Disclaimer: Advanced Practical Pathology Programs (AP³) are intended to be learning activities. Completion of this program alone does not necessarily indicate competence. The CAP does not endorse, guarantee, or warrant, and expressly disclaims, any and all liability for the job performance of physicians participating in the program.

This Ultrasound-Guided Fine-Needle Aspiration AP³ manual is current as of September 4, 2019. Information is subject to change.
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Overview

Congratulations on your desire to find out more about the College of American Pathologists (CAP) Advanced Practical Pathology Program in USFNA (USFNA AP³)—or perhaps you have already decided to apply! This manual will address your questions regarding program eligibility, design, and requirements for obtaining your USFNA Certificate of Recognition.

The CAP created the USFNA AP³ for licensed pathologists who are currently performing FNAs and who want to expand their practice to include ultrasound-guided FNA. As a result of completing the USFNA AP³, qualified program participants should be able to:

- Create a slide smear that includes evenly spread, preserved cells from obtained samples.
- Verbalize the basics of ultrasound physics, transducers, and ultrasound image patterns such as artifacts.
- Describe the basics of ultrasound equipment operation in preparation for performing the USFNA procedure including examination of neck anatomy.
- Identify the ultrasound criteria, diagnostic status (eg, benign, malignant, and indeterminate), and parts of the lesion to sample from provided course images.
- Demonstrate specific needle techniques on a phantom device to guide the needle into specific targets using ultrasound guidance.
- Determine correct CPT codes and modifiers using sample patient cases.

To participate in the USFNA AP³, you must meet eligibility requirements, submit the registration form, and pay the registration fee. Participants will receive notification regarding the disposition of their application within one to two weeks from the date when it was submitted.

Read on to learn how the USFNA AP³ provides you with the opportunity to learn the new skills and be recognized in an emerging area for pathologists!

Note: Advanced Practical Pathology Programs are intended to be learning activities. Completion of this program alone does not necessarily indicate competence. The CAP does not endorse, guarantee, nor warrant (and expressly disclaims) any and all liability for the job performance of physicians who participate in this program.

Program Purpose

The CAP is the leading organization of board-certified pathologists. The CAP serves patients, pathologists, and the public by fostering and advocating excellence in the practice of pathology and laboratory medicine. The CAP seeks to create new and enhanced roles for the pathologist over the next generation, as well as create greater recognition for pathologists as physicians who are actively involved on the patient care team. The USFNA AP³ directly contributes to the organizations vision of transforming the role of the pathologist as a leading health care provider in a practical, coordinated, and systematic manner.

This AP³ provides significant hands-on practice on how to place needles into lesions using ultrasound guidance. A noted pathologist and candidate who achieved one of the first certificates of recognition made the following comments about the CAP USFNA AP³:

- Dedicated practice on the phantom is one of the first and key steps in the acquisition of USFNA skills.
Program Purpose, cont’d

- Indeed, ultrasound is a tool that the pathologist can easily learn and that provides a new dimension to patient care. Any pathologist who routinely performs FNAs can easily incorporate ultrasound to augment the care that he or she already provides.

- Ultrasound imaging allows the pathologist to better understand the target in many ways that are not available by using a manually-directed sampling.

- USFNA allows for a more thorough sampling of a palpable nodule.

- If a pathologist is strongly motivated to provide the very best care for patients, he/she should give careful consideration to adding USFNA to his/her practice and should do so now.

During the two-day workshop, participants have several hours of practice using the ultrasound equipment in order to perform FNAs under expert supervision.

The following groups and people will benefit from pathologists earning a USFNA AP³ Certificate of Recognition.

- **Laboratories and pathology departments/groups**: It is anticipated that some laboratories and pathology groups will directly purchase the program on behalf of an employed/contracted pathologist. Laboratories and pathology groups who do so will benefit from having increased confidence in the oversight of their USFNA programs and increasing the visibility of these programs to others. They may become preferred providers of the USFNA procedure. The availability of one or many pathologists holding USFNA certificates can position the laboratory, department, or group as a local expert in USFNA best practices (and may attract pathology recruits who aspire to work with recognized mentors in best practice settings).

