

It is time to renew your order with AAFP Proficiency Testing for the 2022 program year. We have a new system. Follow these simple steps to renew. If you have questions or concerns, reach out to our team directly at pt@aafp.org.

STEP 1: LOG IN TO PT CENTRAL

STEP 2: SELECT “ORDER MANAGEMENT” FROM THE MENU

STEP 3: VERIFY YOUR CONTACT INFORMATION

Please make sure these fields are all up-to-date and accurate: Lab Medical Director, Attention, phone number, email, and shipping address. This helps us guarantee efficiency in shipping. Send updates by selecting CONTACT US from the left-side menu.



STEP 4: SELECT “RENEW FOR NEXT YEAR”

STEP 5: SELECT YOUR MODULES

Select the shipping events you need. The standard is to enroll in all 3 events—A, B, and C.

STEP 6: MAKE YOUR MODIFICATIONS

Your 2022 order will be populated with your most recent order. Take a moment to review follow the directions below to add or remove modules as needed. Remember that changes in instruments and test methods may affect the modules. If assistance is needed, please contact us.

Order Look Complete?

No further action needed.
Move on to Step 7.

Need to Remove a Module?

1. Click “Contact Us.”
2. List the modules to remove.
3. AAFP-PT staff will complete next steps.
4. You may exit, click HOME.

Need to Add a Module?

1. Click “Continue Shopping.”
2. Select your preferred module.
3. Click “Next Step” to view your addition.
4. Click “Check Out” to see it added to your cart.

STEP 7: SUBMIT YOUR ORDER

Click “Submit Order.” Once complete, log out to reset your system to the current year. Thank you for renewing.

Need Proof of Enrollment for 2022?

Click “Close” on the confirmation page and select **Print Enrollment Confirmation**.

Please note: Once you submit your order, it will be considered complete and cannot be accessed via PT Central again until January of the next calendar year. This is your only opportunity to complete this before January 2022 without contacting AAFP-PT for assistance. In the 2-3 weeks following your order, you will receive an invoice. If you have any questions, please contact us at pt@aafp.org or 800-274-7911.