# How to designate PT providers and products

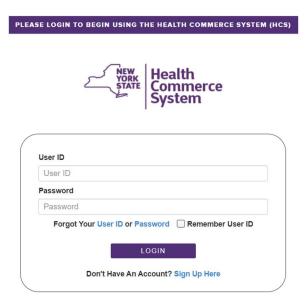
# **Updated November 2025**

The proficiency testing (PT) products listed meet the New York State (NYS) PT requirements. The Category Specific Help link provides information on NYS mandated analytes that require PT participation. Please consult the PT provider's website and catalog to determine if you are designating an appropriate product for your methodology and instrumentation, and to find additional important details.

Please contact the PT Administration Group by email at <a href="CLEPPT@health.ny.gov">CLEPPT@health.ny.gov</a> with any questions regarding PT product enrollment and/or designation.

Note that you can save your work at any time. The information you entered will still be available if you need to come back to the page, even after logging out.

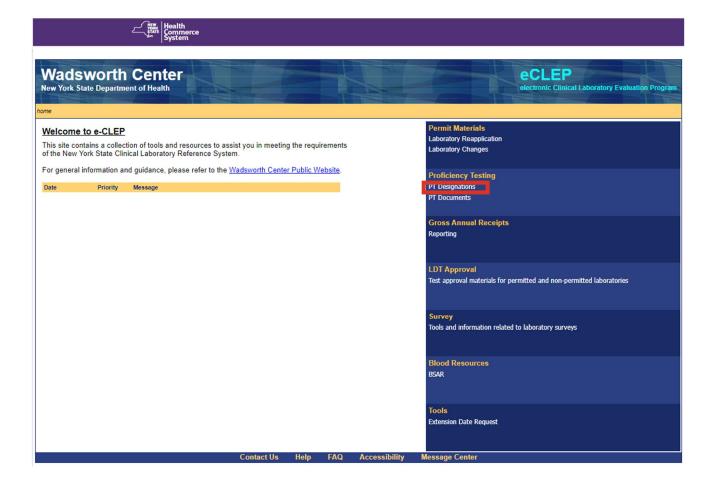
Login to eCLEP through the Health Commerce System (HCS) home page.



On the HCS home page, under My Applications, select eCLEP.



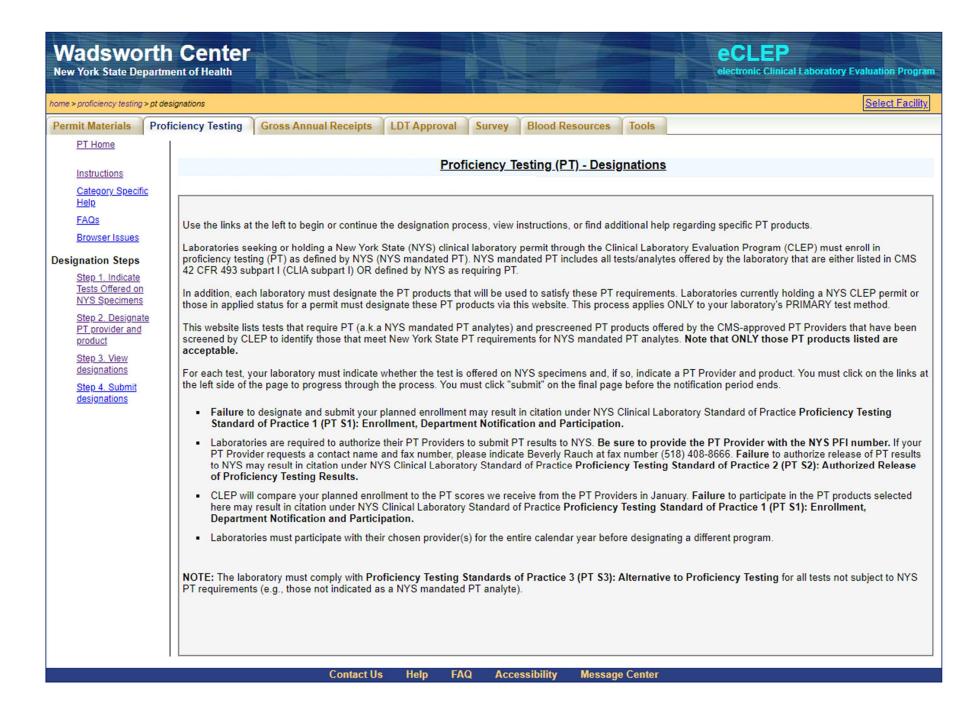
On the Welcome to e-CLEP home page, under Proficiency Testing, select PT Designations.



