

REPORTING LEARNER CREDIT DATA IN PARS/JA-PARS

ACCME Data Services Team





LEARNER MANAGEMENT IN PARS/JA-PARS

AGENDA

- What's new?
- Why report learner completions?
- What data is needed?
- Methods of entering/editing learners
- Provider Mark
- CME Passport
- Q&A



LEARNER MANAGEMENT IN PARS/JA-PARS

Quick Poll

Use the “raise your hand” function, which you can find when clicking on “Reactions” at the bottom of your Zoom window.



LEARNER MANAGEMENT IN PARS/JA-PARS

What's new?

- Individual CME credit can be reported for all of your CME activities for physicians licensed in the US
- New Excel batch option for both entering/registering activities and reporting learner credit
- More flexible learner matching functionality was introduced in November
- Learner validation tool to pre-validate learner identities before submitting credit (CME and MOC/CC)
 - Manual, Excel batch or web services API
- Physicians can create a CME Passport account to view the CME/MOC credit you report



LEARNER MANAGEMENT IN PARS/JA-PARS

Why report CME/MOC completion data?

- Reporting CME and MOC/CC credit in PARS/JA-PARS for physicians provides additional value to your educational activities.
- You may find expanded engagement in your activities.
 - Physicians will look for activities that are relevant to their practice and not just focus on ease of engagement or number of credits available AND if you are reporting their credit, you will be providing a valuable service to them!
- Electronically reporting CME and MOC/CC credit can reduce your need to provide paper certificates when learners are at their cycle end and need to provide proof of credit.
- You can help free up more of your learners' time for patient care.
- Various methods of reporting to meet your needs and capabilities.
- ACCME staff are available to help you get started and assist you along the way.



LEARNER MANAGEMENT IN PARS/JA-PARS

Why is this so valuable for your learners?

- Individual learner credit that you report shows up in a physician's CME Passport account.
- For MOC/CC, the credit you report is provided directly to the certifying board. Your learner doesn't need to do anything else for the credit to count.
- For CME, if the state is participating in the collaboration, the credit you report is provided directly to the licensing board. Your learner doesn't need to do anything else for the credit to count.
- For CME, if the state is not participating in the collaboration, your learner can use their CME Passport account to generate and share a transcript of the credit you report with their licensing board or other credentialing bodies.

Learner Reporting Provider Mark



- Already reporting learner credit data in PARS for your CME activities?
 - Advertise this service to your learners by downloading and using the CME Passport provider mark to promote the activities for which you are reporting learner credit data. We encourage you to utilize this mark to help demonstrate your commitment to reducing the reporting burden for your learners.
- Just getting started?
 - If you are going to report learner credit for one or two of your activities to start, feel free to use the provider mark to advertise those activities.
- Accredited providers who are reporting learner credit data can use the following language on their activities to accompany the CME Passport provider mark.

"The CME credits that physicians earn from this activity will be submitted to ACCME's CME Passport, a free, centralized web application where you can create a personalized account to view, track, and generate transcripts of your reported CME credit. Visit www.cmepassport.org to create your account."



LEARNER MANAGEMENT IN PARS/JA-PARS

Reporting Learners – what info is needed?

MOC/CC	CME
First name	First name
Last name	Last name
MM/DD*	MM/DD
Board name	State of licensure
Board ID**	License ID***
Completion Date	Completion Date
Credit type and amount	Credit type and amount

*ABA and ABP don't require DOB

**ABS doesn't require Board ID

***License ID may not be required to make a unique match



LEARNER MANAGEMENT IN PARS/JA-PARS

Getting the data in PARS/JA-PARS

There are several ways to submit learners in PARS/JA-PARS:

- Manual entry form
- MS Excel batch
- Tab-delimited batch (will be phasing out)
- XML batch
- Web services API



LEARNER MANAGEMENT IN PARS/JA-PARS

Data reporting rules

Learner reporting must follow these rules:

- You must get permission from the learner to report their completion data (CME and MOC/CC)
- Completion date must be between the start and credit claim date (MOC) or end date (CME) of the activity, and can't be a future date
- Learner credit earned can't exceed the maximum amount available for the activity for Enduring Materials, RSS, Courses and Performance Improvement activity formats
- Learner credit should be reported within 30 days of the completion date

LEARNER MANAGEMENT IN PARS/JA-PARS

Who sees the data?

