

Entering Activities in PARS

This tutorial is designed to guide accredited CME providers through the process of registering their CME activities into ACCME’s [Program and Activity Reporting System \(PARS\)](#).

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Overview

All CME providers accredited within the ACCME system use PARS to enter data about their CME activities.

Activities can be entered in PARS prior to the activity taking place and before the accredited provider advertises or promotes the activity. In addition, the activity can appear in [CME Passport](#), an online search tool for physician learners.

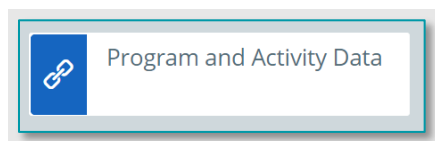
Registration Methods

There are several different ways to add CME activities in PARS.

- You can enter the activity information manually using the web form within the PARS interface.
- You can batch upload activities using an Excel, tab delimited or XML template file.
- You can utilize [ACCME web services](#).

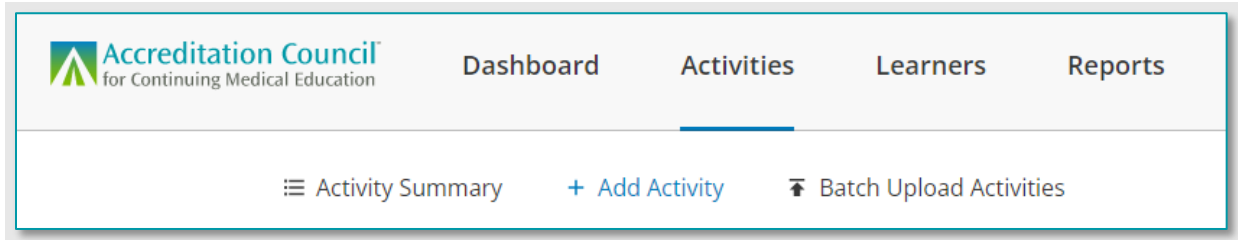
Accessing PARS

Any individual who is listed as a contact in your organization’s profile can enter activities in PARS. To access the activity reporting screen, log into PARS and click the Program and Activity Data button on the home screen. Log into PARS [here](#)



Adding an Activity in PARS

To add a new activity, select the Add Activity option under the Activities tab.



First, you will enter basic information about the activity, including the title and activity format. Throughout this form there are FAQs located on the right-hand side of the screen, which provide answers to common questions you may have while adding your activity.

ADD AN ACTIVITY
Let's start with the basics for the activity.

What's the name of the activity *

What is the activity format? *

- Live Course
An activity where the learner participates in real-time at a specific date/time.
- Regularly Scheduled Series
An activity that is a series of multiple, ongoing sessions, primarily planned by and presented to the organization's professional staff.
- Enduring Material
An activity where the content is available for the learner to complete at a time and place of the learner's choosing.
- Journal CME/CE
An activity in which the learner reads one or more articles, or adapted formats, from a peer-reviewed professional journal.

If you choose "Live Course" as your activity format, the form expands to ask questions about where the activity took place, as well as whether it occurred more than once with the same content. Selecting Regularly Scheduled Series or Enduring Material as your activity format will also expand the form to ask additional questions.

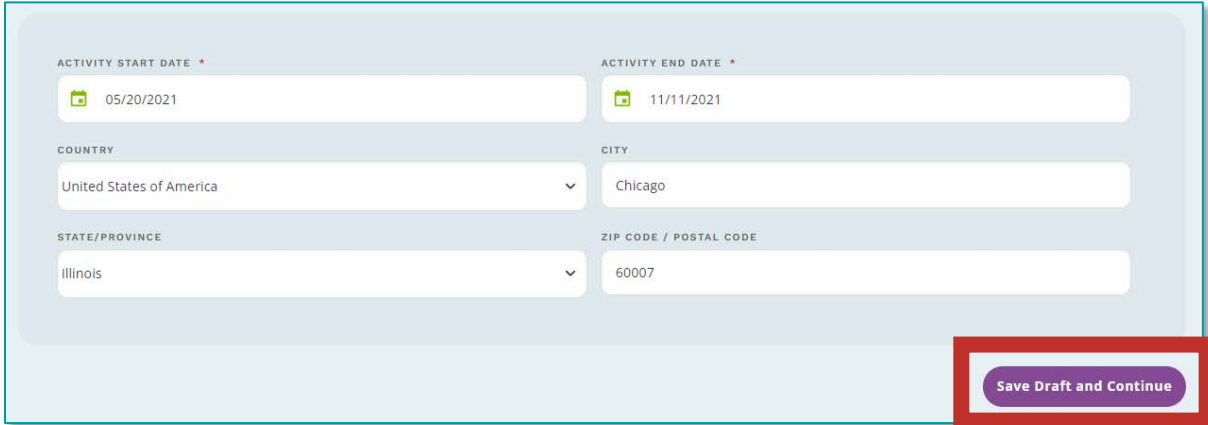
Where does the activity take place? Select all that apply. *

- In-Person
- Live-Streamed

Does this activity occur more than once with the same content? *

Yes No

If you choose “In-Person”, the form expands to ask questions about the activity’s location. Once you fill out the questions about the location and date, click “Save Draft and Continue”. This button will turn purple when you can move to the next step.