Alternately, on the **Proficiency Testing (PT) – Home** page, select **PT Designations**.



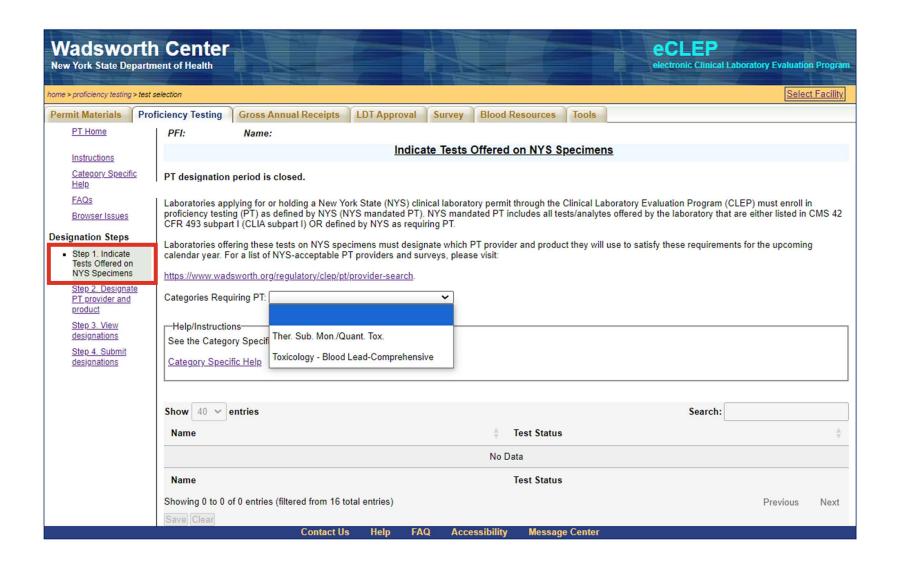
Either choice will bring you to the **Proficiency Testing (PT) – Designations** home page.



#### **Step 1. Indicate Tests Offered on NYS Specimens**

Click on "Step. 1 Indicate Tests Offered on NYS Specimens"

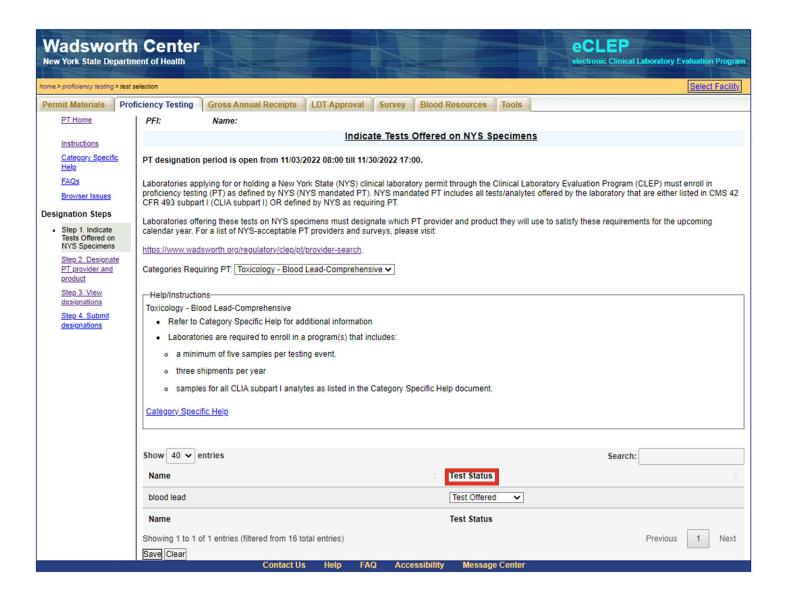
Only categories your laboratory holds or has requested (is in applied status for) that contain analytes requiring PT participation will appear in the drop-down menu on the page labeled "Indicate tests Offered on NYS Specimens".



For each category in the drop-down menu under "Test Status" select "Test Offered" or "Test Not Offered" for each test/analyte in the list. Select "Test Offered" for a test/analyte even if your laboratory has temporarily suspended testing.

