

ACCME and State Medical Licensing Boards Collaboration Program Guide for Accredited Providers

Thank you for your interest in participating in the ACCME and State Medical Licensing Boards Collaboration. This initiative enables accredited CME providers to report CME activity completion data for physicians who hold a medical license in any state or territory in the United States. State Medical Boards that have joined the collaboration can log in to PARS, view and verify the CME credit data that has been reported by accredited CME providers for their licensees. The list of participating state medical boards can be found [here](#).

The collaboration is open to all state medical boards and accredited providers. We encourage providers to submit CME-completion data for all their physician-learners, even those licensed in states that are not currently participating in the collaboration. This will benefit your physician-learners, because they can create an account on [CME Passport](#), which will allow them to view the CME credit reported on their behalf and generate and share a transcript with the state medical boards that are not yet participating in the collaboration. The ACCME offers this program free of charge to CME providers, state medical boards, and licensees.

How Does the Program Work?

As part of this collaboration, accredited CME providers:

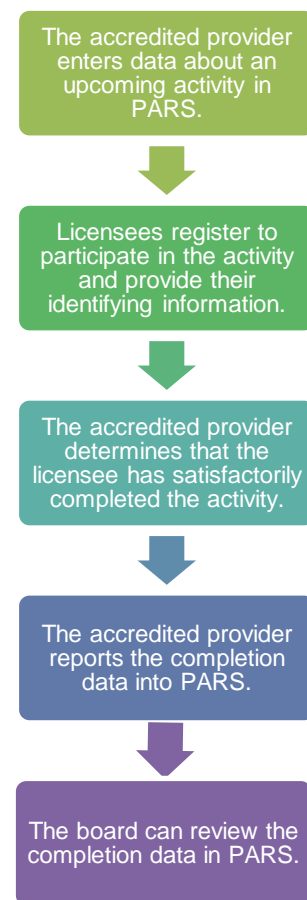
1. Enter the activity into PARS.
2. Choose to list the activity on [CME Passport](#) (optional).
3. Collect the required learner information and permissions to report the CME credit in PARS.
4. Enter the CME credit into PARS for the licensee participants.

Benefits for Participating Accredited CME Providers

Accredited CME providers can add value to their programs by reporting CME credit on behalf of their learners.

By participating, CME providers will:

- Decrease physicians' reporting burden — giving them more time to focus on high-quality learning and their patients, rather than paperwork.
- Reduce providers' work responding to queries and certificate requests from physicians.
- Support regulatory authorities by providing easier, online access to verified CME-completion data, reducing manual review of paper or scanned CME certificates.



Responsibilities of Accredited CME Providers Participating in the Collaboration

As part of this collaboration, the accredited CME provider agrees to:

- Comply with ACCME accreditation requirements.
- Obtain consent from licensees who participate in the activity to report their participation to the ACCME and the appropriate regulatory bodies. This permission could be provided by any of these means:
 - a. Written consent
 - b. Implied consent following the provision of various disclosures and announcements within or as part of the activity.
- Grant the ACCME permission to share the specific data that is entered into PARS with the appropriate regulatory bodies.
- Obtain the month and day of birth, state of licensure and license number (or NPI) from any physician who has given permission to have their CME credit data reported in PARS.
- Compile and upload the CME credit data within 30 days of the activity using one of the methods below. Timely reporting is especially important since renewal cycles for physician licensees occur throughout the year and do not necessarily coincide with the end of the calendar year.
- Resolve any CME credit submission errors
 - a. Note that ACCME provides a learner validation tool that CME providers can use to pre-validate learner identities. This tool is available via web form, batch upload, or web services API.
- Retain participation records for six years after the activity.

Field Name	Description
State of licensure	<ul style="list-style-type: none"> • The state or territory in which the learner is licensed
State license ID number or NPI	<ul style="list-style-type: none"> • The license number or ID issued by the state medical board which has licensed the learner. • The NPI (National Provider Identifier) is a unique 10-digit number issued by the Centers for Medicare and Medicaid Services. Note that use of the NPI may result in higher incidence of reporting errors.
First Name	Learner's first name
Last Name	Learner's last name
Date of Birth	Month and day (MM/DD) of learner's birth (do not include learner's year of birth)
ACCME Activity ID	Activity ID for the activity the learner completed
Completion Date	Date the learner completed the activity
Number of Credits	The number of credits a learner has earned for the activity
Type of Credit	AMA PRA Category 1 credit™

Responsibilities of the State Medical Board

As part of this collaboration, participating state medical boards agree to:

1. Communicate with the licensee community that the board:
 - a. is participating in the ACCME and State Medical Licensing Boards Collaboration
 - b. will recognize CME credits reported into PARS for the purpose of license renewal
2. Review the information in PARS when making re-licensing determinations about physicians
3. Acknowledge that ACCME is relying on the representation of accredited providers as to the accuracy of the information entered into PARS.

Reporting Learner Data in PARS

Learner data can be reported in PARS via the following methods:

- Manual entry via a web form
- Upload of an Excel or XML batch file
- Web services API

Technical resources on batch upload or web service options can be found [here](#). A tutorial on entering learner data in PARS can be found [here](#).