ACTIVITY START DATE * 05/20/2021

ACTIVITY END DATE * 11/11/2021

COUNTRY United States of America

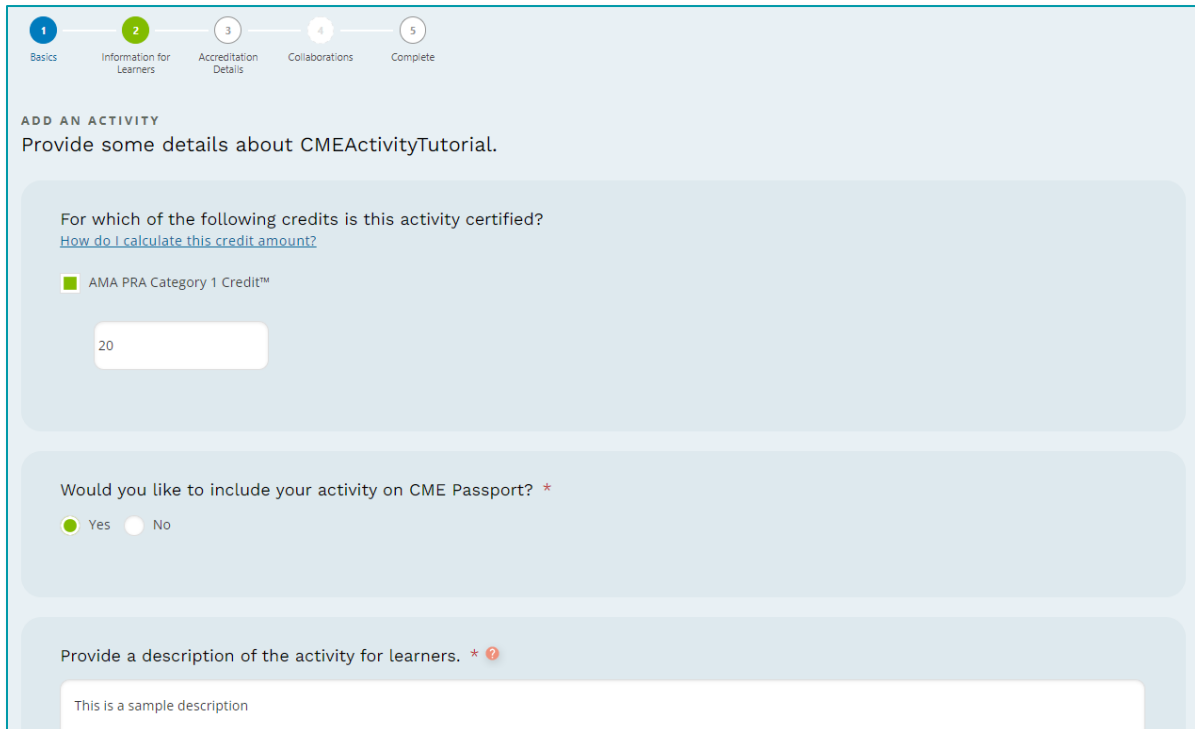
CITY Chicago

STATE/PROVINCE Illinois

ZIP CODE / POSTAL CODE 60007

Save Draft and Continue

Next, you will enter information for learners, including the total CME credits, whether the activity will appear in [CME Passport](#), and a description of the activity. For the activity description, enter a brief narrative description or copy in the abstract, content outline, or learning objectives.



1 Basics 2 Information for Learners 3 Accreditation Details 4 Collaborations 5 Complete

ADD AN ACTIVITY

Provide some details about CMEActivityTutorial.

For which of the following credits is this activity certified?
[How do I calculate this credit amount?](#)

AMA PRA Category 1 Credit™

20

Would you like to include your activity on CME Passport? *

Yes No

Provide a description of the activity for learners. * ?

This is a sample description

Next, you will fill out the activity registration details, and provide an activity URL. If you aren't listing your activity in CME Passport or registering it for MOC or REMS, these questions regarding registration and URL are not required.

Who can register for this activity? * ?

Open to all Limited to certain participants

Is there a fee to register for this activity? * ?

Yes No, it's free Variable

Enter the activity URL to view activity details. * ?

You can also register an activity for a collaboration at this step shown below. Use the drop downs to select the relevant collaborations. You can find a tutorial on how to register your activity for any of these collaboration programs [here](#). Once you have filled out this section, click the “Save Draft and Continue” button to move on in the form.

In addition to offering CME credit, is this activity being registered for any of the following programs?