Participating boards and organizations the physician chooses to share their transcript with can see the data.

Medical Licensing Boards:

- Alabama Board of Medical Examiners
- Medical Board of California
- Maine Board of Licensure in Medicine
- Maine Board of Osteopathic Licensure
- Maryland Board of Physicians
- Oregon Medical Board
- North Carolina Medical Board
- North Dakota Board of Medicine
- Virgin Islands Board of Medical Examiners

Certifying Boards:

- American Board of Anesthesiology
- American Board of Internal Medicine
- American Board of Ophthalmology
- American Board of Otolaryngology – Head and Neck Surgery
- American Board of Pathology
- American Board of Pediatrics
- American Board of Surgery

LEARNER MANAGEMENT IN PARS/JA-PARS

Learner completion entry - manual

- Report for CME and MOC/CC at the same time if you want
- Report just one or the other
- Most learners will only require state of licensure for CME reporting
- REMS learners can also be reported

If you get a “learner not matched” error, let us know at info@accme.org.

Learners for "Monoclonal Antibodies in the Treatment of Duchenne Muscular Dystrophy"
Journal CME/CC Activity ID: 201754277 | Internal ID: igguserDuchenne
06/01/2021 - 07/01/2022 Credit Claim Date: 09/01/2022 AMA PRA Cat 1 Max Credits: 1 MOC Max Credits: 1

Enter identification information and CME credits for the learner. Add a board to report MOC.

FIRST NAME *	LAST NAME *	DOB *	DATE COMPLETED *
<input type="text" value="Test2"/>	<input type="text" value="Account2"/>	<input type="text" value="03/01"/>	<input type="text" value="06/28/2021"/>

Report for CME credit

total credits +

LICENSING STATE *	LICENSING ID
<input type="text" value="California"/>	<input type="text" value="51376043"/>

Learner Matched

American Board of Pathology ×

BOARD ID *	TOTAL CREDITS
<input type="text" value="1000106"/>	<input type="text" value="1"/>

ABPATH CREDIT TYPES *

Lifelong Learning

of 1

Learner Matched

LEARNER MANAGEMENT IN PARS/JA-PARS

Learner completion entry - manual

- To report just for MOC, leave the Report for CME credit box unchecked
- Click the plus sign to add the board
- Make sure you enter the board ID in the board ID field, not the licensing ID field
- To report for just CME, don't add the board at the bottom

ADD LEARNERS

Learners for "Test Learning from Teaching"

Learning from Teaching Activity ID: 201625668 | Internal ID: TR2839
01/01/2021 - 12/31/2022 Credit Claim Date: 03/31/2023 AMA PRA Cat 1 Max Credits™: 4 MOC Max Credits: 4

Enter identification information and CME credits for the learner. Add a board to report MOC.

FIRST NAME	LAST NAME	DOB	DATE COMPLETED
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="📅"/>	<input type="text" value="📅"/>

Report for CME credit

LICENSING STATE	LICENSING ID
<input type="text" value="🔍 Select a state or province"/>	<input type="text" value="Licensing id"/>

[← Cancel Without Submitting](#)

American Board of Internal Medicine ×

BOARD ID *	TOTAL CREDITS
<input type="text" value="Board ID"/>	<input type="text" value="0"/>

Board ID is required Credits must be greater than 0.