- **Most importantly, the patients**: The availability of one or more pathologists with USFNA certificates in the health care setting provides patients the assurance that their FNA test results are accurate and timely. Accurate test results facilitate the inputs to the clinician’s treatment decisions.

Program Elements

The CAP designed the USFNA AP³ for pathologists with intermediate or higher skill level in performing fine-needle aspirations who wish to expand their practice to include USFNA techniques. Participants who will benefit the most from the USFNA pathology program will include pathologists who have successfully completed at least 50 FNA procedures in the current year (including performance of tasks such as patient interaction, specimen collection [including the placement of the FNA needle], pathology interpretation of the sample, and the sign out of the pathology report). Setting prerequisites is a common method for targeting education programs.
Program Elements, cont’d

All CAP AP³ Programs have four elements as specified below.

<table>
<thead>
<tr>
<th>CAP AP³ Elements</th>
<th>USFNA AP³ Elements</th>
</tr>
</thead>
</table>
| 1. Qualifications | • Participants must be American Board of Pathology (ABP) certified in anatomic pathology (AP) or anatomic pathology/clinical pathology (AP/CP) or  
|                   | • Royal College of Physicians and Surgeons of Canada (RCPS) certified or  
|                   | • American Osteopathic Board of Pathology (AOBP) certified  
|                   | * International participants who are not certified by the above and have been board certified in their country of residence must contact the CAP in order to determine eligibility. Eligibility will be determined on a case-by-case basis. |
| 2. Core Curriculum | • Participants must complete the CAP’s USFNA AP³ Workshop prework and workshop (16 CME/SAM credits).  
|                   | • The USFNA Workshop prework takes approximately six hours to complete and must be completed before attending the workshop. Currently, no CME credit is available for completing the prework. The prework consists of reading and watching videos.  
|                   | • The USFNA Workshop is two days of instructor-led training and assessment. Class size is structured to ensure individualized attention.  
|                   | • The USFNA AP³ (the “program”) is an education program that may include training exercises in which program participants volunteer to act as “mock patients” to facilitate the learning experience. Any such exercises do not involve the provision, rendering, or receipt of medical services.  
|                   | • Go to pages 11 to 13 to see a more detailed description of the content and activities that are taught in the workshop. |
| 3. Cognitive Assessment | Participants must successfully complete a cognitive assessment.  
|                   | • The USFNA cognitive assessment will consist of multiple-choice questions and will be delivered online in a proctored environment.  
|                   | • Participants are eligible to take the cognitive assessment after completing the required USFNA AP³ core curriculum (see element 2, above) and successfully passing the two practical assessments (see element 4, below). It is strongly recommended that participants take the cognitive assessment within three weeks of completing the workshop.  
|                   | • The USFNA AP³ cognitive assessment will be delivered through an arrangement with a testing vendor—PSI (http://corporate.psionline.com/). AP³ participants will be responsible for all associated travel expenses to a nearby testing center and for contacting PSI to arrange a time to take the assessment. For details on how to schedule an assessment in a nearby testing site, please refer to the Candidate Information Bulletin.  
|                   | • Participants who do not receive a passing score may retake the cognitive assessment up to two times. Assessment retakes will be available through the testing vendor. After a second retake attempt, participants who do not pass are no longer eligible to receive the certificate of recognition. The participant is responsible for all associated travel expenses. |
## Program Elements, cont’d

