Annual Reporting in PARS
Checklist and Resources

Accreditation Council™
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What do I need to do for annual reporting?

To fulfill your annual reporting requirement, there are five steps to complete by **April 1, 2024 at 11:59 p.m. Central Time**:

- ☐ Accept the terms of the ACCME annual agreement, located on the dashboard in PARS under Provider Agreement(s). Each year, all accredited providers are asked to accept the annual agreement regarding data submission and compliance with ACCME policies and procedures.
- ☐ Enter all activities that started in 2023, and close all of them that also ended in 2023.
- ☐ If you provide enduring material activities, update the total cumulative learner counts as of December 31, 2023. Enduring materials should remain open until the end date, which may be up to three years from the start date.
- ☐ 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.

Please note: Providers accredited by a state medical society may be required to complete their annual reporting requirements earlier and should check with their Recognized Accreditor for more information.

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 other activity types can be entered for a maximum one-year period.

- Manually enter and update your activities. Watch a video tutorial here.
- Batch upload or update activities via Excel or XML. Watch a video tutorial here.

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

Enter your final cumulative 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 cumulative learner counts through 12/31/23 by the 4/1/24 annual reporting deadline.

- Manually update your cumulative learner counts in PARS. Watch a video tutorial here.
- Batch update your cumulative learner counts in PARS via Excel or XML. View instructions here under "Annual Reporting Information and Resources."

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 2023, you will need to actively change the status of those activities to "closed." You have the following options for closing your activities:

- Manually set the status to closed for an individual activity OR manually batch close a group of selected activities. Watch a video tutorial here.
- Batch close a group of selected activities via Excel or XML. View instructions here under "PARS Activity Submission." Select "Yes" in the Close Activity field in the template.

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

The Program Summary is a summary of financial resources available to your Program of CME/CE. Report data for the most recent 12-month period you have available. If your organization is the accredited provider for a jointly provided activity, you must report the same financial data as you do for directly provided activities, even if the joint provider received the funds.