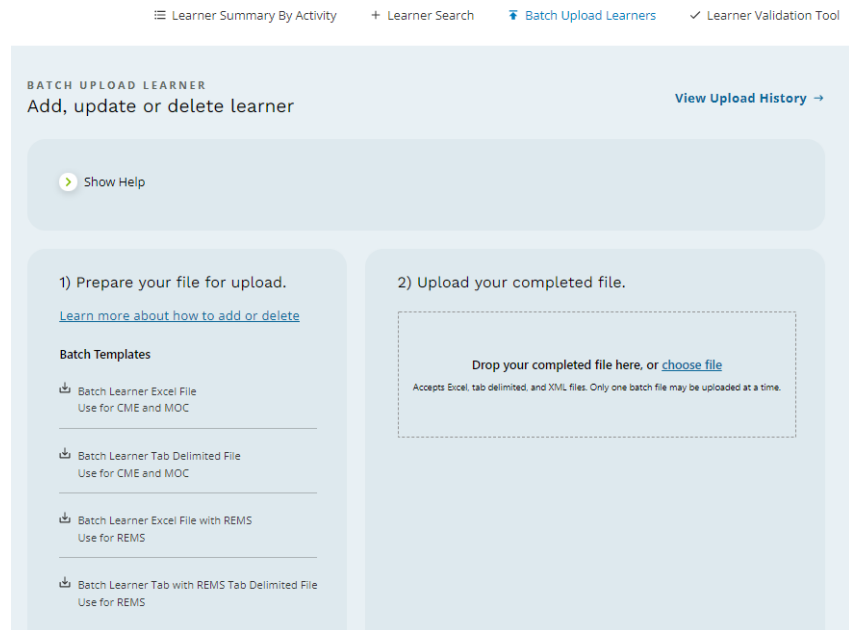
ABIM CREDIT TYPES *

Medical Knowledge

LEARNER MANAGEMENT IN PARS/JA-PARS

Learner completion entry – Excel

- Can download templates and instructions on the batch page.
- Enter your data into the spreadsheet. Validation helps to reduce errors.
- CME and MOC/CC on the same row
- Keep header rows in the file.
- Save the file with a unique name to help with your internal tracking.
- Don't need to "save as" with this template – keep it as Excel.
- Drag and drop or choose file from your computer.



☰ Learner Summary By Activity + Learner Search ▾ Batch Upload Learners ✓ Learner Validation Tool

BATCH UPLOAD LEARNER
Add, update or delete learner [View Upload History →](#)

> Show Help

1) Prepare your file for upload.
[Learn more about how to add or delete](#)

Batch Templates

- 📄 Batch Learner Excel File
Use for CME and MOC
- 📄 Batch Learner Tab Delimited File
Use for CME and MOC
- 📄 Batch Learner Excel File with REMS
Use for REMS
- 📄 Batch Learner Tab with REMS Tab Delimited File
Use for REMS

2) Upload your completed file.

Drop your completed file here, or [choose file](#)
Accepts Excel, tab delimited, and XML files. Only one batch file may be uploaded at a time.



LEARNER MANAGEMENT IN PARS/JA-PARS

Learner completion entry – Excel batch

If you are reporting CME and MOC/CC for a learner, fill out both sections as shown in the example below.			Month and day only, do not include year. Format as MM/DD (ex. 03/14)			If you are reporting CME completion only, fill out columns A-I and			If you are reporting CC/MOC fill out these columns. At least one credit type is required to report the learner for MOC/CC. If the learner is dual-certified, repeat these columns for each certifying board to which the learner completion should be reported. Please note that amounts of credit in one row are not additive. See the Reference tab for more information about how to list credit types.								
Record Action	ACCME Activity ID	Completion Date	Last First Name Name	Date of Birth	Licensing State	Licensing ID	Number of CME Credits	Certifying Board	Certifying Board ID	Total Board Credits	Credit Type	Credits Awarded for Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Additional Credit Type
Add	200912095	2/14/2021	John Smith	03/17	Tennessee	12345	2.25	ABIM	999999	2.25	Medical Knowledge	2.25	Patient Safety	2.25			