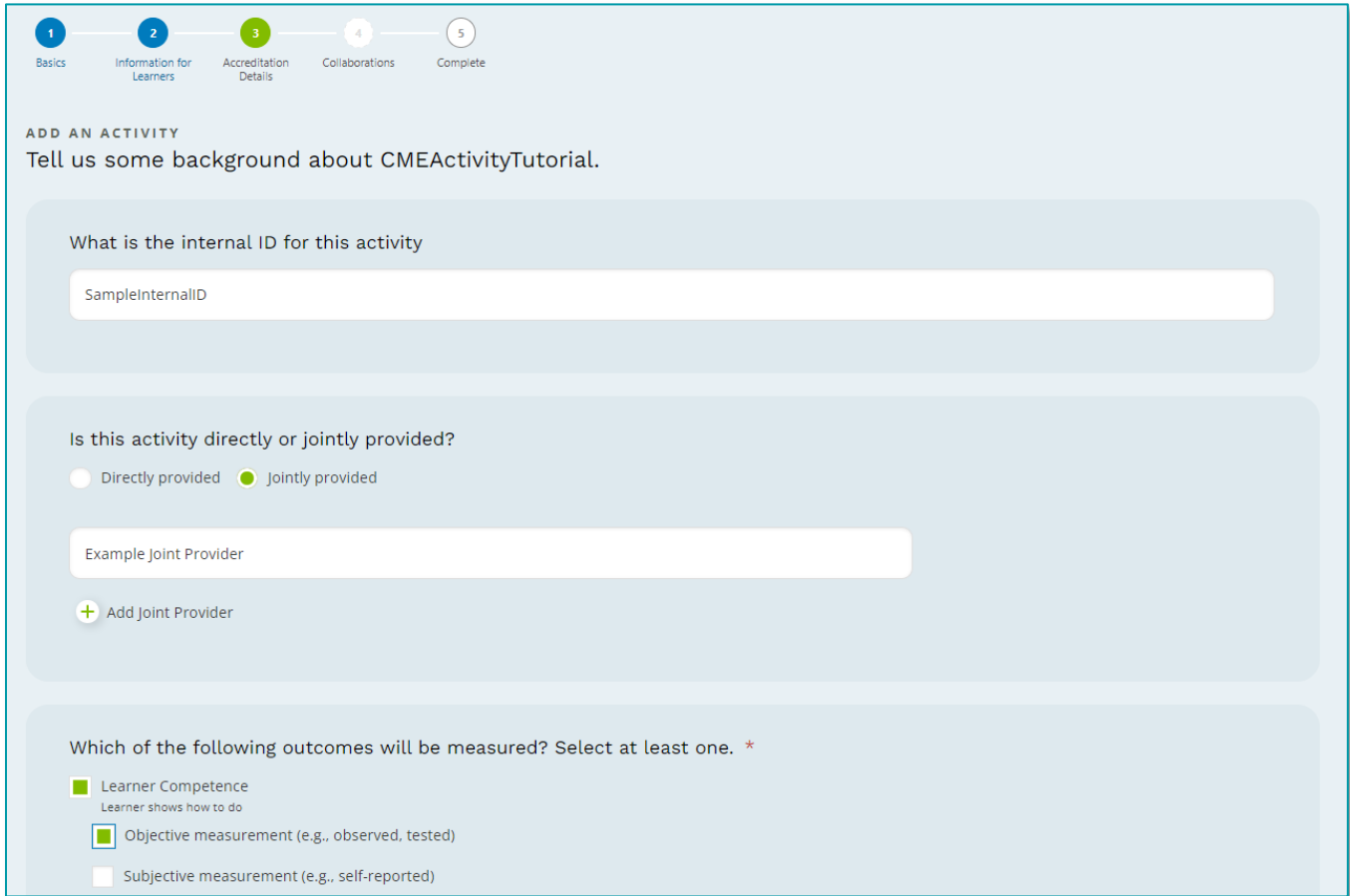
MOC ?
Maintenance of Certification
 Yes No

MIPS ?
Merit-based Incentive Payment System
 Yes No

REMS ?
Risk Evaluation and Mitigation Strategy
 Yes No

[← Back](#) [Save Draft and Continue](#)

Next, you will need to enter accreditation details for the activity, including an internal ID (if applicable), providership information, and educational outcome measures. If your activity was jointly provided and had more than one joint provider, use the + button to add additional joint providers.



1 Basics 2 Information for Learners 3 Accreditation Details 4 Collaborations 5 Complete

ADD AN ACTIVITY
Tell us some background about CMEActivityTutorial.

What is the internal ID for this activity

SampleInternalID

Is this activity directly or jointly provided?