<table>
<thead>
<tr>
<th>CAP AP³ Elements</th>
<th>USFNA AP³ Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4. Practical Assessment</strong></td>
<td>Participants must successfully complete two practical assessments at the faculty-led workshop (which consist of the following).</td>
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<tr>
<td></td>
<td>• Experience each assessment separately in a private setting during the workshop. The two assessments are slide smear and (ultrasound-guided) needle placement.</td>
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<tr>
<td></td>
<td>• Skills to be assessed on the slide smear practical assessment include:</td>
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<tr>
<td></td>
<td>o Expelling</td>
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<tr>
<td></td>
<td>o Dividing</td>
</tr>
<tr>
<td></td>
<td>o Creating the smear</td>
</tr>
<tr>
<td></td>
<td>o Inspecting the smear visually</td>
</tr>
<tr>
<td></td>
<td>• Skills to be assessed on the needle placement practical assessment include:</td>
</tr>
<tr>
<td></td>
<td>o Equipment preparation</td>
</tr>
<tr>
<td></td>
<td>o Patient preparation</td>
</tr>
<tr>
<td></td>
<td>o Viewing anatomy under ultrasound</td>
</tr>
<tr>
<td></td>
<td>o Measuring a target lesion in a phantom</td>
</tr>
<tr>
<td></td>
<td>o Needle placement using a parallel and perpendicular approach</td>
</tr>
<tr>
<td></td>
<td>• Participants who do not pass the practical assessments may retake the assessment up to two times. Additional practice and coaching is available to participants who do not pass on the first or the second attempt.</td>
</tr>
</tbody>
</table>

Participants who successfully complete the **USFNA AP³** elements will receive a certificate of recognition (valid for a five-year period). If participants do not successfully complete all required elements of the certificate of recognition, no certificate will be awarded. Refer to AP³ Participant Handbook page 8 for the appeals process information.

## Core Faculty

**Susan D. Rollins, MD, FCAP**, is a pathologist and founder of the Outpatient Cytopathology Center, Johnson City, Tennessee. She is board certified by the American Board of Pathology in cytopathology and anatomic and clinical pathology. In 2010, she was the recipient of the CAP Excellence in Education Award for work developing and teaching the CAP AP³ USFNA course. In March 2017, she was given the Papanicolaou Society of Cytopathology Yolanda Oertel Interventional Cytopathologist Award. She is the author of numerous articles in the field of cytopathology and serves as a faculty member for cytopathology courses that are taught on a national level.
Core Faculty, cont.’d

Mark Gerrard Hanly, MB ChB, FCAP, is currently the chief medical officer of SEPALabs and system laboratory medical director for Baptist Health and Baptist MD Anderson Cancer Center in Jacksonville, Florida. He is board certified in anatomical pathology and cytopathology by the Royal College of Pathologists and by the American Board of Pathology. Dr. Hanly completed fellowships at the Medical College of Georgia and University of Texas MD Anderson Cancer Center. After working overseas for a number of years he returned to the US and was director of surgical pathology at the Medical College of Georgia until 1997. He opened an fine-needle aspiration clinic in Brunswick, Georgia, in 1997. In active daily practice, Dr. Hanly is clinical faculty at the Medical College of Georgia and is professor of laboratory science at the College of Coastal Georgia in Brunswick, Georgia, and Florida State College Jacksonville.

David Lieu, MD, MBA, RDMS, FCAP, is a pathologist and founder of the Fine Needle Aspiration Medical Group, Alhambra, California. He is board certified in anatomic and clinical pathology and cytopathology. In addition, he is a registered diagnostic medical sonographer in breast ultrasound and question writer for the American Registry for Diagnostic Medical Sonography (ARDSM) registry examinations in sonographic principles and instrumentation and breast ultrasound. Dr. Lieu performs over 2,000 biopsies per year on thyroid, breast, head and neck, salivary glands, axilla, and lymph nodes, and other superficial sites. He has published papers on USFNA and has been a speaker and visiting professor at various universities in the United States, Europe, and Asia. He is also a certified instructor in head and neck ultrasound for the American College of Surgeons.