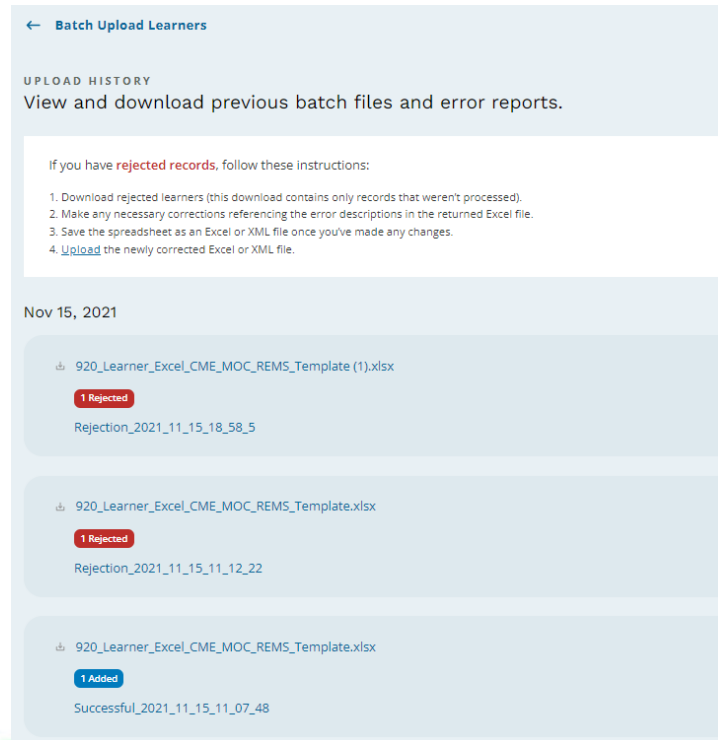
- REMOVE the sample data rows
- Record action – add or delete only
- ACCME activity ID
- Completion date
- Learner name and DOB (just MM/DD)
- CME (one row for each state, does not need to be included if reporting for MOC)
 - Licensing state
 - License ID
 - AMA credit amount
- MOC/CC (multiple boards on one row by repeating columns)
 - Board name
 - Board ID
 - Credit type and amount

Any yellow cell validation means something needs to be fixed

LEARNER MANAGEMENT IN PARS/JA-PARS

Learner batch history

- Batch uploads organized by date, most recent at top
- Your original file is included first
- Summary of results
- Rejected records are in an Excel file you can download, fix and re-upload as is
- Successful records are also available



← Batch Upload Learners

UPLOAD HISTORY
View and download previous batch files and error reports.

If you have **rejected records**, follow these instructions:

1. Download rejected learners (this download contains only records that weren't processed).
2. Make any necessary corrections referencing the error descriptions in the returned Excel file.
3. Save the spreadsheet as an Excel or XML file once you've made any changes.
4. [Upload](#) the newly corrected Excel or XML file.

Nov 15, 2021

- ▾ 920_Learner_Excel_CME_MOC_REMS_Template (1).xlsx
1 Rejected
Rejection_2021_11_15_18_58_5
- ▾ 920_Learner_Excel_CME_MOC_REMS_Template.xlsx
1 Rejected
Rejection_2021_11_15_11_12_22
- ▾ 920_Learner_Excel_CME_MOC_REMS_Template.xlsx
1 Added
Successful_2021_11_15_11_07_48

LEARNER MANAGEMENT IN PARS/JA-PARS

Common Issues

- RSS not being registered for correct amount
 - AMA credit and MOC credit amounts should be for the maximum credit a learner could earn for the whole series, not an individual session
- Learner identity data being incorrect
- Completion date falling after activity end date/credit claim date
- Not submitting a learner for all relevant credit types (patient safety most commonly left off for MOC/CC)
- Credit exceeding maximum allowed
- Submitting more than one record for the same activity-learner for ABP or ABA in the same day – they will only accept one per day



LEARNER MANAGEMENT IN PARS/JA-PARS

Learner Summary

- Summary view of individual learners reported
- Extensive filtering/ searching capability
- Sorting options
- Download options
- Click on the activity title to view the learner credit details
- **CLEAR FILTERS** before doing another search

The screenshot displays the ACCME Learner Summary interface. At the top, there is a navigation bar with the ACCME logo and the text "The Continuing Medical Education". Below this, a dashboard menu includes "Dashboard", "Activities", "Learners", and "Reports". The "Learners" section is active, showing a breadcrumb trail: "Learner Summary By Activity" > "Learner Search" > "Batch Upload Learners" > "Learner Validation Tool".

The main content area is titled "Learner Summary by Activity" and shows 1,286 activities. A search bar is present at the top left of the activity list. On the right side, there are options to "Download All Activities" and a "Sort by: Learners Accepted" dropdown menu.

