



ACCME Certificate Programs

Enrollment Packet

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 **Accreditation Council**
for Continuing Medical Education
learn well

Using this Document

This packet provides detailed information about the ACCME Certificate Programs, including program structure, content, expectations, and enrollment logistics. It is intended to serve as a resource for prospective enrollees, employers, and CE teams interested in understanding what the certificate programs entail and how they can support professional growth. If you're considering enrolling—or supporting a colleague who is—this document will walk you through what to expect and how to get started.

This version was last updated on April 16, 2025. Please refer to the ACCME website for the most current information and updates. See <https://www.accme.org/certificates>.

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ACCME Certificate Programs

Overview

As part of our ongoing commitment to advancing excellence in accredited continuing education (CE), ACCME is proud to introduce two new **competency-based certificate programs** designed to empower CE professionals and strengthen the organizations they serve.

These programs are more than training—they offer structured, high-value learning experiences that help professionals grow their skills and give organizations confidence in the capabilities of their teams. Through a blend of self-paced coursework, peer collaboration, live webinars, and a validated final assessment, participants engage deeply with real-world tools and strategies they will use every day.

For CE Professionals

Whether you focus on planning, reporting, or administrative oversight, these certificates will help you:

- Build practical, role-specific skills to support the work of delivering high-quality, accredited education
- Demonstrate your competence through a validated comprehensive assessment
- Strengthen your professional standing and expand your impact within your organization
- Connect with peers and engage in collaborative learning grounded in ACCME principles and practices

For Employers and CE Program Leaders

When your staff earn an ACCME Certificate, your organization benefits from:

- Verified demonstration of skills that support your team's ability to meet accreditation and regulatory expectations
- Increased efficiency and accuracy in areas like data reporting and implementation of the Standards

- A stronger foundation for delivering education that aligns with your mission and meets the needs of your learners and stakeholders
- A clear signal of your investment in team development and operational excellence

“We created these programs to meet the needs we hear from the CE community every day—for meaningful, practice-based learning that helps professionals thrive and gives organizations the confidence that their teams are equipped to succeed.”

— Graham McMahon, MD, MMSc, President and CEO, ACCME

Each program follows a **three-month guided learning path** and is grounded in the knowledge and skills CE professionals need to successfully navigate the landscape of accredited continuing education.

The two certificate programs launching in 2025 are:

■ **ACCME Certificate in Implementing the Standards for Integrity and Independence in Accredited CE**

Support your organization’s implementation of the Standards with practical strategies and tools for protecting learners, maintaining independence, and ensuring alignment with accreditation expectations.

■ **ACCME Certificate in Data Management for Accredited CE**

Build confidence in using the Program and Activity Reporting System (PARS), improve data quality, and support effective and efficient reporting processes.

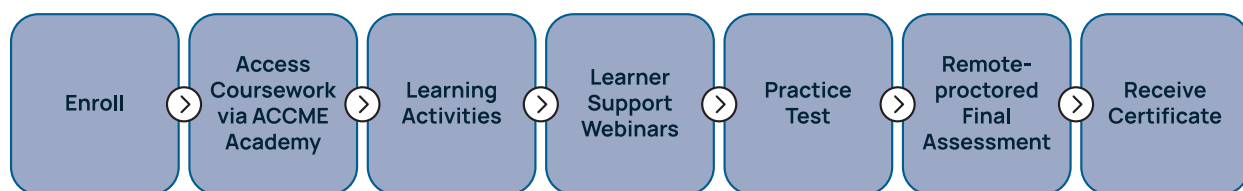
Competencies and Learning Objectives

Each ACCME Certificate Program is organized around a set of clearly defined competencies and learning objectives that guide the coursework and support enrollee success. These competencies reflect the essential knowledge, skills, and behaviors needed to perform effectively in specific CE roles. The learning objectives provide a roadmap for what enrollees can expect to gain through their engagement

with the coursework, webinars, and final assessment. Together, they ensure that the certificate programs deliver practical, relevant, and high-impact learning experiences aligned with the practice-based needs of today's CE professionals.

See [Appendix I](#) for the competencies and learning objectives for the ACCME Certificate in Implementing the Standards for Integrity and Independence in Accredited CE.

See [Appendix II](#) for the competencies and learning objectives for the ACCME Certificate in Data Management for Accredited CE.