Directly provided Jointly provided

Example Joint Provider

+ Add Joint Provider

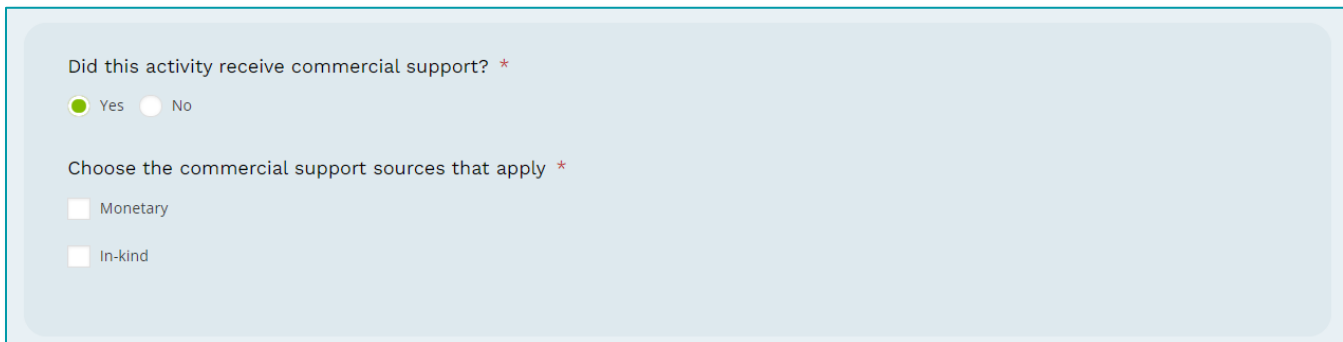
Which of the following outcomes will be measured? Select at least one. *

Learner Competence
Learner shows how to do

Objective measurement (e.g., observed, tested)

Subjective measurement (e.g., self-reported)

Further down the form you will find section for commercial support details. If this activity did not receive commercial support, select “No” and move on to the next section. If this activity did receive commercial support, select “Yes.” You will see a new section appear, asking you to choose the commercial support sources that apply.



Did this activity receive commercial support? *

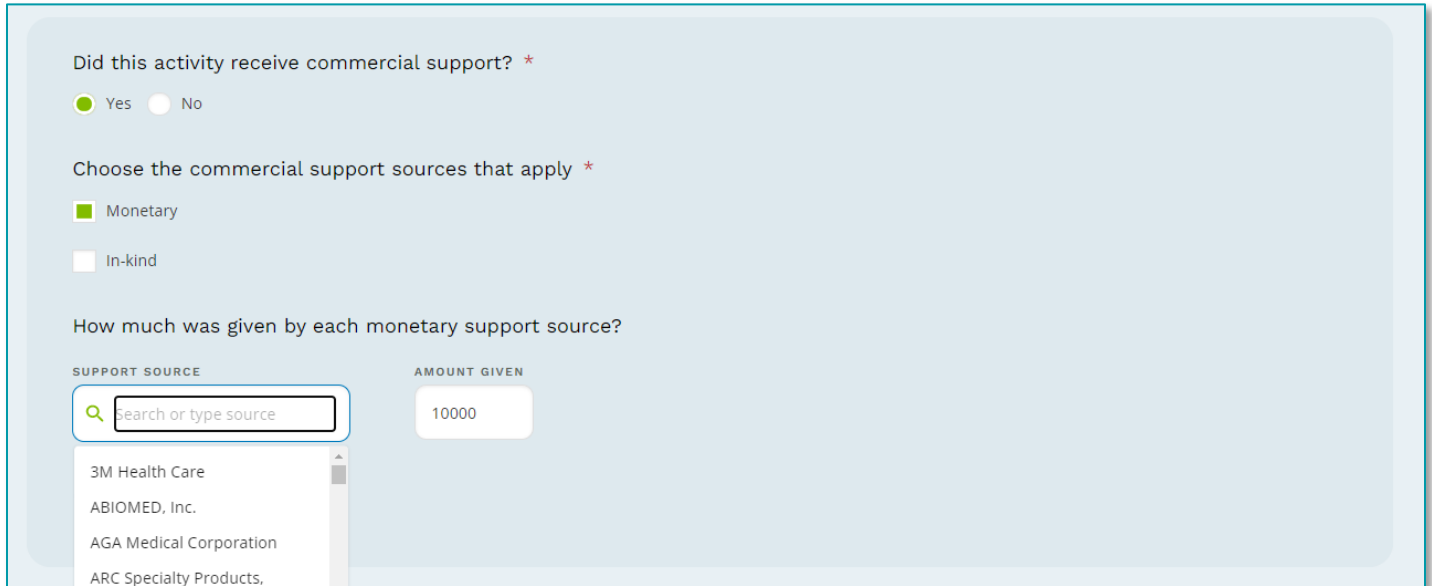
Yes No

Choose the commercial support sources that apply *

Monetary

In-kind

Once you select either of these two commercial support types, the form will expand again. For monetary support, select the name of the commercial support source from the list or enter the name in the text box. Then, enter the amount of monetary support received.