The activity list contains several entries, each with a title, a "View" button, and an "Add Learners" button. The entries are:

- Verify MOC credit type constraints - no indiv learners reported for MOC**
Western Regional Medical Center | Organization ID: 0008001
Other/Blended Learning Activity ID: 210015740 | Internal ID: August_25_15
- Legacy mapping end date should be 1 year from start date for committee learning**
Western Regional Medical Center | Organization ID: 0008001
Committee Learning Activity ID: 210015375 | Internal ID: legmap3
- Pain Management Activity 11 of 15**
Western Regional Medical Center | Organization ID: 0008001
Internet Searching and Learning Activity ID: 210014730 | Internal ID: Pain11
- 3811 excel test 1**
Western Regional Medical Center | Organization ID: 0008001
Journal CME/CE Activity ID: 210015475 | Internal ID: 3811 test 1
- RLTabDelim4**
Western Regional Medical Center | Organization ID: 0008001
Enduring Material Activity ID: 210013558 | Internal ID: RL4
- Legacy mapping end date should be 1 year from start date for ISL**
Western Regional Medical Center | Organization ID: 0008001
Internet Searching and Learning Activity ID: 210015381 | Internal ID: legmap9
- Second test: Verify MOC credit amount constraints - indiv learners reported for MOC_Journal-Based**

On the left side of the interface, there is a "Filter By:" section with a "Clear All" button. It lists various filter categories, each with a plus sign to expand the options:

- Activity Format
- Providership
- Joint Provider Name
- MOC
- MIPS
- REMS
- Activity Status
- Activity Date Range
- Learner Submission Dates
- Learner Completion Dates
- Certifying Boards
- State Medical Boards
- Learner Status
- Measured Outcomes
- State
- City
- Country
- Learner Entry Method
- MOC Credit Types
- Practice Areas

At the bottom of the filter section, there is an "Apply selected filter(s)" button.



LEARNER MANAGEMENT IN PARS/JA-PARS

Learner Details

- Filtering/sorting/downloading capability
- Hover over learner's name to see options
- View/delete
- CLEAR FILTERS before doing another search

Learners for **Grand Rounds Anesthesia**

Regularly Scheduled Series | Activity ID: 201759558 | Internal ID: Ex2-1
1/17/2021-12/17/2021 | Credit Claim Date: 3/31/2022
Collaborations: MOC | Certifying Boards: ABA | 52 AMA PRA Category 1 Credit™ Credits

7 Learners Download Learners ▾ + Add Learners

Show: 10 Per Page ▾ Sort by: Board ▾ ↓

<input type="checkbox"/>	Board	Name	DOB	Learner ID	Completion	Submission	Credits Awarded	Status
<input type="checkbox"/>	ABA	Tina Karacme	11/24	35867909	12/01/21	12/14/21	0.25 Total Earned 0.25 Lifelong Learning	Rejected 🚫
<input type="checkbox"/>	CA-M	Joe Accme	1/1	94412289	12/01/21	12/20/21	15 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	TN-M	Rebecca Test	2/1	444444	12/12/21	12/20/21	2 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	CA-M	Willa Duncan	5/25	70279062	12/12/21	12/20/21	2 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	TN-M	Rebecca Test	2/1	444444	12/15/21	12/20/21	5 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	CA-M	Test6 Account6	7/1	59091669	12/15/21	12/20/21	5 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	ME-M	Scott Joplin	11/24	32508792	12/15/21	12/20/21	5 AMA PRA Category 1 Credit™	Accepted

🔍 View 🗑️ Delete



LEARNER MANAGEMENT IN PARS/JA-PARS

Learner Search

- Specific learner
- Specific board
- Submission and completion date ranges
- Extensive filtering/searching capability
- Sorting options
- Download options
- **CLEAR FILTERS** before doing another search

☰ Learner Summary By Activity + Learner Search ⌵ Batch Upload Learners ✓ Learner Validation Tool

Apply selected filter(s)

