (preferred method) or by faxing to 866-FAX-2CAP. To submit the proctor exam online, proctors must be “opted in.” Proctor evaluations will be sent in the US postal mail.

**Online Proctor Examination Instructions**

1. Once you “opt in,” log in to cap.org.
2. Under e-LAB Solutions, click on **Proficiency Testing/ Quality Management**.
3. Under **My Laboratory**, click on **Result Forms**.
4. On the Result Form Data Entry and Receipt Verification page, enter the kit number on your result form and click **Refine List**.
5. Under the Details column, click **View**.
6. Click **Enter Data**.
7. Enter, save, and approve your results. You must approve your results by clicking **Approve Pending Pages**.

**Pretest Activities**

1. All proctors and the laboratory director should meet to determine the primary proctor (referred to as Proctor A in these instructions) assignment. The laboratory director should designate a back-up proctor in case Proctor A cannot be present during the testing event due to unforeseen circumstances. It is Proctor A’s responsibility to coordinate the assignment of duties with the secondary proctor throughout the testing event. **Note:** If Proctor A must take PAP PT, the back-up proctor should be used to administer the test. Proctor and test-taker are two discrete roles.

2. To add or delete a proctor, contact the Customer Contact Center. Changes must be made **6 weeks prior to the testing event**.

3. Only the assigned proctors are permitted to open the slideset box and verify contents of the testing materials. The designated Proctor will coordinate the exact schedule of the testing event with the laboratory director.
Receipt of Test Kit Materials

1. The test kits are scheduled to arrive at your institution the Friday afternoon prior to your testing event. If you do not receive your test materials by Monday afternoon, first contact your laboratory’s receiving department and mail room to determine if the materials are there. If they do not have the materials, contact the CAP to retrieve the tracking information.

2. The laboratory has three consecutive days to complete the PAP PT event. Your laboratory may begin testing on Monday, Tuesday, or Wednesday; however, glass slide challenges must be returned to the CAP no later than Friday afternoon.

3. Open the shipping box carefully in a secure area to protect the confidentiality of the contents. The shipping box must be used for return of slides after exams are completed.

Contents of Test Kit

A. Test Kit Checklist (one copy per challenge) — This document lists the materials associated with each challenge. The slideset number is located at the top left-hand corner. All materials for each slideset should match.

B. Challenge Interpretive Menu (one per examinee) — This document supplies the case numbers and clinical histories associated with the 10 challenges in the slideset. The slideset and kit numbers on the result form must match exactly with the Challenge Interpretive Menu and the challenges in the corresponding slideset. If the challenges do not match, contact the CAP to report this information.

C. Individual Result Form (one unique result form for each examinee ordered)
   • Important: Do not copy the result forms! Each result form has a unique 8-digit kit number located under the bar code.
   • There is one result form for each examinee that is ordered. If the number of result forms is incorrect or a replacement result form is needed, contact the CAP immediately.
   • Record each examinee’s 8-digit kit number on the PAP PT Slideset Verification and Attestation form.
   • The kit number is also used to verify receipt of the faxed result form to the CAP using the “e-LAB Solutions™” result form verification. (See page 7.)

D. PAP PT Slideset Verification and Attestation form (one copy per slideset)
   • This form documents that the proficiency test was conducted in a confidential manner according to instructions.
   • The proctor records each examinee’s result form kit number, PTR number, test date, proctor initials, and if there are any broken slides.
   • At the end of the testing session, the proctor and laboratory director or designee sign the attestation form, record the courier tracking number (found on the shipping label) with the challenge return date, and fax the form(s) to the CAP.

E. PAP PT Kit Instructions (one copy per slideset)
   • The kit instructions must be kept with the slideset and passed along to each examinee while testing. Examinees are not permitted to write on the kit instructions, as they are used throughout the test session and then placed in the Confidential Envelope for documentation purposes.
   • The kit instructions provide directions to examinees, the rules of PAP PT, the CLIA ’88 diagnostic categories and scoring grid, and an explanation of the appeals process.

F. Laboratory Roster (one copy per slideset)
   This document lists all individuals with an employment relationship/affiliation to your laboratory, including those individuals who may not be testing at your location. It is similar in appearance to the roster included in this packet. Examinees’ PTR
numbers and screener types are listed on the roster. Each slideset will have the same roster printed, as examinees are not preassigned to challenges.

G. **Laboratory Confidential Envelope** (one envelope)
   - This envelope is provided for the storage of all test documents, including the pretest and post test forms. The PAP PT materials are to remain in a locked and confidential area during all nontesting times.
   - **The laboratory must retain all documents for at least two years** (or longer depending on state regulations). It is recommended that the laboratory director, manager, or quality assurance officer file the documents for the laboratory’s retention period.