Coursework on ACCME Academy

Each ACCME Certificate Program offers flexible, self-paced learning through ACCME Academy, with 24/7 access so you can complete the coursework on your own schedule. The 15-hour learning path for each program certificate includes a series of modules, short quizzes to check your understanding, and a summative **practice test** with sample items to help you prepare for the final assessment. Once you begin your coursework in ACCME Academy, you will also be invited to join **Collaborations**—online discussion groups where you can connect with other certificate enrollees and share learnings. Along the way, you can complete **Applied-practice Activities** that give you the chance to apply what you're learning to your own CE program.

Learner Support Webinars

As part of our commitment to your success, each certificate program includes two 90-minute **Learner Support Webinars** held midway through each three-month program. These live-online sessions are your opportunity to check in with ACCME staff, ask questions, and receive coaching on your learning activities—all designed to help you stay on track and feel confident heading into the final assessment. We're here to support you every step of the way, and these webinars are a great chance to

connect with both ACCME and your fellow learners. Webinar dates are listed in the [Important Dates](#) section of this packet.

Final Assessment

The final competency-based assessment serves as the culminating exam for each certificate program, offering enrollees the opportunity to demonstrate their mastery of key concepts and skills articulated in each certificate's competencies and learning objectives. This assessment will measure an enrollee's ability to apply what they have learned to real-world scenarios, testing both analytical abilities and practical knowledge and performance.

Structure of the Validated Final Assessment

The final assessment will be comprised of **approximately 50 items**, including multiple-choice questions, case-scenarios with multiple-choice questions, and an open-answer question where enrollees will review sample materials and demonstrate practice-based strategies. Assessment items have been developed by instructional designers, undergone iterative review with subject matter experts who are both internal and external to ACCME, and validation with both naïve and experienced learners. Enrollees will have **2 hours** to complete the final assessment via an online remote-proctoring web-based platform. Materials to support enrollees—including the ACCME website and various resources included in the certificate coursework—will be available online during the final assessment. Please note that the final assessment will be administered in an online secure, proctored environment to ensure exam integrity.

Final Assessment Results and Certificate

Enrollees will receive the results of their final assessment within four weeks of their completion of the assessment. Enrollees who successfully pass the final assessment will receive their program certificate when they receive their results. Enrollees who do not pass the final assessment will have the opportunity to take a new assessment at a future date. Following the completion of the first cohort, employers will be able to verify certificate recipients by contacting ACCME.

Rules and Expectations

Coursework and Webinars

The ACCME Certificate Programs are designed to help accredited CE professionals build both knowledge and practical skills aligned with the competencies and learning

objectives outlined for each certificate. While ACCME will provide a recommended learning path and timeline to guide your progress, completion of the coursework and engagement in the Collaborations on ACCME Academy and participation in the Learner Support Webinars is encouraged—but not required. As an enrollee, you are responsible for your own self-directed learning and mastery of the material.

Professionalism

We expect all participants to engage in a collegial, professional, and supportive manner when interacting with peers in online Collaborations and during Learner Support Webinars.

Exam Security

You must also comply with the technical and behavioral requirements for the secure, remote-proctored final assessment, including video surveillance and temporary installation of an Internet browser plug-in. These procedures and expectations will be provided to enrollees in advance of the remote-proctored final assessment.

Intellectual Property and Copyright

Participants are expected to adhere to high ethical standards and are strictly prohibited from capturing, transmitting, or distributing any assessment content, ACCME Academy coursework, and any other related intellectual property in any format. All content shared within the ACCME Certificate Programs is confidential and is intended for personal use only by the registered enrollee.

Failure to meet these expectations may result in the revocation of your enrollment, disqualification from future ACCME Certificate Programs, and potential legal action.

Use of the Certificate

Earning an ACCME Certificate is an achievement worth celebrating—it represents your personal commitment to professional growth and confirms that you have successfully demonstrated competence in the knowledge and skills covered by the program. ACCME will provide guidance on how to showcase your accomplishment, including use of the certificate mark on social media, resumes, and other professional materials. Please note that this certificate is not a professional certification; it reflects your individual completion of the program and passing of the final assessment. It does not confer any approval, endorsement, or accreditation status to your organization, nor should it be used to imply compliance with ACCME requirements or predict accreditation outcomes.

Enrollment

Who Can Enroll?

There are no pre-requisites to enroll in either ACCME Certificate Program. However, those who enroll in ACCME Certificate in Data Management for Accredited CE **must** have access to a user account in the Program and Activity Reporting System (PARS).