Mikhail Tismenetsky, MD, FCAP, is a pathologist at Englewood Hospital and Medical Center, Englewood, New Jersey. Dr. Tismenetsky is a recipient of College of American Pathologists Excellence in Education Award for his contribution to the development of the USFNA certificate program. He has been a faculty member of the USFNA course for the past six years and has taught this technique to hundreds of pathologists. Dr. Tismenetsky holds an assistant clinical professor appointment at Icahn School of Medicine at Mount Sinai Hospital.
Core Curriculum

Accreditation
The College of American Pathologists (CAP) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. This activity meets the American Board of Pathology’s (ABP) Continuing Certification (CC) requirements for Self-Assessment Modules (SAMs).

Faculty-Led Modules

Workshop Welcome
Length: 15 minutes

This module is divided into two sections. In the first portion of the module an overview of the course, goals, objectives, and participant schedule is discussed. We will introduce why performing USFNAs is such a transformational skill for the field of pathology. In addition, various patient care settings will be introduced (showing how a USFNA practice may be implemented).

USFNA Coming of Age
Length: 15 minutes

The second portion of the module provides background on the acceptance of USFNA as a diagnostic modality for palpable lesions and identifies future directions and uses of USFNA and the role of the pathologists.

Slide Preparation Techniques (Including Assessment)
Length: 2 hours

The goal of this module includes obtaining samples and using proper technique to create a slide smear that includes evenly spread, preserved cells. Participants will learn the proper way to create slide smears, given a chance to practice, and then will be assessed on their ability to demonstrate the proper techniques.

Module Objectives

• Perform the steps to create a slide smear with evenly spread and well-preserved harvest.
  o Expel the harvest onto a slide in preparation for smearing.
  o Create smear of ideal harvest containing mostly epithelial, inflammatory, or mesenchymal cells representative of the target lesion.
  o Demonstrate concentration and smear preparation technique in a harvest with significant dilution with blood or other fluid content.
  o Identify features of a well-crafted smear including: even thickness, well-preserved cells throughout material, oval smear configuration, etc.
  o Create more than one smear from a single harvest.

• Visually identify potential errors that can occur when creating a slide smear.
  o Recognize artifacts caused by deficiencies in sample preparation technique for example lines/empty areas indicating scraping, etc.
  o Analyze smears for various artifacts caused by suboptimal sample preparation technique.

• Describe how to correct your technique to avoid errors in the slide smear creation process.
Ultrasound Physics with Applications
Length: 2.5 hours

The goal of this module is to help participants understand the basics of ultrasound physics, transducers, and ultrasound image patterns (such as artifacts) so that they can effectively use this tool for the USFNA procedure. This module provides an overview and practice of ultrasound equipment operation in preparation for performing the USFNA procedure (including the examination of neck anatomy). The USFNA AP³ (the “program”) is an education program that may include training exercises in which program participants volunteer to act as “mock patients” to facilitate the learning experience. Any such exercises do not involve the provision, rendering, or receipt of medical services.

Module Objectives
- Describe the principles of sound (including speed, frequency and hertz, wavelength, attenuation, and echo patterns in tissue).
- Explain ultrasound features such as focal zone, time gain compensation, extended field of view, and resolution.
- Explain how transducers work.
- Describe color-flow and power Doppler.
- Describe specific image patterns that are key in the interpretation of ultrasound images.
- Identify common physical elements of ultrasound equipment.
- Describe the functional use of the common elements.
- Identify variable elements of ultrasound equipment and how they are used in the USFNA procedure.
- Using ultrasound equipment, identify neck/thyroid anatomy in an ultrasound image.
- Demonstrate correct ways to position the transducer for optimal viewing of the thyroid anatomy.
- Identify key aspects of annotating an ultrasound image.
- Using ultrasound and a phantom, demonstrate reaching a target and visualizing the needle.

Ultrasound Criteria
Length: 1 hour

The goal of this module is to review various ultrasound features, echo patterns, and margins using various case studies and ultrasound examples.