H. **Slideset Box with Security Seal Intact**
   - The laboratory will receive one box of challenges for every five participants.
   - The 10 challenges are packaged in a small, white Styrofoam box with a security seal attached. The Proctor is responsible for removing the seal and discarding it.
   - Examine the 10 glass slides in each box to make certain they have not been damaged during shipping. Please refer to the Glass Slide Cleaning Procedure for correct handling of slides. The slides should not be cracked or broken.

I. **Return shipping carton and packing materials addressed to the CAP**
   - The original shipping carton will be used for the return shipment of slides to the CAP. A prepaid label addressed to the CAP with a return courier tracking number and inner boxes with foam inserts are included. If you received multiple shipping cartons, you will receive multiple return labels. One label is to be used on each box.
   - The courier tracking number(s) needs to be recorded correctly on the PAP PT Slideset Verification and Attestation form. Please refer to the Challenge Return Instructions.

### Broken Slide Procedure

1. If your laboratory receives a broken slide in a slideset before testing begins, contact the CAP **immediately** to arrange for a replacement slideset by overnight shipment. Carefully place the broken slide back into the Styrofoam container for shipment back to the CAP. Place a label on the outside of the Styrofoam container that states “Broken slide enclosed.” Record the broken slide information on the PAP PT Slideset Verification and Attestation form in the designated area and fax to the CAP after testing is complete.

2. If a slide breaks during the testing session, contact the CAP for further instructions.

### Challenge Rotation

The Laboratory Roster lists pathologists as primary or secondary screeners. Please review the roster carefully to determine which examinees will require the challenges to be unmarked (or cleaned) before they receive them. Primary screening pathologists must receive an unmarked set of challenges. Secondary screening pathologists should receive a marked set of challenges and copy of the cytotechnologist result form. Determine the best challenge rotation to accommodate your laboratory’s schedule.
If your laboratory has pathologist(s) who require a cytotechnologist prescreen and the cytotechnologist is at a different location, please contact the CAP to avoid a possible PT referral situation and for permission and instructions regarding a “courtesy screen.”

*Note:* Per CMS, the cytotechnologist and pathologist must review the challenges at the same location during the PT event. The CAP accepts only the first submitted Pap result form from an examinee. Subsequent result forms for the event will not be graded.

**Procedure for Handling Excused/Unexcused Absence Result Forms**

1. The laboratory must ensure that all individuals engaged in the examination of gynecologic preparations are enrolled in a Proficiency Testing Program approved by CMS. This includes all pathologists, cytotechnologists, and fellows if they sign out any gynecologic specimens, whether they are full-time, part-time, or per diem.

   **Exceptions:**
   - Anatomic pathologists who receive their ABP or AOBP certification or added qualification in cytopathology will not be monitored for PT by CMS the year in which they become board certified.
   - Cytotechnologists who receive their ASCP BOR certification will not be monitored for PT by CMS in the year they pass their ASCP BOR examination.

2. The laboratory director must determine the “Reason for Absence” for those examinees who are registered but unable to take the proficiency test during the laboratory’s scheduled testing event. Excused absence codes determine if the examinee is able to take the first exam as an Extra Test with no penalty. Unexcused absence codes determine if the examinee receives a 0 score, unacceptable, and must take a Retest Examination.
   - Verify the “Reason for Absence” numeric code with the director and document on the individual result form. The code reflecting the absence reason must be provided on the result form or the examinee will receive an automatic score of zero.
   - Fax the individual result form to the CAP. Store the original copy in the Confidential Envelope for documentation purposes. Do not fax blank result forms.

   **There are only three options for individuals with excused absences:**
   - The laboratory may schedule another on-site testing session for an additional Extra Test base fee and individual fee.
   - If the individual works at another institution, he or she may register at that facility if that laboratory has not yet taken the on-site proficiency test. The examinee is responsible for contacting the laboratory director of that institution to make arrangements for adding an additional order and registration.
   - The examinee may travel to the College of American Pathologists headquarters located in Northfield, Illinois.