Did this activity receive commercial support? *

Yes No

Choose the commercial support sources that apply *

Monetary

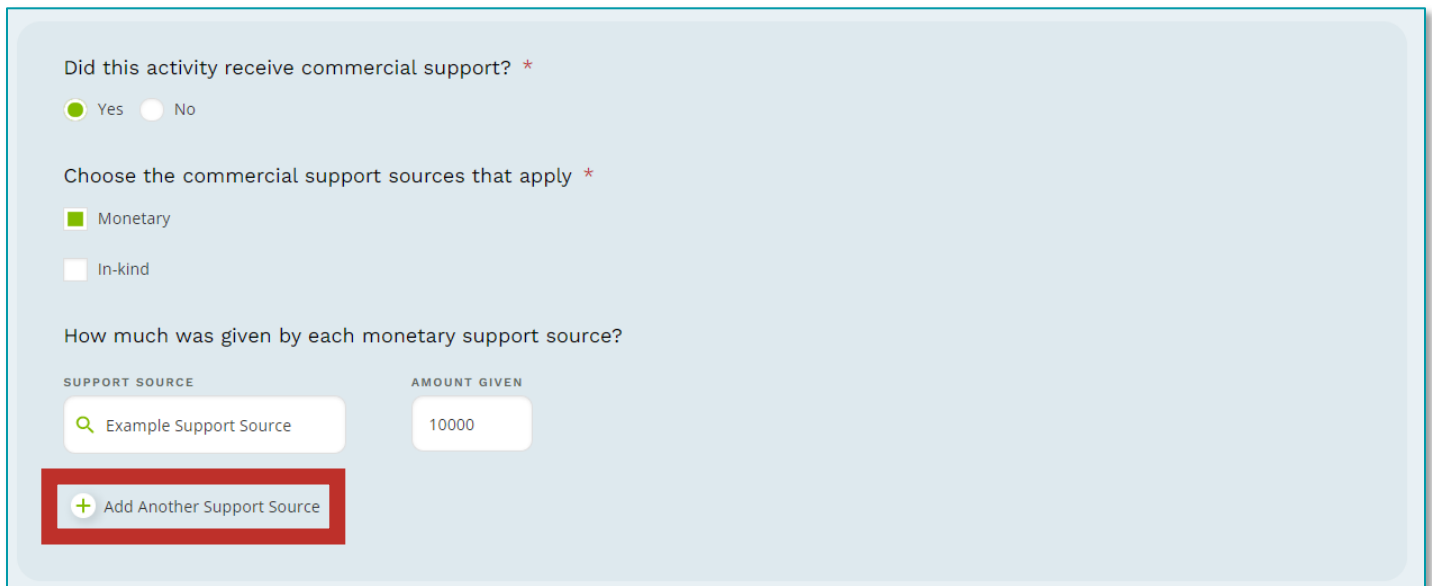
In-kind

How much was given by each monetary support source?

SUPPORT SOURCE	AMOUNT GIVEN
<input type="text" value="search or type source"/>	<input type="text" value="10000"/>

3M Health Care
ABIOMED, Inc.
AGA Medical Corporation
ARC Specialty Products,

If your activity had multiple sources of monetary support, use the + button to add additional monetary support sources and amounts.



Did this activity receive commercial support? *

Yes No

Choose the commercial support sources that apply *

Monetary

In-kind

How much was given by each monetary support source?

SUPPORT SOURCE	AMOUNT GIVEN
<input type="text" value="Example Support Source"/>	<input type="text" value="10000"/>

For in-kind support, select the name of the commercial support source from the list or enter the name in the text box. You do not need to provide additional information about the nature of the in-kind support.

Did this activity receive commercial support? *

Yes No

Choose the commercial support sources that apply *

Monetary

In-kind

How much was given by each monetary support source?

SUPPORT SOURCE	AMOUNT GIVEN
<input type="text" value="Example Support Source"/>	<input type="text" value="10000"/>
<input type="text" value="Example Support Source 2"/>	<input type="text" value="5000"/> X

+ Add Another Support Source

Which support source provided in-kind support?

SUPPORT SOURCE *

- 3M Health Care
- ABIOMED, Inc.
- AGA Medical Corporation

If your activity had multiple sources of in-kind support, use the + button to add additional in-kind support sources.

Did this activity receive commercial support? *

Yes No

Choose the commercial support sources that apply *

Monetary

In-kind

How much was given by each monetary support source?

SUPPORT SOURCE	AMOUNT GIVEN
<input type="text" value="Example Support Source"/>	<input type="text" value="10000"/>
<input type="text" value="Example Support Source 2"/>	<input type="text" value="5000"/> X


+ Add Another Support Source

Which support source provided in-kind support?

SUPPORT SOURCE *

+ Add Another In-Kind Support Source

Next, choose whether you'd like to mark the activity for reference for commendation criteria. This is a tool for internal tracking which providers can use to organize their activities in order to help them achieve Accreditation with Commendation. Learn more about Accreditation with Commendation [here](#). If you choose yes, you will be given a list of commendation criteria which you can click on to indicate for this activity. Chosen commendation criteria will turn blue.

Would you like to mark this activity for reference for commendation criteria? * 

Yes No

Select your commendation criteria.
[About commendation criteria](#)

PROMOTES TEAM-BASED EDUCATION

Engages Teams Engages Patients/Public Engages Students

ADDRESSES PUBLIC HEALTH PRIORITIES

Advances Data Use Addresses Population Health Collaborates Effectively


ENHANCES SKILLS

Optimizes Communication Skills Optimizes Technical/Procedural Skills Creates Individualized Learning Plans Utilizes Support Strategies

ACHIEVES OUTCOMES

Improves Performance Improves Healthcare Quality Improves Patient/Community Health

Next, click "Save" to continue with the form and save your activity.

