

Annual Reporting in PARS

Checklist and Resources

What do I need to do for annual reporting?

To fulfill your annual reporting requirement, there are five steps to complete:

- ☐ Accept the terms for the ACCME annual agreement, located on the dashboard in PARS under Agreement Page. Each year, all accredited providers are asked to accept the annual agreement regarding data submission and compliance with ACCME policies and procedures.
- ☐ Enter and close all activities that ended in 2022. For non-enduring material activity formats, providers are encouraged to enter activities that started in 2022 and are remaining active into 2023.
- ☐ Enter all enduring material activities that occurred in 2022, if you haven't already. For those that are continuing into the next year, update the total learner counts as of December 31, 2022. Enduring materials should remain open until the end date, which may be up to 3 years from the start date. Once you have entered the enduring material, you will only need to update learner counts each year thereafter.
- ☐ Complete and submit your Program Summary, located on the dashboard in PARS.
- ☐ Review and update your contact information. You can do this by clicking Back to Accreditation Management in the top right section of the PARS dashboard.

How do I close my activities?

Once you have completed all required fields and added your total learner counts for all activities that ended in 2022, you will need to actively change the status of those activities to "closed." You have several options for closing your activities:

- Manually set the status to closed for an individual activity. [You can watch a video tutorial here.](#)
- Manually bulk close a group of selected activities. [You can watch a video tutorial here.](#)
- Add/update your activities using the [new Excel template](#) and select "Yes" in the Close Activity field.
- Batch close activities using the annual reporting [Excel template](#) (only for activities that are already entered in PARS).

What information will I need to report in the Program Summary?

The Program Summary contains data about the financial resources available to your CME program, including advertising and exhibit income, registration fees, government monetary grants, and private monetary donations received in support of your CME program for the most recent year financial data is available. At the bottom of the Program Summary, you will also be asked to acknowledge the completeness and accuracy of the data you have submitted.

How often should I enter activities in PARS?

We encourage you to enter activities as they are planned and close them when they end.

- Enduring materials can be entered for a maximum three-year period.
- All activity formats other than enduring materials should be entered in PARS for each 12-month period that they are active. The 12 months do not need to correspond to a calendar year.

When should I enter and/or finalize my total learner counts?

For activities that are not enduring materials, enter your final learner counts once the activity has ended, before you close the activity. For enduring materials that span multiple years and are still being offered, enter your learner counts through 12/31/22 by the 3/31/23 annual reporting deadline. Cumulative learner counts should be reported as part of annual reporting for each year until your activity has ended. Once your enduring material activity has ended, enter your final learner counts and close the activity.