3. Do not submit a result form for any employee that no longer works at the laboratory. Please fill out and submit a PAP PT Delete/Name Change Form for affected individuals. Place a note in the laboratory personnel files regarding lack of a PAP PT test for inspection purposes.
Absence Codes

<table>
<thead>
<tr>
<th>Excused Absence Reason</th>
<th>Code</th>
<th>Unexcused Absence Reason</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death in immediate family</td>
<td>62</td>
<td>Other reason — Write the code and the reason on result form. An unexcused absence code results in an unacceptable score for the examinee.</td>
<td>79</td>
</tr>
<tr>
<td>Major medical illness, injury, or quarantine</td>
<td>64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previously planned vacation</td>
<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other reason (emergency) — At discretion of laboratory director — write the code and the reason on result form</td>
<td>68</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Testing Event Procedure for the Proctor

1. If you are not familiar with the examinee, request proof of identification before starting the testing event.
2. Distribute the kit instructions, an individual result form, and the matching Challenge Interpretive Menu and set of challenges to the examinee.
3. Instruct the examinee to read the kit instructions carefully.
4. **Verify that the examinee's PTR number is correctly printed on the result form by matching it to the PTR number listed on the roster.**
5. Record the examinee's start time in the area located on the individual result form.
6. Monitor the test environment to make sure there is no communication between examinees regarding the result form, the challenge interpretation menu, or the test challenges. If examinees have questions about the testing event, they are to direct them to the proctor only. The proctor’s responsibility is to ensure that confidentiality is maintained at all times. No assistance may be given to examinees including, but not limited to, alerting the test taker of a challenge where no answer has been selected. Reference books may not be reviewed during the test period. Photography and electronic records of challenges are strictly prohibited. **It is critical that the proper PAP PT procedures be observed and each examinee’s testing event is handled confidentially.** The kit instructions include a phone number that examinees (and proctors) may call if they feel confidentiality was breached. The CAP will investigate, contact the laboratory’s accrediting agency and CMS, to determine if an unannounced PAP PT event should take place.
7. Observe the time and collect all test materials from the examinee after two hours, whether or not he/she has completed the test. **Exception:** During this time, the examinee is permitted to take a rest room break(s) and may also have the test interrupted for laboratory workflow purposes. For example, a pathologist or cytotechnologist may be called away for a frozen section interpretation or for a fine needle aspiration assist. In these circumstances, place all test materials in a secure location and instruct the examinee to not discuss the test. Record the examinee’s break time in the space to the left of the start/stop time on his/her result form for documentation purposes.
8. Record the examinee’s stop time on the result form. Have the examinee sign in the area marked “Examinee signature.” Sign your name by “Proctor signature.”
9. Record the examinee’s unique, 8-digit result form kit number (not slideset number), unique PTR number, name, test date, and your initials on the PAP PT Slideset Verification and Attestation form.
10. Remind the examinee not to communicate with any individual regarding the challenges, the interpretations, or any aspect of the test until the testing event has been completed.
11. **Fax the result form immediately after the examinee is done. Do not wait until the end of the test event to fax the result form(s).**

   *Note: For confidentiality of test results, CAP will only accept the first successful transmission of the result form. You must complete the Result Form Receipt Verification step by using the “e-LAB Solutions™” instructions to verify that CAP has received the examinee’s result form. If you encounter a problem that requires the resubmission of a result form, please contact the CAP.*

12. Determine the transfer of the challenges and result form as shown in the table below:

<table>
<thead>
<tr>
<th>If the examinee is a:</th>
<th>And the next examinee is a:</th>
<th>Proctor action between examinees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cytotechnologist (CT)</td>
<td>Secondary screening pathologist</td>
<td>Do not clean the slides between users and transfer the CT result form</td>
</tr>
<tr>
<td>Cytotechnologist</td>
<td>Primary screening pathologist or cytotechnologist</td>
<td>Clean the slides between users and do not transfer CT result form</td>
</tr>
<tr>
<td>Secondary screening pathologist</td>
<td>Secondary screening pathologist</td>
<td>Do not clean the slides between users and transfer the CT result form</td>
</tr>
<tr>
<td>Primary or secondary screening pathologist</td>
<td>Primary screening pathologist or cytotechnologist</td>
<td>Clean the slides between users and do not transfer the result form</td>
</tr>
</tbody>
</table>

   - **Kit instructions must be kept with the set of challenges.**
   - **Use of CT result forms by pathologists is dependent upon the outline in the table above.**
   - Cytotechnologists and primary screener pathologists must always receive a clean, unmarked set of challenges.
   - The CAP strongly recommends that secondary screening pathologists do not take the exam as a primary screener.
   - **Pathologists may NOT request specific cytotechnologist(s) to prescreen the challenges. The proctor must randomly assign challenges.**
   - **Proctors who are also test-takers must use the back-up proctor to administer the test.**

13. **All examinees must complete the proficiency test by the end of the third test day.**
14. **Collect all the testing materials when the last examinee has finished the test.** Record the date that the set of challenges is returned on the PAP PT Slideset Verification and Attestation form along with the courier tracking number found on the Authorized Return Shipping label. Fax the PAP PT Slideset Verification and Attestation form to the CAP.