Fees

Accredited Provider: \$375 (includes access to all certificate coursework on ACCME Academy, registration for the two 90-minute Learner Support Webinars, and a reserved spot to take the remote-proctored final assessment)

Non-Accredited: \$525 (includes access to all certificate coursework on ACCME Academy, registration for the two 90-minute Learner Support Webinars, and a reserved spot to take the remote-proctored final assessment)

Certificate Program fees are non-refundable but may be transferred to another enrollee until the program start date. Payments must be received by ACCME before the final enrollment date of the program to confirm your registration. Please refer to the **Important Dates** for program dates.

Secure online payments can be made during the registration process at www.accme.org/certificates.

We accept payments via Visa, MasterCard, and American Express for your convenience. Upon successful payment, a confirmation email and receipt will be sent to your registered email address.

If you require an invoice or need to pay via ACH or check, please contact education@accme.org.

Important Dates

Standards Certificate Program <i>First Cohort – Spring 2025</i>	
Enrollment Opens	April 17
Enrollment Deadline	May 22
Final Day for Payment	June 2
Program Starts	June 9
Learner Support Webinar #1	June 13 at 1pm CST
Learner Support Webinar #2	August 4 at 1pm CST
Final Assessment Opens	August 25
Final Assessment Closes	September 10

Certificate in Data Management Certificate Program <i>First Cohort – Spring 2025</i>	
Enrollment Opens	April 17
Enrollment Deadline	May 22
Final Day for Payment	May 23
Program Starts	June 9
Learner Support Webinar #1	June 17 at 1pm CST
Learner Support Webinar #2	August 5 at 1pm CST
Final Exam Opens	August 25
Final Exam Closes	September 10

Enrollees who register by the enrollment deadline will receive a confirmation email and instructions on accessing their coursework. Please ensure you check your inbox and spam folder to ensure you receive this important communication.

System Requirements

To ensure your full participation, enrollees should make sure they can meet the following system requirements for accessing your online coursework via the online learning portal ACCME Academy, for participating in the Learner Support webinars, and for completing the online remote-proctored final assessment.

ACCME Academy

- A stable Internet connection is required.
- **No specific hardware requirements:** ACCME Academy operates as a web-based application, meaning it does not require specific hardware or software installations beyond a standard computer or device with a web browser.
- **Browser support:** ACCME Academy supports multiple web browsers, including Chrome and Firefox. Internet Explorer is not supported.
- **Responsive design:** The learner experience is designed to be responsive, meaning it adapts to different screen sizes, ensuring a good user experience on various devices.
- **Accessibility:** ACCME Academy strives to conform with WCAG 2.0 standards for learner experiences.

Webinars

Learner support webinars will be conducted using Zoom.

- **Operating Systems:** macOS X 10.9 or later | Windows 7, 8, 8.1, 10 (S Mode not supported), 11
- **Internet:** Broadband wired or wireless (3G/4G/LTE)
- **Hardware:** Webcam, microphone, and speakers (built-in, USB, or Bluetooth)
- **Bandwidth:** Minimum 1.0 Mbps for video; higher speeds required for HD
- **Browsers:** Chrome, Firefox, Edge, and Safari (current and past two versions)

Final Assessment

In addition to the system requirements, below, enrollees will be required to run a brief system test on the computer they plan to use for taking the final assessment prior to the date that the assessment opens. ACCME will communicate the details of this process in advance.

- **Operating Systems:** macOS X 10.9 or later (Chromebooks, Android, or Linux operating systems are not supported) | Windows 7, 8, 8.1, 10 (S Mode not supported), 11
- **Internet:** Stable broadband or wireless connection with a minimum 2.5 Mbps upload speed required
- **Hardware:** Webcam, microphone (Integrated or External USB webcam), and speakers (Built-in, USB, or Bluetooth)
- **Browsers:** Chrome, Firefox, Microsoft Edge, and Safari (current and past two versions)

Accommodations for the Final Assessment

ACCME is committed to providing an inclusive and accessible learning environment for all participants. If you require accommodations to fully participate in the final assessment, we encourage you to reach out to us as early as possible so we can work with you to meet your needs. Please contact us at education@accme.org to request accommodations or discuss how we can best support your success in the certificate program.

Quick Answers

How often will the Certificate programs be offered?

We're excited to launch the first cohort of ACCME Certificate Programs and are focused on delivering a meaningful, high-quality experience for enrollees. To ensure we get it right and provide the greatest value to accredited CE professionals, we're starting with a single inaugural cohort. Once the first group is underway, we'll share details about future enrollment opportunities. Our goal is to build a strong foundation for these programs and grow them in ways that best support the needs of the accredited CE community.

