



THE INTERSOCIETY COUNCIL FOR PATHOLOGY INFORMATION, INC.

1801 ROCKVILLE PIKE, SUITE 350, BETHESDA, MD 20852

The system will be opened for the following year's Directory in December of each year. An e-mail will be sent to the **Administrative Contact Name** that was listed in the previous year to alert them that the system is open. You will receive both your Institute # and Password at this time to log into the system. If your Administrative Contact Person has changed, please let us know, so that we can update the system.

Once you are in the system, our suggestion – is for you to print a pdf of each of your listings, so that you have a hard copy to review with your Director, before actually going in to make changes. This can be found at the top of each of your listings: **GET PDF**



The current online database is overwritten with your new information every year in March.

NEW THIS YEAR:

- The more **Fellowships** you list, the higher the discount you will receive!
- You will also have the ability to lock in the cost of your listing (both Residency & Fellowship Listings - with no price increase) by paying for more than one year at a time.

Residencies:

Pay for 1 Year: \$750 per listing

Pay for 2 Years: \$1500 per listing (locked in fee)

Pay for 3 Years: \$2,250 per listing (locked in fee)

Fellowships:

# Fellowships	Fee per fellowship	Pay for 2 years per fellowship
1 st - 4	\$425	\$850 (locked in fee)
5+	\$375	\$750 (locked in fee)

Post Sophomore Program Listing

Flat Fee \$125.00

HOW TO EDIT YOUR LISTING

Log in to this site: <http://directory.pathologytraining.org/login.php>

You will need your Institute ID # and Password. If you have forgotten your institution number or password, please contact Donna Stivers at DStivers@asip.org.

Once you are logged in you will come to the **User Home Page**:

Here you will be able to edit your information and pre-order print copies of the *Directory*.

There are 3 main areas on **the User Home Page**. Make sure that you only Edit the Listings that you

are responsible for. Some Institutions have different administrative people for each fellowship.

User Home Page:

[EDIT BASIC INFORMATION](#)
[EDIT/SUBMIT RESIDENCY](#)
[EDIT/SUBMIT FELLOWSHIPS](#)

Last Updated: 03/09/2015 8:05 am

Cart

Shopping Cart (0 items)


Your cart is empty!

Subtotal: \$0.00 [checkout](#)

Preorder print copies of the *Directory of Pathology Training Programs* for a discount at the time of your listing.

[PREORDER NEXT EDITION \(\\$50 EACH\)](#)

Edit Basic Information: Please make sure that this information is correct for your Institution. This Information will appear on the external search page – See Yellow highlighted area below.



UNIVERSITY OF MARYLAND

Dept of Pathology
22 South Greene Street
Baltimore, MD 21201
United States

Fellowships:
Cytopathology
Hematology (Hematopathology)
Neuropathology

[VIEW RESIDENCY PDF](#)

Residency Positions: < 5
Community Type: Large Metropolitan Area (pop. >1,000,000 or more)
Application Method: ERAS

Residency Contact:
Kathleen Warfield
kwarfield@humanvland.edu

Remember to click **Save Changes** at the bottom of the page, before moving on.

[SAVE CHANGES](#)
[NO CHANGES](#)

Edit/Submit Residency:

*It is very important to click Save Changes or No changes after you have made your edits. If you log out and don't click Save Changes, all your edits will be lost.

[SAVE CHANGES](#)
[NO CHANGES](#)
[GET PDF](#)
[PAY FOR LISTING](#)

Once you have made your changes (and saved them), click on the **GET PDF** button. The Get PDF button creates a PDF in real time. You can make changes, save them and then view your PDF between all your edits to see what you want or do not want to include in your listing.

When all your edits are complete, you **MUST** click **YES** for Editing Complete – located near the top of the page.

Editing Completed? Yes No

There are 2 columns on the Edit Residency page.

LEFT COLUMN -

The left column mainly includes information that will not appear on the Online Version. This information is for our purposes only.

This section **does** appears on the search page, not on the actual PDF:

Application Method:

Residency Positions:

Stipends:

Number of Hospital Beds:

Search page:

UNIVERSITY OF MARYLAND

Dept of Pathology
22 South Greene Street
Baltimore, MD 21201
United States

Fellowships:

Cytopathology
Hematology (HematoPathology)
Neuropathology

[VIEW RESIDENCY PDF](#)

Residency Positions: < 5
Community Type: Large Metropolitan Area (pop. >1,000,000 or more)
Application Method: ERAS

Residency Contact:
Kathleen Warfield
kwarfield@umaryland.edu

Director of Residency Training:
William Twaddell, M.D.
wtwaddell@umm.edu

Stipends: 51,189
No. Hosps Beds: 655

Administrative Contact Name is very IMPORTANT: This does not appear anywhere on ONLINE. This is the person that will receive all correspondence from ICPI - including when to update the listing. Please let us know if this contact person has changed.