Filter By: Clear All

Learner First Name: Rebecca X

Learner Last Name: Test X

Activity Format +

MOC +

MIPS +

REMS +

Learner Submission Dates +

Learner Completion Dates +

Certifying Boards +

State Medical Boards +

Learner Status +

Learner Entry Method +

MOC Credit Types +

Learner Search

25 Learners Download All Learners ▾

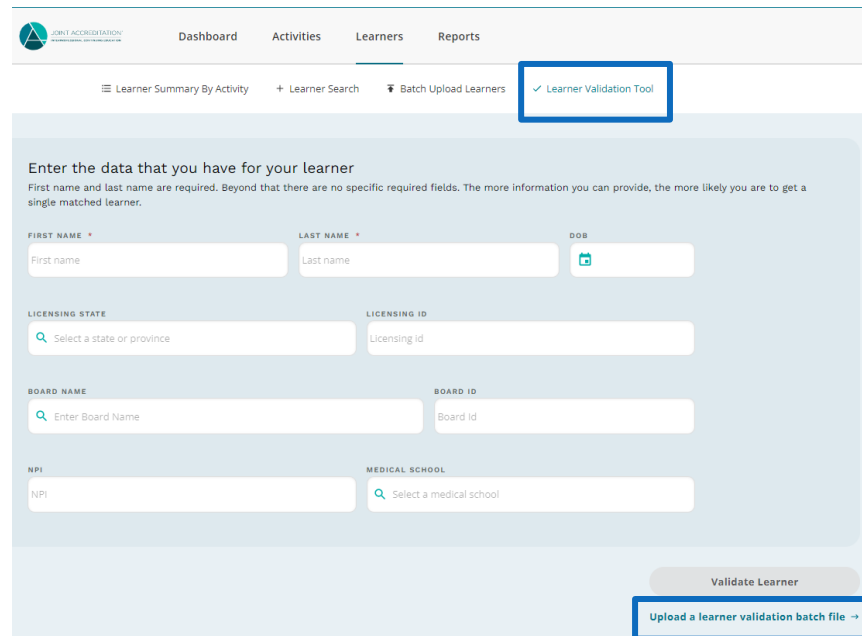
Show: 10 Per Page ▾ Sort by: Board ▾

<input type="checkbox"/>	Board	Name	DOR	Learner ID	Activity	Completion	Submission	Credits Awarded	Status
<input type="checkbox"/>	ME-M	Rebecca Test	2/1	MD9977	test activity for 4346 Activity ID: 210016274	6/02/21	9/16/21	1 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	TN-M	Rebecca Test	2/1	444444	TEST ABO Course Activity ID: 200929918	10/31/18	11/02/18	1 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	ME-M	Rebecca Test	2/1	MD9977	test44 Activity ID: 200930237	7/18/19	7/19/19	4 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	ZZNC	Rebecca Test	2/1	999994	testing 123123 Activity ID: 200929937	12/31/18	1/11/19	1 AMA PRA Category 1 Credit™ 1 Controlled Substance	Accepted
<input type="checkbox"/>	TN-M	Rebecca Test	2/1	444444	Test Grand Rounds Activity ID: 200931413	1/01/19	12/03/19	1 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	ME-M	Rebecca Test	2/1	MD9977	Marcherie Test Activity ID: 210016444	10/01/21	10/01/21	999 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	ME-M	Rebecca Test	1/1	MD9988	Test Activity ID: 200930282	7/19/19	7/19/19	2 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	TN-M	Rebecca Test	2/1	444444	Test55 Activity ID: 200990208	1/02/19	7/15/19	4 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	ZZNC	Rebecca Test	2/1	999994	test 343432221133 Activity ID: 200929913	1/03/18	11/02/18	1 AMA PRA Category 1 Credit™ 1 Controlled Substance	Accepted
<input type="checkbox"/>	ZZNC	Rebecca Test	1/1	999994	Polymyalgia Rheumatica Activity ID: 200984656	10/24/18	10/25/18	1 AMA PRA Category 1 Credit™	Accepted