Module Objectives
- Identify sonographic criteria and use them to determine if a lesion favors a benign or malignant diagnosis.
- Identify parts of the lesion to sample.
**Needle Placement**
Length: 2 hours plus optional dinner-time practice

The goal of this module is to teach participants (using ultrasound guidance) how to demonstrate specific needle techniques on a phantom device in order to guide the needle into the specific targets.

**Module Objectives**
- Demonstrate how to acquire a sample from a lesion.
- Demonstrate how to measure lesions in three dimensions.
- Use ultrasound to guide the needle.
- Identify the needle placement techniques best suited for the abnormality type and location.

**Communication and Patient Cases**
Length: 70 minutes

This module provides a short segment on communication skills and focuses on the common (and not so common) diseases that are found in the breast, thyroid, and in the other anatomic areas. Participants will present and discuss cases in small groups and come to the final diagnosis.

**Module Objectives**
- Identify communication methods that can be used during the patient initial assessment, procedure, and post-procedure.
- Discuss communication skills required when delivering findings that are detrimental to the patient.
- Identify questions that will aid in the development of a differential diagnosis.
- Identify specific areas for biopsy based on imaging studies provided.

**Medical Coding**
Length: 30 minutes

Faculty will discuss the current codes, recent changes, and modifiers that they use in order to get the proper reimbursement. Since what is allowable varies across states and geographic locations, our faculty will provide inputs based on their work setting. Tips on where to go to get proper advice will also be discussed.

**Module Objectives**
- Discuss medical coding procedures for USFNA procedures.
- Identify appropriate patient reporting procedures.
- Provide direct communications to and from referring physicians.

**Practical Assessment for Needle Placement**
Length: 2 hours

This module provides an opportunity for participants to practice specific elements of USFNA process and provides direct faculty feedback prior to taking the practical assessment.

**Module Objectives**
- Conduct a physical exam.
- Prepare ultrasound equipment and patient.
- Measure and annotate a lesion.
- Complete needle placement into a lesion and sampling.
• Guide the needle using the following technical approaches:
  o Perpendicular approach (shorter distance).
  o Parallel approach (view the needle).
  o For mixed solid and cystic lesions, insert the needle into the solid part.

**Workshop Agenda**

Participants should plan on staying for the entire workshop as completion of all CME is a requirement to obtain the certificate of recognition. In addition, early departure from the workshop may impact performance of the cognitive and practical assessments.

Prior to attending the workshop, participants should complete the online prework materials. The workshop is two days in length. The agenda is provided below.

