How to Enter Learners for Opioid Analgesic (OA) REMS:

In order to report learner data, the activity must first be registered for the OA REMS program. A tutorial on registering activities for OA REMS is available <u>here</u>.

Activities receiving grants under the FDA's OA REMS program should report the FDA-required, de-identified learner data through PARS. Learners who participate in REMS-compliant activities that cover the full FDA Education Blueprint should be reported as individual learners in PARS in addition to being counted under the aggregate learner counts for each activity.

You can enter learners individually via manual fill-form, via MS Excel batch upload, or use web services.

- To batch upload learners via MS Excel, please read <u>the instructions</u> and use the Excel template which can be found <u>here</u>. The instructions document and the first row of the template provide detailed information on how to submit, depending on whether you are including credit information beyond just the REMS data; *please read carefully*.
- To enter learners via web services, please see our <u>technical resources page</u> for further information.

The instructions below are for using the manual fill-form to enter learners.

1. Start by logging in to PARS at <u>https://pars.accme.org/</u>.

2. To report individual learners in PARS/JA-PARS, go to the Learners tab, found at the top of the page.



3. To enter learners individually, find the activity you are uploading learners for under the Learner Summary by Activity page. When you find your activity, click Add Learners.

Test REMS	• View Add Learners
AAA Test Organization Organization ID: 1234567 Live Course Activity ID: 202326915	Submitted: 0 Accepted: 0 Rejected: 0

This will take you to a new page to input individual learner data. REMS completion information can be entered on its own or can be combined with the reporting of CME/CE and/or MOC. If you choose to report a learner's CME/CE and/or MOC credit along with the REMS completion, any REMS-specific information will be de-identified when reported to the RPC/FDA. To begin, click on "add a certifying board or collaboration." Select Opioid Analgesic REMS under the collaborations section.

IRST NAME	LAST NAME	DOB	DATE COMPLE	ETED
First name	Last name			
D				
Report for CME c	redit			
Report for CME c	redit			
Report for CME c	redit	CENSING ID		
Report for CME c	province	censing id		
Report for CME c	province	CENSING ID		
Report for CME c	redit • province	CENSING ID		

Q Select a state or province	Licensing id	
ERTIFYING BOARD		 ×
+ Add a Certifying Board or Collaborati	Opioid Analgesic REMS	

Fill out any required fields (indicated with an asterisk), along with the date of completion in the top section. You should fill out optional fields if you have the corresponding information from the learner.

Opioid Analgesic REMS $$ $$ $$ $$ $$ $$ $$			
PROVIDER LEARNER ID *		PRACTICE STATE	
12345		Louisiana	~
PROFESSION *		TIME IN PRACTICE *	
Physician	~	6-10 years	~
PRACTICE AREA		DEA REGISTRATION	
General surgery	~	None	~
Surgical procedures			

Questions? Please contact info@accme.org.