15. **Secure all PAP PT documents in the Confidential Envelope for laboratory retention.** If there are extra (blank) result forms leftover, place them with the test materials in the Confidential Envelope. **Do not fax them to the CAP. Do not mail any PAP PT documents to the CAP.**

---

**Result Form Receipt Verification**

Verify that all examinee result forms have been received by the CAP by accessing the CAP website at [cap.org](http://cap.org) using the steps below.

1. Log in with your user ID and password.
2. Select the laboratory where the CAP PAP PT event is taking place by clicking the “Select or Change Your Laboratory” button; then click “Return to e-LAB Solutions.”
4. Under My Laboratory, click on the Result Form link.
5. Choose your specific kit from the list displayed. Type in the 8-digit kit number to verify that the kit is marked “Received” or “In Process” in the Status column. Each result form has a unique kit number which can be found in the upper-right corner, underneath the bar code.
   Note: You will not be able to view the actual PAP PT result form for confidentiality reasons.
6. Refax any documents that have a “Not Received” or “In Process” status, and recheck receipt after thirty minutes. Result forms received after the cut-off date of Friday afternoon will be considered “too late” and result in an unacceptable score for the examinee. Do not refax any result forms that the CAP has already received.

Retest and Extra Test Procedure

If the laboratory has any individual(s) with excused absences during the initial testing event, an “Extra Test” must be ordered for the individual(s) for compliance. The “Extra Test” is conducted in the exact same manner as the original testing event, however, the test will take place on a rescheduled date with a new set of challenges. The result form has the same appearance as an original test result form.

If the laboratory has any individual(s) with unacceptable scores during the initial testing event, a “Retest” must be ordered for the individual(s) for compliance. The “Retest” is conducted in the exact same manner as the original testing event, however, the result form is labeled differently to maintain documentation of compliance within the retest cycle. The result form has “RETEST” in the top left corner of the page.

If the laboratory has “Extra Test” and “Retest” events scheduled for the same testing event, it is important to distinguish the two separate result forms and administer the correct forms to each individual. Failure to administer the forms to the correct examinees can result in retaking the examinations.

Procedure for Cleaning Glass Slides

Proctors unfamiliar with challenge protocols may ask for direction from a cytotechnologist or pathologist prior to the testing event for assistance with this procedure. It is recommended that inexperienced proctors review marked slides under the microscope before cleaning to see the ink marks. After cleaning the slides, the proctors should recheck the slides again to verify there are no stray marks left on the slide. No assistance regarding this procedure may be given to the proctors during the testing event.

1. Always handle slides carefully as they are fragile and will break.
2. Touch only the edges and the slide label where the case number is located to ensure the slides remain clean and free of fingerprints.
3. Place slides on a white paper towel.
4. The cleaning solvent recommended is either 95% ethyl alcohol (ethanol) or 70 - 91% isopropyl alcohol. These solvents remove standard ink marks made by a marking pen or mechanical dotter. Acrylic paint and any other marking media are not permitted on the CAP proficiency test slides.
5. Swipe the back of the slide with alcohol to remove any fingerprints beginning below the black ink. The black ink is required to remain on the slide in order to comply with HIPPA privacy regulations.
6. Swipe the front of the slide, beginning below the label, back and forth until the ink marks are no longer visible.
7. Wipe both sides of the slide with clean alcohol to remove all of the ink and then use a dry paper towel to finish.
8. Check slides under the microscope to confirm there are no stray marks on the slide.
9. When placing the slides back into the Styrofoam slideset box, be careful to not break the slide separators that keep the slides in place for protection during shipping and handling.

**Challenge Return Instructions**

1. Glass slides must be returned no later than the morning after testing day 3, or Friday afternoon, whichever comes first.
2. Clean the slides before placing them into the slideset box(es). Tape the box(es) closed.
3. Place your slideset box(es) in between the foam inserts in the inner return carton.
4. Remove the courier Authorized Return Shipping label(s) from the box(es) and close the carton and place the inner carton inside the larger shipping carton.
5. Enter your institution information on the courier return package label in the area provided. Apply the label to the outer shipping carton. Confirm that you recorded the courier tracking number on the Slideset Verification and Attestion form.
6. Secure the package with packing tape and repeat this process for each shipping carton.
7. To return your package from anywhere in the United States including Alaska and Hawaii, please follow the instructions listed on the return label. Remember the glass slides must be shipped no later than Friday.
8. To return the package from all other countries including Canada and Puerto Rico, refer to the contact information provided on the back of the International Air Waybill Check List.