Would you like to mark this activity for reference for commendation criteria? * 

Yes No

Select your commendation criteria.
[About commendation criteria](#)

PROMOTES TEAM-BASED EDUCATION

Engages Teams Engages Patients/Public Engages Students

ADDRESSES PUBLIC HEALTH PRIORITIES

Advances Data Use Addresses Population Health Collaborates Effectively

ENHANCES SKILLS

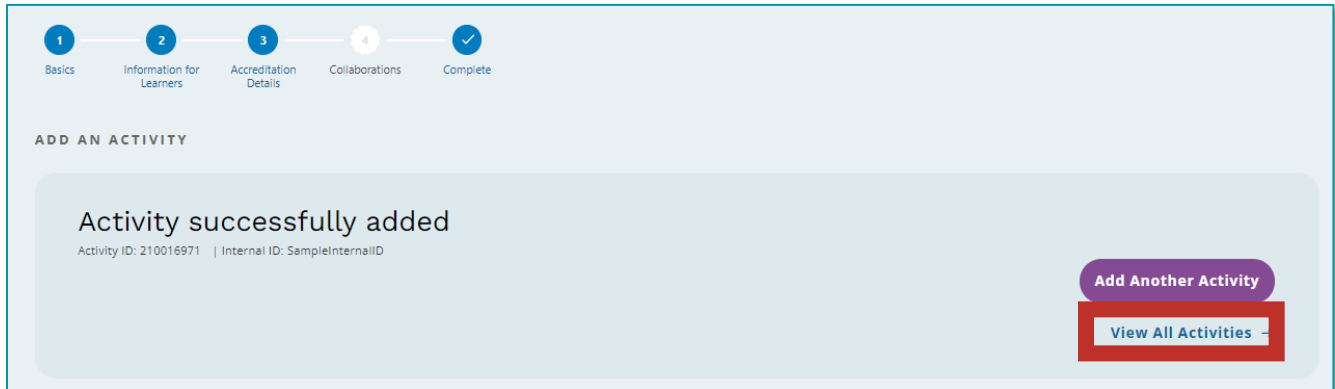
Optimizes Communication Skills Optimizes Technical/Procedural Skills Creates Individualized Learning Plans Utilizes Support Strategies

ACHIEVES OUTCOMES

Improves Performance Improves Healthcare Quality Improves Patient/Community Health

← Cancel Without Saving

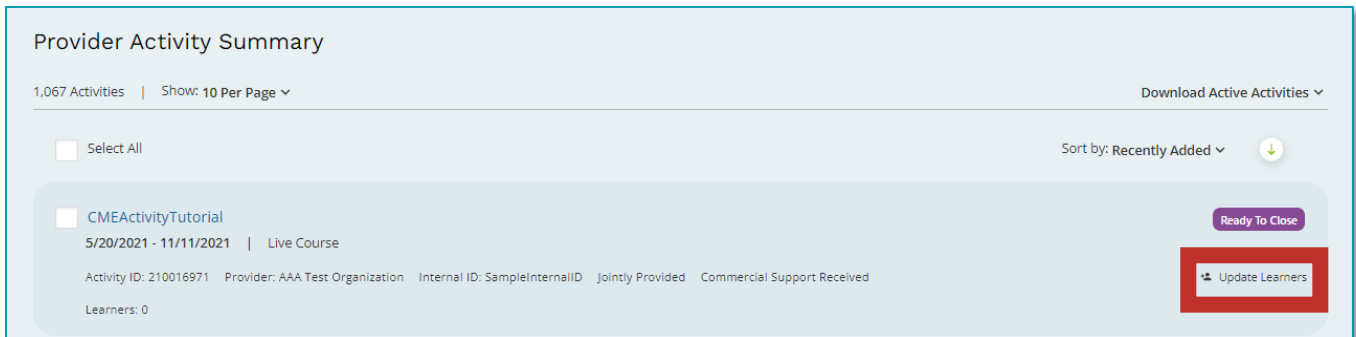
After a brief loading screen, you will see the following.



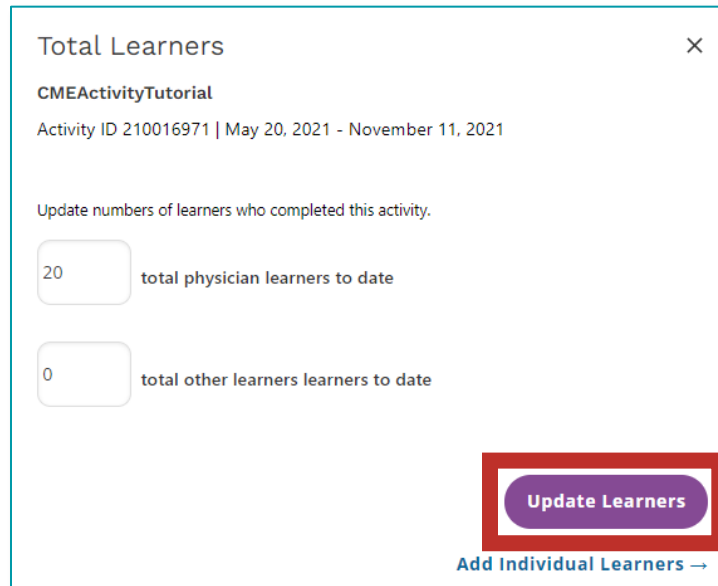
You can then click “Add Another Activity” to repeat the process, or “View All Activities” to go to the activity summary view. Click “View All Activities” and you should see your newly added activity at the top of the activity summary. If you properly filled out all the details above, and the activity has an end date in the future, it should be marked as “Active”, whereas if it has an end date in the past, it should be marked as “Ready to Close”.