LEARNER MANAGEMENT IN PARS/JA-PARS

Learner validation tool

- Enter first name, last name and any other information you have
- The more data you provide, the better chance you'll get a match
- Possible results:
 - One learner was matched
 - More than one learner was matched
 - No learner was matched
- Manual form, Excel upload or web services API



The screenshot shows the 'Learner Validation Tool' interface within the ACCME system. The navigation bar includes 'Dashboard', 'Activities', 'Learners', and 'Reports'. Under the 'Learners' tab, there are options for 'Learner Summary By Activity', 'Learner Search', 'Batch Upload Learners', and 'Learner Validation Tool' (which is highlighted with a blue box). The main form area is titled 'Enter the data that you have for your learner' and includes a sub-note: 'First name and last name are required. Beyond that there are no specific required fields. The more information you can provide, the more likely you are to get a single matched learner.' The form contains several input fields: 'FIRST NAME *' (with a placeholder 'First name'), 'LAST NAME *' (with a placeholder 'Last name'), 'DOB' (with a calendar icon), 'LICENSING STATE' (with a search icon and placeholder 'Select a state or province'), 'LICENSING ID' (with a placeholder 'Licensing id'), 'BOARD NAME' (with a search icon and placeholder 'Enter Board Name'), 'BOARD ID' (with a placeholder 'Board id'), 'NPI' (with a placeholder 'NPI'), and 'MEDICAL SCHOOL' (with a search icon and placeholder 'Select a medical school'). At the bottom right, there is a 'Validate Learner' button and a link 'Upload a learner validation batch file ->' (highlighted with a blue box).



LEARNER MANAGEMENT IN PARS/JA-PARS

CME Passport

- You can now list your CME and IPCE activities on our public search tool, CME Passport
- Learners have enhanced filtering to allow for targeted searches for education that meets their individual needs
- The activity URL you list should be as specific to the activity as possible

The screenshot displays the CME Passport website interface. At the top left is the logo for "cme passport" with the tagline "Explore and manage the world of CME". To the right are links for "Find Accredited CME", "Log In", and a "Create an Account" button. Below the header is a search bar with the text "Search Activity" and a green search icon. A purple button labeled "Apply selected filter(s)" is positioned below the search bar. To the left of the main content area is a vertical filter menu with the heading "Filter By:" and a "Clear All" link. The filter menu includes categories such as "Specialty", "Certifying Boards", "Activity Format", "Educational Delivery Method", "MOC", "REMS", "MIPS", "Registration", "Credit Types", "Fee", "CME Points", "MOC Points", and "Activity Date Range", each with a plus sign to its right. The main content area is titled "Activity Search Results" and shows a list of 19,147 activities. The first three results are visible: "Treatment of a patient with newly diagnosed metastatic colorectal cancer (mCRC)", "Pediatrics Core", and "2022 Internal Medicine Review Course". Each result card includes the provider name, activity type, dates, and accreditation information (AMA PRA Category 1 Credits and ABIM Points).

LEARNER MANAGEMENT IN PARS/JA-PARS

CME Passport Transcript

- Physicians can create an account to track/view the CME and MOC credit reported for them
- Physicians can generate a transcript of their reported credit to share with their licensing boards and other credentialing bodies



Accredited Continuing Education Transcript

The activities and credit below were reported to ACCME by the accredited CME providers and represent primary source verification of the education you completed.

Vincent Van Gogh Transcript Dates: 12/2/2021 - 4/21/2022

Medical Board of California	54916519	Total ABO MOC/CC Points	22.75
American Board of Ophthalmology	98989	Total AMA PRA Category 1 Credits™	7.00

Completion Date	Activity	Credits Earned
4/21/2022	Testing out CME Passport Western Regional Medical Center	7 AMA PRA Category 1 Credits™ 7 ABO Points 7 Improvement in Medical Practice 7 Lifelong Learning 7 Patient Safety 7 Self-Assessment
2/16/2022	Testing 5013 via Excel AAA Test Organization	5 ABO Points 5 Lifelong Learning
2/2/2022	Testing 5013 AAA Test Organization	5 ABO Points 5 Lifelong Learning 5 Self-Assessment

OFFICIAL TRANSCRIPT

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QUESTIONS?

Contact info@accme.org