Enclosed are three copies of the commercial invoice for use when returning this kit to the CAP. The CAP will pay for return of this kit. Remember to:
- Complete the required information on the air waybill and your address information on the commercial invoice. Instructions are provided on the International Air Waybill Check List.
- Insert the return box into the courier package.
- Insert three copies of the commercial invoice and the air waybill into the pouch located on package. Do not seal the pouch.

**Proctor Checklist**

**Pretesting Session**

- **Ensure that your laboratory director or site administrator has opted in to e-LAB Solutions™ and granted you access to this site prior to the testing event.** For assistance regarding e-LAB Solutions™ “Opting In” process or requesting access, please call the CAP.
  
  *Note:* This must be done prior to your laboratory’s testing session.
- Review the Proctor Packet. If there are any questions, contact the CAP.
- Complete the Proctor Examination (online preferred method) and submit it to the CAP no later than 3 weeks before laboratory’s testing session. Check online at e-LAB Solutions™ (click through Proficiency Test/Quality Management, My Laboratory/Result Forms, Receipt Verification page) that your proctor test was received by the CAP.
**Arrival of Test Kit**

- Receive the Test Kit, ensure all documents are enclosed, and verify that glass slides are received unbroken. **Do not make copies of the blank result forms.** Notify the CAP immediately if there are any problems with challenges or documents.

- Review the Laboratory Roster that is included with each set of challenges to verify all examinees testing are registered correctly. The Roster may list persons affiliated with your institution who are not currently testing at that location. **Note: For laboratories that receive multiple sets of challenges,** the Roster is the same for all slidesets because examinees are not assigned to any one particular challenge. It is your responsibility to select the examinees who will be testing with that set of challenges and record that information on the PAP PT Slideset Verification and Attestation form.

**During the Test**

Ensure the following events take place:

- Distribute the Kit Instructions along with a unique Individual Result Form, a Challenge Interpretive Menu, and the corresponding slideset box to each examinee.

- Record the examinee's result form unique kit number, PTR number, name, and test date on the PAP PT Slideset Verification and Attestation form. Sign your initials in the space provided.

- Verify that the examinee's name and PTR number are correct and written clearly on the result form. Each examinee has a unique PTR number. The examinee and proctor must sign the result form.

- The examinee is responsible for all answers submitted on the result form. The CAP does not accept any requests for review due to clerical errors or missing answers.

- Record each examinee's start time and stop time on the result form.

- Monitor the entire testing event to ensure that confidentiality is maintained, including no discussion or photography of the challenges.

- Collect each individual's set of challenges, result form, Challenge Interpretation Menu, and Kit Instructions when examinee is finished, or **no later** than 2 hours from recorded start time.

- Fax each examinee's result form to the CAP **immediately** following his/her testing sessions. Do not wait until the end of the testing session to fax the form. Results may only be submitted once. Do not refax the result forms unless they did not register as “Received” or “In Process.”

- Do not fax blank result forms to the CAP.

**Procedure for Handling Excused or Unexcused Absence Result Forms**

- Check with the laboratory director to determine if there are any excused or unexcused examinees. Fill in the reason code on the result form along with the examinee's name and PTR number.

- Fax the absent examinee's result form to the CAP and secure original document in the confidential envelope.

**Between Examinee Tests**

- Review the Laboratory Roster and clean the slides, if necessary, before distributing to the next examinee according to the table in the Testing Event Procedure.

- Store all test materials including all result forms in a secure location and at the end of each test day.
Post Testing Session

Gather all test materials and complete test session:

- **Log on to cap.org, at e-LAB Solutions click on Proficiency Testing/Quality Management, Result forms, and verify, using the unique kit number identification, that each individual result form has been received by the CAP.** Each result form must be marked “Received” or “In Process.” This step is mandatory for verification that the CAP has received all examinee result forms.

- **Sign and fax the PAP PT Slideset Verification and Attestation form to the CAP with the recorded courier tracking number(s) and the date the set of challenges is shipped back to the CAP.**

- **Do not mail the result forms to the CAP.** Seal all documents into the Confidential Envelope for laboratory retention purposes.

- Repack all slides after final cleaning into slideset box according to packing instructions

Receiving Your Proficiency Test Results

The PAP PT evaluations are sent in a sealed envelope along with the laboratory transcript to the laboratory director within 15 business days after the end of the CAP PAP PT event. If there is a problem with an examinee registration, incorrect PTR number, difficult to read forms, etc., there will be a delay in the processing of PAP PT evaluations. The CAP will not fax any transcripts or evaluations for confidentiality purposes.
This page intentionally left blank.