Administrative Contact Name:

Email:

Department:

Address 1:

Address 2:

City/State/Zip:

Phone:

Fax:

Residency Director Name is mainly for internal purposes only – Only the Residency Director Name & E-mail will appear on the external search page (not the pdf).

Residency Director Name: First Last Degree

Email:

Department:

Address 1:

Address 2:

City/State/Zip: City St Zip

Phone:

Residency Assc. Director Name: First Last Degree

Residency Assc. Director Email:

Search Page:

UNIVERSITY OF MARYLAND

Dept of Pathology
22 South Greene Street
Baltimore, MD 21201
United States

[VIEW RESIDENCY PDF](#)

Residency Positions: 4-5
Community Type: Large Metropolitan Area (pop. >1,000,000 or more)
Application Method: ERAS

Residency Contact:
Kathleen Warfield
kwarfel@umaryland.edu

Director of Residency Training: 
William Teasdale, M.D.
wteasdale@um.edu

Stipends: \$1,189
No. Hosps Beds: 655

Fellowships:

Cytopathology
Hematology (Hematopathology)
Neuropathology

The Authorizing Official Name is the person that approves the listing (this is usually the Director's Name). This does not appear anywhere. This is solely for our internal purposes.

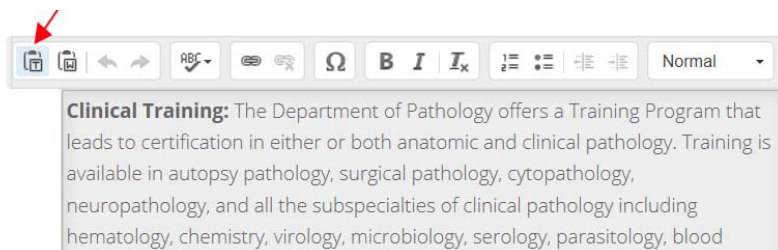
Authorizing Official Name:

Authorizing Official Title:

RIGHT COLUMN (this is where the actual listing is)

If you have an Institution name change, you need to contact us and we will make the change for you. You cannot make any name changes yourself.

Important: If you are going to cut and paste into the system, you must use this button.



Clinical Training: The Department of Pathology offers a Training Program that leads to certification in either or both anatomic and clinical pathology. Training is available in autopsy pathology, surgical pathology, cytopathology, neuropathology, and all the subspecialties of clinical pathology including hematology, chemistry, virology, microbiology, serology, parasitology, blood

Once you have copied your text click on this button and it will automatically enter your copied text. If you cut and paste into any of these boxes without using this button, there will be hidden code thus when you view your PDF it may not look correct.

Staff:

The staff section is a little tricky. If you are just making minor edits (deleting staff, adding staff) you should have no problem. However, if you need to add any subheadings or have any special circumstances, you should contact the ICPI staff for assistance.

To Edit Staff -Click on:

View/Edit Residency Staff

CLICK TO EDIT STAFF

To **Add** a new Staff Member, click on ADD NEW CONTACT:

Listing Staff -

SELECT CONTACT ADD NEW CONTACT GROUP ORDERING RETURN

Contact Information

Last Updated on: 03/19/2015 2:58 pm

First Name:
Middle:
Last Name:
Email (private):
Phone (private):

Degrees

Has MD? Year: School:
Has PhD? Year: School:
Has Other Degree? Other Degree Name:
Year: School:
Position/Department Responsibility:
Clinical/Research Interest:

To **Edit** a current Staff Member, click on EDIT:

SELECT CONTACT ADD NEW CONTACT GROUP ORDERING RETURN

First Name	Last Name	Details	Order / Edit / Remove
SAMPLE			
Pear	fruit		EDIT REMOVE
orange	Yellow		EDIT REMOVE

To **Remove** a Staff Member click on REMOVE:


SELECT CONTACT ADD NEW CONTACT GROUP ORDERING RETURN


First Name	Last Name	Details	Order / Edit / Remove
SAMPLE			
Pear	fruit		EDIT REMOVE
orange	Yellow		EDIT REMOVE

To Change the order of your Staff Members:

The Default for Staff is in alphabetical order (they are given an order number of 100). If you want to change the order of any of your Staff members (Example: You want to have your Director listed first and then all other staff members in alphabetical order):

Find the Staff you want to change and click on Edit, scroll to where it says:

Sort Order *(Leave at 100 for alpha-sort)*: 

Contact Group: 

Enter New Group In List Above:

Put in the order number you would like it to appear in.

Group Ordering: Some Institutions like to order their staff by groups or divisions. Click on **Group Ordering**




Select the order you would like, or put 100 in the Group order field to have the groups sorted alphabetically.

Group Ordering

Leave Group Order at 100 for Alphabetical Sorting

Group Name	Group Order
SAMPLE	<input type="text" value="1"/>
fruit	<input type="text" value="2"/>
Dermatology Section	<input type="text" value="3"/>
Cytopathology Section	<input type="text" value="4"/>



Don't forget to click Save when you are finished ordering your groups. If you would like to add a new group name, you will have to contact the ICPI office and they will enter in the new name.