# Be sure to save before moving to the next category.

You must save your work for EACH permit category by clicking the 'Save' button at the bottom of the page before choosing a different permit category or clicking a different link. Any unsaved data will be lost.



# Step 2. Designate PT provider and product

Click on "Step 2. Designate PT provider and product"



### Select a category from the drop-down menu.

- The message 'no data' means that your laboratory has selected "Test Not Offered" for all tests that require PT participation in this permit category.
- Select your PT provider from the 'Provider' drop-down menu for each "Test Offered" from Step 1.
- The 'Product' drop-down menu will automatically populate with appropriate product(s) offered by that provider.
- Select the PT product in which you have enrolled or intend to enroll for each "Test Offered".
- Click the 'Save' button for each permit category before selecting another category or leaving this page.

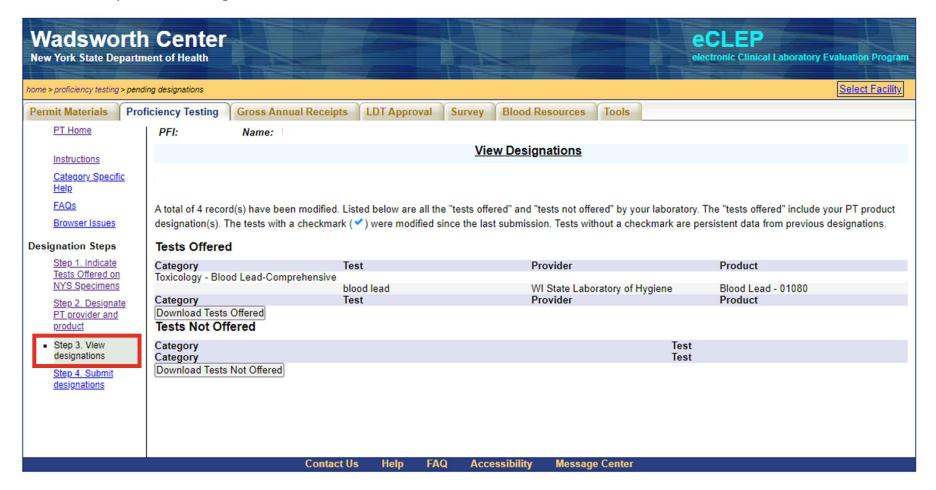
#### **NOTES**

- Designate PT ONLY for your primary method. Your laboratory may enroll in additional PT for secondary methods for these tests. Do not designate them here.
  - While you may order and receive additional PT samples of your designated PT Product to assess secondary methods, it is critical that the additional materials and secondary method(s)be tested AFTER you have submitted results for the PT event AND the PT event deadline has passed.
- PT for waived testing performed in a comprehensive clinical laboratory regulated by CLEP must comply with CLIA requirements (generally, five PT samples per event and three events per year).PT products that DO NOT meet these criteria are omitted from the PT Designation drop-down menus.
- Enrolling in PT products that are not ilisted in the PT Designation drop-down menus may result in citations under New York State Clinical Laboratory Standard Proficiency Testing Standard of Practice (PT S1)Enrollment,
   Department Notification and Participation. PT Products that are not listed in the PT Designation drop-down menus have not been approved to meet PT requirements by CLEP.

Repeat Steps 1 and 2 for all permit categories

### **Step 3. View Designations**

Click on "Step 3. View designations"



# This page summarizes the information you designated and any records on PT provider and/or product on file.

- Provider and product designations include both those from previous year(s) and those modified in Step 2. For modified records, both additions (new "Test Offered") and deletions ("Test Not Offered"), are denoted by a '+' in the chart.
- Please review and make any necessary changes before submitting. Changes can be made by returning to Steps 1 and 2.
- Print this page for your records.
- Alternately, use the "Download" buttons to save a csv file to your computer.

### **Step 4. Submit Designations**

Click on "Step 4. Submit Designations"

- If there are tests listed on this page, you either did not select a test status in Step 1 or you did not designate a PT provider and/or product in Step 2, or both. Return to the steps to enter the required information.
- When there are no tests listed on this page, read the Attestation statement, and then check the box to indicate your
  agreement.
- Once you click the 'Submit' button to complete the PT designation process you will no longer be able to make changes.