**USFNA AP³ Workshop Agenda**

<table>
<thead>
<tr>
<th>DAY 1</th>
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</thead>
<tbody>
<tr>
<td>7:00–8:00 AM</td>
<td>Check-in and Continental Breakfast</td>
</tr>
<tr>
<td>8:00–8:30 AM</td>
<td>Module 1: Workshop Introduction and FNA Coming of Age</td>
</tr>
<tr>
<td>8:30–10:30 AM</td>
<td>Module 2: Slide Preparation Techniques and Assessment</td>
</tr>
<tr>
<td>10:30–10:45 AM</td>
<td>Morning Break</td>
</tr>
<tr>
<td>10:45–11:45 AM</td>
<td>Module 3: Ultrasound Physics With Applications, Part 1</td>
</tr>
<tr>
<td>11:45 AM–12:45 PM</td>
<td>Group Lunch</td>
</tr>
<tr>
<td>2:15–3:15 PM</td>
<td>Module 4: Ultrasound Criteria</td>
</tr>
<tr>
<td>3:15–3:30 PM</td>
<td>Afternoon Break</td>
</tr>
<tr>
<td>3:30–5:30 PM</td>
<td>Module 5: Needle Placement</td>
</tr>
<tr>
<td>5:30–7:30 PM</td>
<td>Additional Needle Placement Practice/Open Lab (optional)</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>DAY 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00–7:30 AM</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>7:30–8:00 AM</td>
<td>Day 2 Opening and Recap of Day 1</td>
</tr>
<tr>
<td>8:00–9:30 AM</td>
<td>Module 6: Communication Skills and Patient Cases</td>
</tr>
<tr>
<td>9:30–10:00 AM</td>
<td>Module 7: Medical Coding</td>
</tr>
<tr>
<td>10:00–10:15 AM</td>
<td>Morning Break</td>
</tr>
<tr>
<td>10:15 AM–Noon</td>
<td>Module 8: Needle Placement Assessment Practice</td>
</tr>
<tr>
<td>12:00–12:50 PM</td>
<td>Group Lunch (Optional US Core Needle Biopsy Demonstration 20 Minutes)</td>
</tr>
<tr>
<td>12:50–1:00 PM</td>
<td>Module 9: Workshop Closing (concludes of education portion)</td>
</tr>
<tr>
<td>1:00–2:30 PM</td>
<td>Needle Placement Practical Assessment</td>
</tr>
<tr>
<td>2:30–2:45 PM</td>
<td>Afternoon Break</td>
</tr>
<tr>
<td>2:45–4:00 PM</td>
<td>Needle Placement Practical Assessment, cont’d</td>
</tr>
</tbody>
</table>
Additional Participation Information

**Enrollment**
- There is no CME-only option with the USFNA AP³.
- The cognitive and practical assessments are only available to USFNA AP³ participants.

**Assessment Scheduling**
For maximum learning and performance effectiveness, the CAP advises program participants to follow the guidelines that are provided below.

<table>
<thead>
<tr>
<th>Completion Guidelines</th>
<th>CME</th>
<th>Cognitive Assessment</th>
<th>Practical Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants should complete the USFNA AP³ core curriculum before completing the cognitive assessment.</td>
<td>It is strongly recommended that participants take the cognitive assessment at a nearby PSI testing site within three weeks of completing the USFNA AP³ Workshop. <a href="http://corporate.psionline.com/">(http://corporate.psionline.com/)</a> For details on how to schedule an assessment at a nearby testing site, please refer to the informational email that you will receive from CAP Learning once you have registered for the program.</td>
<td>The practical assessments (slide preparation and needle placement) are completed during the USFNA workshop. Participants are given up to three chances to pass each of the two practical assessments. Participants who do not pass the practical assessments are not eligible to take the cognitive assessment.</td>
<td></td>
</tr>
</tbody>
</table>

**Program Completion**
USFNA AP³ participants need to complete the CME and submit assessment requirements within one year following completion of the workshop. Otherwise, a new application and enrollment fee are required.

**Certificate Notification**
Upon receipt of all components of the program, the CAP will notify the participant in three months if the participant met all of the requirements for successful completion of the USFNA AP³ Certificate of Recognition. The participant will receive the certificate in four to six weeks after notification.
Certificate Maintenance

USFNA Certificate of Recognition Maintenance and Renewal Requirements
The USFNA maintenance and renewal requirement is intended to ensure that USFNA Certificate of Recognition holders maintain and apply an appropriate level of expertise in the conduct of USFNAs in support of their practices (in order to ensure quality patient care). To be eligible for USFNA certificate renewal, the certificate holder must submit performance documentation (as outlined below).

Performance Documentation
The certificate holder must submit five original pathology reports that include the results from a USFNA procedure. Each report must include the following:

- A procedure date that is no more than 12 months prior to the date of the renewal application.
- Documentation that the certificate holder performed the USFNA procedure.
- A clearly stated final diagnosis.

Note: All reports should adhere to the standard report format of your laboratory.

Please note that in accordance with HIPPA guidelines, all patient identification information must be removed from the reports prior to submission. This includes all patient identifying information (e.g., name, date of birth, account number, phone number), specimen identification information (case and block number), and accession numbers.