From here, you can click “Update Learners” to enter total learner counts for the activity. This step is required to mark the activity as closed.

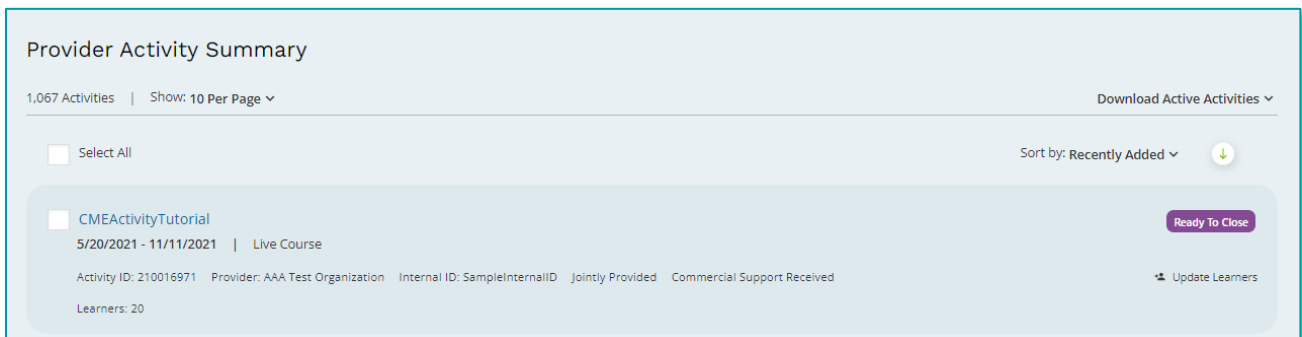


The following screen will display. Enter the number of learners who completed the activity and click “Update Learners”.



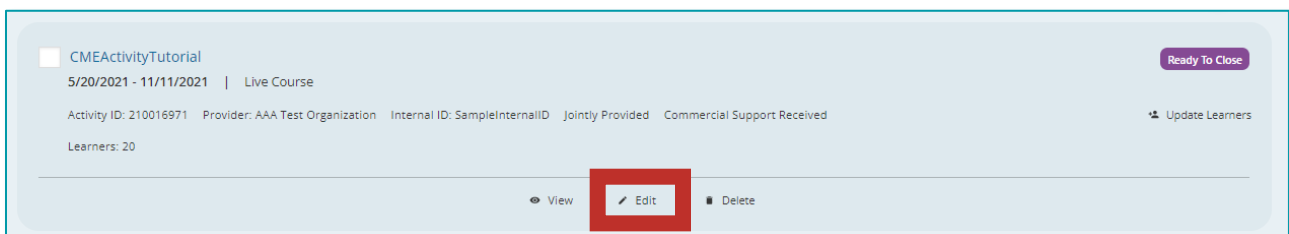
A dialog box titled "Total Learners" with a close button (X) in the top right corner. The content includes:
- Title: CMEActivityTutorial
- Activity ID: 210016971 | May 20, 2021 - November 11, 2021
- Instruction: Update numbers of learners who completed this activity.
- Input field 1: A text box containing "20" followed by the label "total physician learners to date".
- Input field 2: A text box containing "0" followed by the label "total other learners learners to date".
- A purple button labeled "Update Learners" is highlighted with a red rectangular box.
- A link labeled "Add Individual Learners" with a right-pointing arrow is located at the bottom right.

After clicking “Update Learners”, the provider activity summary screen will update to reflect your changes.