How long will I have access to the Certificate Program resources on ACCME Academy?

Enrollees will have access to coursework for the certificate program(s) on ACCME Academy until the date of the final assessment.

Do earned ACCME Program Certificates expire?

At this time, ACCME has not set an expiration date for the program certificates. However, we will actively explore ways to support ongoing learning to help ensure continuing competence for those who complete the certificate programs. We'll provide more guidance on this in the future as the certificate programs evolve.

Are the Certificate Programs available to enrollees outside of the US?

Yes. Access to ACCME Academy, the Learner Support Webinars, and the remote-proctored final assessment will be available to enrollees worldwide.

Can I enroll in both certificate programs?

Yes, you can enroll in both certificate programs. Please remember that enrollees for the ACCME Certificate in Data Management for Accredited CE **must** have access to a user account in ACCME's Program and Activity Reporting System (PARS).

Contact Us

For any questions regarding the ACCME Certificate Programs, please contact education@accme.org.

Appendix I: Competencies and Learning Objectives for the ACCME Certificate in Implementing the Standards for Integrity and Independence in Accredited CE

Module 1: Introduction to the Standards for Integrity and Independence

Competencies

Competency 1.0 Develop a deep understanding of the historical context and evolution of the ACCME Standards.

Competency 1.1 Receive structured guidance on applying the Standards to maintain independence in accredited CE.

Competency 1.2 Engage in reflective discussions about how these Standards support the trustworthiness of accredited CE.

Learning Objectives

Overview of the Standards

- LO-1. Explain the purpose of the Standards for Integrity and Independence.
- LO-2. Assess the role the Standards play in preserving trust in accredited CE and ensuring educational content remains free from commercial bias.

Historical Evolution of the Standards

- LO-3. Describe the evolution from the Standards for Commercial Support to the current Standards for Integrity and Independence.
- LO-4. Articulate the Standards' evolution by effectively communicating with CE planners, faculty, and administrators about the value of independence and how learners are served by the implementation of the Standards.

Module 2: Eligibility

Competencies

Competency 2.0 Comprehend the ACCME's eligibility criteria for accreditation, including the distinction between eligible and ineligible organizations.

Competency 2.1 Apply eligibility criteria to assess an organization's qualification for ACCME accreditation.

Competency 2.2 Engage in discussions to evaluate organizational structures concerning eligibility.

Learning Objectives

Eligibility Overview

LO-5. Explain the rationale behind the eligibility rules of the Standards for Integrity and Independence.

Identifying Eligible and Ineligible Organizations

LO-6. Identify eligible and ineligible organizations for ACCME accreditation.

Assessing Organizational Structures

LO-7. Use scenarios involving various corporate relationships to evaluate eligibility and its implications.

LO-8. Apply ACCME's self-assessment questions to real-world cases to ascertain eligibility status.

Module 3: Ensure Content is Valid (Standard 1)

Competencies

Competency 3.0 Understand the rationale behind and the concepts within requirements for ensuring content validity.

Competency 3.1 Articulate effective strategies for ensuring valid CE content through administrative oversight, structured peer review, and faculty guidance.

Competency 3.2 Demonstrate effective collaboration with peers and CE stakeholders (e.g., planners, faculty) to ensure that CE content adheres to the requirements of Standard 1.

Learning Objectives

Content Validation

- LO-9. Identify key factors that ensure accredited CE content is valid, evidence-based, and aligned with safe and effective patient care.
- LO-10. Develop strategies for evaluating what scientific research can be used in accredited continuing education.
- LO-11. Apply structured content review processes to ensure compliance with Standard 1, using tools and frameworks to assess content validity.

Managing Controversial Topics

- LO-12. Develop strategies to address controversial or emerging topics in ways that adhere to Standard 1.
- LO-13. Demonstrate communication and facilitation with education planners and faculty to promote the proper management of controversial topics.

Module 4: Prevent Commercial Bias and Marketing in Accredited Continuing Education (Standard 2)

Competencies

Competency 4.0 Recognize the importance of maintaining a clear separation between accredited CE and marketing.

Competency 4.1 Apply tools and policies to ensure that accredited CE remains independent from commercial influence.

Competency 4.2 Engage stakeholders in discussions about the importance of maintaining this separation.