Further, to facilitate a blind review of assessment submissions and to ensure an objective and reliable scoring process, we ask that you remove all physician identification information from the reports prior to submission. This includes your name, the name and contact information of your institution, and the names of the reference laboratories (and other physicians) involved with the case.

Evaluation Criteria
The standard pathology reports will be evaluated by content experts in order to ensure that they contain adequate documentation of the USFNA procedure and clear diagnosis information (based on the procedure). These criteria include:

- Patient demographics (age, gender, and other pertinent or customary case information)
- Date of the procedure
- Adequacy statement
- Anatomical site and location
- Sampling method
- Final diagnosis

Maintenance and Renewal Fee
The fee for maintenance and renewal is $200. This does not include the costs that are associated with participation in CAP USFNA Technical Updates or other CME.

Notification of Maintenance and Renewal Deadline
The CAP Learning will notify the certificate holder one year in advance of the date his/her certificate expires. Additional reminder notifications will be sent six months, three months, and one month prior to the expiration date.
Program Registration

How to Access the Registration Form
The USFNA AP³ registration form is located on the CAP Learning site on the Advanced Practical Pathology Programs (AP³s) page. You will need to answer “yes” to at least one of the eligibility requirements. If you do not meet the eligibility requirements, but you are interested in this program, please contact ap3@cap.org.

How to Register
In order to start the USFNA AP³ enrollment process, submit your completed USFNA AP³ registration form, along with your payment via email to ap3@cap.org, fax to 847-832-8006, or mail to:

College of American Pathologists
CAP Learning, AP³
325 Waukegan Road
Northfield, IL 60093

Registration Fees*
The USFNA AP³ fee includes all online activities, the two-day workshop, the cognitive assessment, the practical assessment, and the CAP certificate of recognition (upon successful completion of all AP³ requirements). The current member/nonmember fee for the USFNA AP³ program is located on the registration form.

*Fees exclude travel expenses (airfare, lodging, some meals, etc).

AP³ Program Completion
USFNA AP³ participants need to complete and pass the CME and the cognitive assessment and practical assessment within one year following the completion of the workshop. Otherwise, a new registration form and enrollment fee is required.

Cancellation Policy
Please contact the CAP should you decide to cancel your registration in the program. The CAP will refund your registration fee (less a $100 processing fee) if you cancel prior to beginning the curriculum. After that, the CAP will consider refunds on a case-by-case basis. No refunds will be issued for online activity cancellations that are received after the activity work is initiated.

Should you need to cancel your workshop registration, please contact the CAP as soon as possible. The CAP will apply your payment to a future USFNA AP³ (provided that you cancel within two weeks prior to the workshop).

The CAP reserves the right to cancel any AP³ CME workshop without prior notice for insufficient preregistration or for any other reason. The CAP is not responsible for airline or hotel cancellation penalties or any other losses that are incurred as a result of cancellation.

Withdrawal and Refund Policy for AP³ Participation
Participants may withdraw from the CAP AP³ at any time. To withdraw, please submit a written request to the CAP Council on Education. If you currently hold a USFNA AP³ Certificate of Recognition, the effective date of the certificate will cease on either the date of notification or on a future date that you specify (provided that the future date is no later than the anniversary date of the certificate).
Program Registration, cont’d

The CAP will manage participant requests for a program fee refund on a case-by-case basis. You must submit your refund request in writing separately from your request to withdraw from the CAP AP³. The CAP will refund your registration fee (less a $100 processing fee) if the request to withdraw occurs prior to you beginning the CAP AP³ curriculum.

Questions?

Please contact:

College of American Pathologists
CAP Learning, AP³
325 Waukegan Road
Northfield, IL 60093
Phone: 800-323-4040 option 1
Fax: 847-832-8006
Email: ap3@cap.org

Find additional information on this and other AP³ programs on the CAP Learning site at cap.org/learning.