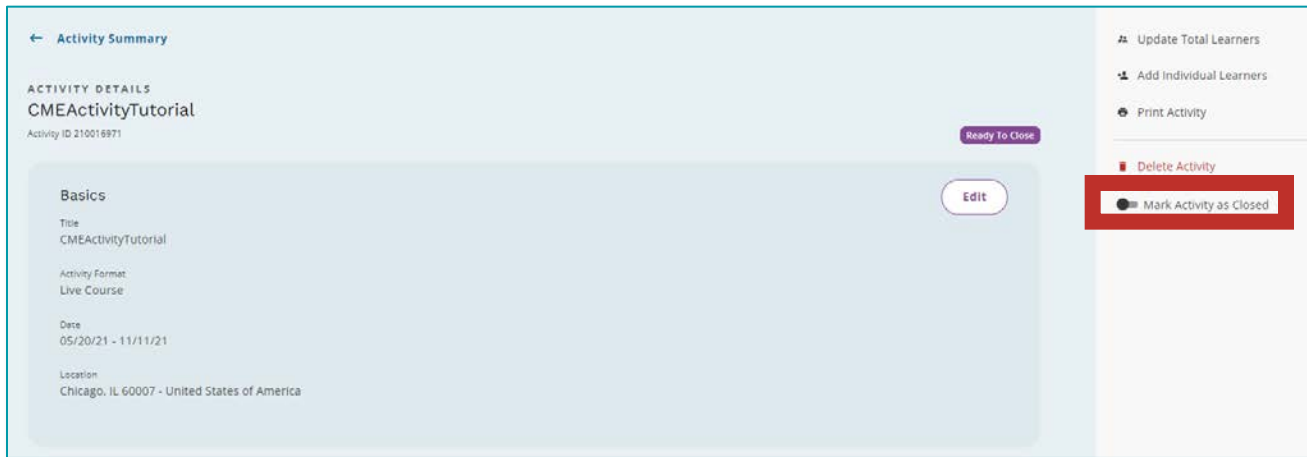
The "Provider Activity Summary" screen displays a list of activities. The top section shows "1,067 Activities" and "Show: 10 Per Page". A "Download Active Activities" link is in the top right. Below the list, there is a "Select All" checkbox and a "Sort by: Recently Added" dropdown menu. The first activity listed is "CMEActivityTutorial" with a "Ready To Close" button. Below the activity name, it shows the dates "5/20/2021 - 11/11/2021" and "Live Course". Further down, it lists "Activity ID: 210016971", "Provider: AAA Test Organization", "Internal ID: SampleInternalID", "Jointly Provided", and "Commercial Support Received". At the bottom of the activity card, it says "Learners: 20" and has an "Update Learners" button.

From here, you can close your activity (if it is in the “Ready to Close” status) by clicking “Edit” for that activity in the provider activity summary.

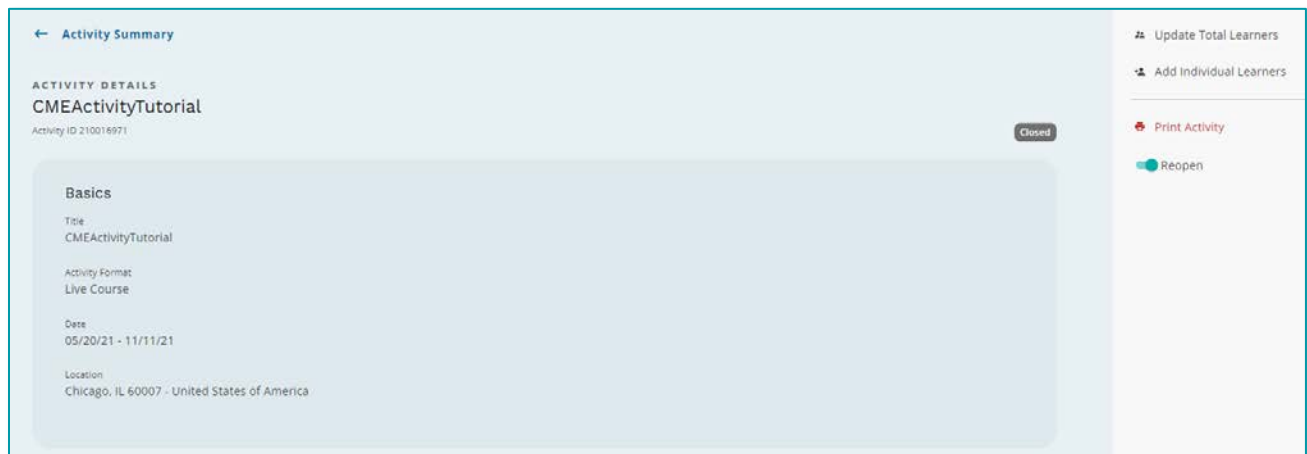


A close-up view of the activity card for "CMEActivityTutorial". It shows the "Ready To Close" button in the top right. Below the activity details, there is a row of three buttons: "View", "Edit" (highlighted with a red rectangular box), and "Delete".

If all steps have been followed properly, you will see an option to “Mark Activity as Closed” on the righthand side of the screen. You can click this slider to close the activity.



After clicking this slider, the page will update and your activity will be marked as “Closed”.



Troubleshooting Activity Issues

Why won't my activity save?

If you attempt to save an activity with invalid information, you cannot move forward in the form. Anything which needs attention will have red text below the entry field.

Why isn't my activity listed as active?

In order to be listed as “Active”, the activity must have a start date in the past and an end date in the future. Additionally, all the above steps must be taken in order to have the activity saved as “Active”; if you only enter limited information, the activity will be listed as a Draft. If any required fields are missing, they will be displayed in red text when you go to edit your activity.

Why can't I close my activity?

In order for an activity to be closed, it must have an end date in the past, and all final information must be entered for the activity, including total learner counts.

Why can't I delete my activity?

You cannot delete closed activities or activities that have had individual learners reported.

Technical Resources

The newest versions of batch templates, XML specs and technical instructions can be found on our [website](#).

If you have any questions about the PARS learner reporting process, please email us at info@accme.org.