Learning Objectives

Preventing Any Influence or Involvement from the Owners and Employees of an Ineligible Company on Accredited CE

- LO-14. Explain the importance of ensuring that ineligible company owners and employees do not have any influence or involvement in accredited education and that the education is free from any marketing or sales of products or services.
- LO-15. Articulate ways in which ineligible company owners and employees could influence, or control decisions related to the planning, faculty selection, delivery, and evaluation of accredited education.
- LO-16. Apply strategies to ensure that ineligible company owners and employees do not exert influence or control over controlling accredited education or that any other marketing or sales can influence educational content.

Protecting Learners from Marketing or Sales of Products or Services

- LO-17. Explain the importance of ensuring that accredited education is free of marketing or sales of products or services.
- LO-18. Apply strategies to ensure that accredited continuing education is free of marketing or sales of products or services.

Protecting Learners' Private Information

- LO-19. Explain the importance of seeking consent before sharing the names or contact information of learners with any ineligible company or its agents.
- LO-20. Implement strategies to ensure that the accredited provider obtains consent before sharing the names or contact information of learners with any ineligible company or its agents.

Module 5: Identify, Mitigate, and Disclose Relevant Financial Relationships (Standard 3)

Competencies

Competency 5.0 Understand the requirements for identifying, mitigating, and disclosing financial relationships with ineligible companies.

Competency 5.1 Facilitate strategies and processes for obtaining all financial relationships with individuals in control of content, identifying and mitigating relevant financial relationships, and ensuring appropriate disclosure to learners.

Competency 5.2 Collaborate effectively with CE administrators, faculty, and planners to ensure Standard 3 practices meet compliance expectations.

Learning Objectives

Collect Information

- LO-21. Explain why it is important to collect all financial relationships with ineligible companies from all individuals who are in a position to control accredited CE content.
- LO-1. Describe a process to gather pertinent and timely information regarding financial relationships for all individuals who are in a position to control accredited CE content.

Exclude Owners or Employees of Ineligible Companies

- LO-22. Explain why owners or employees of ineligible companies cannot have a role in accredited CE.
- LO-23. Describe the three exceptions to this exclusion where owners or employees of ineligible companies can participate as planners or faculty in specific situations.
- LO-24. Use Standards tools and resources to inform and communicate decisions about when to include or exclude owners or employees of ineligible companies in accredited CE.

Identify Relevant Financial Relationships

- LO-25. Explain what defines a relevant financial relationship for individuals who are in a position to control accredited CE content.
- LO-26. Identify relevant financial relationships using Standards resources and tools.

Mitigate Relevant Financial Relationships

- LO-27. Take appropriate steps to prevent those with relevant financial relationships from inserting commercial bias into accredited CE content.
- LO-28. Document the steps taken to mitigate relevant financial relationships.

Disclose All Relevant Financial Relationships to Learners

- LO-29. Explain the importance of disclosure to learners.
- LO-30. Use Standards tools and resources to develop appropriate disclosure to learners.
- LO-31. Ensure that disclosure to learners occurs and can be verified at the time of accreditation.

Module 6: Manage Commercial Support Appropriately (Standard 4)

Competencies

Competency 6.0 Understand the definition and requirements for managing commercial support.

Competency 6.1 Apply appropriate safeguards to ensure educational independence from commercial supporters.

Competency 6.3 Communicate with learners about the source and nature of commercial support.

Learning Objectives

Define Commercial Support in Accredited CE

LO-32. Contrast financial versus in-kind support from ineligible companies.

Decision-making and Disbursement

LO-33. Contrast the responsibilities of accredited CE providers vs ineligible companies related to independence, commercial bias, and commercial influence.

LO-34. Demonstrate what commercial support may and may not be used for related to the accredited CE program.

Agreement

LO-35. Use written agreements to manage commercial support in compliance with Standard 4.

Accountability

LO-36. Use strategies to maintain a record of commercial support received and how it was used.

LO-37. Produce an accounting, upon request by the accrediting body or by the ineligible company, of commercial support received and how it was used.

Disclosure to Learners

LO-38. Apply Standards tools and resources to ensure required disclosure is made to learners.

- LO-39. Properly document that disclosure to learners has been executed prior to the educational activity taking place.

Module 7: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education (Standard 5)

Competencies

Competency 7.0 Understand the similarities and differences between commercial support and marketing by ineligible companies or nonaccredited education associated with accredited CE.

Competency 7.1 Apply strategies to ensure that accredited education is separate from marketing by ineligible companies or non-accredited education.

Competency 7.2 Collaborate with stakeholders to ensure the separation between accredited education and other activities.