Edit/Submit Fellowships:

Click on Edit/Submit fellowships, you will see 2 tables: one for **Upcoming Edition Fellowships** and one for **Current/Last Submitted Fellowships**.

2 Fellowships for Upcoming Edition 49 THIS IS THE TEST INSTITUTE, #9999

Show entries

Program Name	Edition	Contact	Last Updated	Details	Delete
Anatomic Pathology	49	Stivers, Donna	07/22/2015 10:14 am	Edit Details	<input type="button" value="DELETE"/>
Biophysical Pathology & Imaging Pathology	49	Stivers, Donna	07/22/2015 10:13 am	Edit Details	<input type="button" value="DELETE"/>

Showing 1 to 2 of 2 entries Previous Next

Current/Last Submitted Fellowships From Your Institute

8 Fellowships for Edition 48

Show entries

Program Name	Edition	Billing Contact	Last Updated	# Staff	Renew
Anatomic Pathology	48	Stivers, Donna	07/06/2015 9:48 pm	5 Staff	Already Renewed
Biophysical Pathology & Imaging Pathology	48	Stivers, Donna	06/25/2015 10:20 am	0 Staff	Already Renewed
Blood Banking / Transfusion Medicine	48	Sobel, Mark	03/10/2015 2:30 pm	0 Staff	Renew Fellowship
Cardiovascular Respiratory Pathology	48	.	03/11/2015 9:18 am	0 Staff	Renew Fellowship

If you are coming into the system for the first time since the previous year, you will go to the bottom table and click on the button Renew Fellowship for each of the Fellowships you would like to renew.

2 Fellowships for Upcoming Edition 49 THIS IS THE TEST INSTITUTE, #9999

NEW FELLOWSHIP RETURN

Show 10 entries

Program Name	Edition	Contact	Last Updated	Details	Delete
Anatomic Pathology	49	Stivers, Donna	07/22/2015 10:14 am	Edit Details	DELETE
Biophysical Pathology & Imaging Pathology	49	Stivers, Donna	07/22/2015 10:13 am	Edit Details	DELETE

Showing 1 to 2 of 2 entries Previous 1 Next

Current/Last Submitted Fellowships From Your Institute

8 Fellowships for Edition 48

Show 10 entries

Program Name	Edition	Billing Contact	Last Updated	# Staff	Renew
Anatomic Pathology	48	Stivers, Donna	07/06/2015 3:48 pm	5 Staff	Already Renewed
Biophysical Pathology & Imaging Pathology	48	Stivers, Donna	06/25/2015 10:20 am	0 Staff	Already Renewed
Blood Banking / Transfusion Medicine	48	Sobel, Mark	03/10/2015 2:30 pm	0 Staff	Renew Fellowship
Cardiovascular Respiratory Pathology	48	.	03/11/2015 8:18 am	0 Staff	Renew Fellowship

Once you click this button, the fellowship then populates the upper table and then you will be able to Edit it.

If you have already done this and you are coming into the system just to edit, then click on Edit details.

*It is very important to click Save Changes or No changes after you have made your edits. If you log out and don't click Save Changes, all your edits will be lost.

Once you have made your changes (and saved them), click on the **GET PDF** button. The Get PDF button creates a PDF in real time. You can make changes, save them and then view your PDF between all your edits to see what you want or do not want to include in your listing.

When all your edits are complete, you **MUST** click **YES** for Editing Complete – located near the top of the page.

Editing Completed? Yes No

COST OF LISTINGS:

- The more Fellowships you list, the higher the discount you will receive!
- You will also have the ability to lock in the cost of your listing (both Residency & Fellowship Listings - with no price increase) by paying for more than one year at a time.

Fellowships:

# Fellowships	Fee per fellowship	Pay for 2 years per fellowship
1 st - 4	\$425	\$850 (locked in fee)
5+	\$375	\$750 (locked in fee)

Post Sophomore Program Listing

Flat Fee \$125.00

IMAGES:

You can upload a .jpg of your photo when you edit your listing online. Make sure that the quality of your photo is of sufficient quality for print as well as for online. Images should be at least 72dpi (Good for computer screens) and up to 300 dpi (Good for print) and no more than 800 pixels wide or high. The program only allows one photograph per listing. If you have multiple photos that you want to use, they must be combined into one .jpg attachment.

When all your edits are complete, you **MUST** click **YES** for Editing Complete – located near the top of the page.

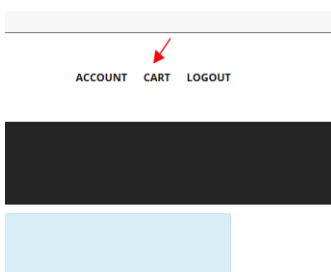
Editing Completed? **Yes** **No**

PAYMENTS:

To pay for your listing by **Credit Card Online** or to get a **PDF INVOICE**:



This will send the listing to the shopping cart. Click on cart and click CHECKOUT.



You can now pay by Credit card or Get a PDF of the invoice.

UPDATED 12/2017