Learning Objectives

Separation of Accredited Education from Other Ancillary Activities

- LO-40. Distinguish prohibited roles and processes for ineligible companies to have in accredited education.
- LO-41. Apply strategies to ensure separation between marketing by ineligible companies—including advertising, sales, exhibits, and promotion—and nonaccredited education by ineligible companies that market or exhibit in conjunction with accredited education.

Protecting Learners

- LO-42. Articulate ways to demonstrate clear separation between accredited education and other activities.
- LO-43. Apply strategies to ensure that learners can easily distinguish between accredited education and other activities.
- LO-44. Ensure that ineligible companies do not provide access to, or distribute, accredited education to learners.

Module 8: Implement the Standards Across an Accredited CE Program

Competencies

Competency 8.0 Understand key factors that contribute to common areas of noncompliance with the Standards.

Competency 8.1 Use ACCME toolkits and resources to develop implementation processes that prevent noncompliance with the Standards.

Competency 8.3 Engage with staff, faculty, leadership, and learners to ensure compliance with the Standards.

Learning Objectives

- LO-45. Recognize key administrative factors that can lead to noncompliance with the Standards.
- LO-46. Develop management and administrative strategies to support program-wide compliance with the Standards.

Appendix II: Competencies and Learning Objectives for the ACCME Certificate in Data Management for Accredited CE

Module 1: Introduction to CE Data Reporting

Competencies

Competency 1.0: Understand the purpose and strategic value of data reporting for the ACCME system.

Competency 1.1: Contrast the purposes and processes of activity reporting versus learner reporting using the Program and Activity Reporting System (PARS).

Competency 1.2: Understand the roles and responsibilities of CE providers related to data reporting and PARS.

Competency 1.3: Define and contrast the roles, functions, and needs of various stakeholders for CE data reporting.

Competency 1.4: Access and navigate PARS to complete basic tasks.

Learning Objectives

- LO-1. Explain the purpose and strategic value of CE data reporting for the ACCME system.
- LO-2. Contrast the purposes and processes for data reporting and learner reporting with PARS.
- LO-3. Describe the roles and responsibilities of CE providers for data reporting with PARS.
- LO-4. Contrast various stakeholder roles, functions, and needs for CE data reporting.
- LO-5. Use PARS effectively to complete basic tasks such as logging in, using the interface, and managing organization contract information.

Module 2: Managing Activities in PARS

Competencies

Competency 2.0: Understand and contrast different approaches to add and manage CE activities in PARS.

Competency 2.1: Successfully add and manage CE activities in the PARS Activity Web Form, ensuring all required fields are completed and accurate data is entered.

Competency 2.2: Successfully add and manage multiple CE activities using batch upload, resolve errors, and update activities as needed.

Competency 2.3: Monitor and maintain ongoing CE activities by making necessary edits, closing completed activities, and adhering to ACCME reporting standards.

Learning Objectives

Manually Adding Activities

- LO-6. Describe the process for manually adding activities.
- LO-7. Identify important fields and information for activity creation.
- LO-8. Explain common issues and troubleshooting.

Batch Uploading Activities

- LO-9. Properly upload activity data via batch upload.
- LO-10. Correctly resolve errors in batch uploads.

Activity Management

- LO-11. Modify existing activities, including editing and updating, in accordance with ACCME reporting standards.
- LO-12. Manage activities, including viewing, restoring, and deleting, in accordance with ACCME reporting standards.

Updating Aggregate Learner Counts

- LO-13. Update aggregate learner counts.
- LO-14. Update enduring materials and multi-year learner count.

Closing Activities

- LO-15. Explain the requirements for closing activities.

LO-16. Manually close individual and multiple activities.

Module 3: Reporting CE Learners in PARS

Competencies

Competency 3.0: Adequately prepare individual learner data by ensuring you are capturing the data fields needed to report learner data and by using the **learner validation tool**.

Competency 3.1: Accurately enter individual learner CME completion data, using both manual and batch processes.

Competency 3.2: Troubleshoot common learner reporting issues to maintain data integrity and fulfill ACCME requirements.

Learning Objectives

Manually Adding Learners

LO-17. Describe the steps to report learner completion manually.

LO-18. Explain reporting requirements for CE learners in PARS.

LO-19. Explain common issues and troubleshooting.

Batch Uploading Learners

LO-20. Properly upload learner data via batch upload.

LO-21. Correctly resolve errors in learner batch uploads.

Module 4: Registering Activities and Reporting Learners for Maintenance of Certification/Continuing Certification (MOC/CC)

Competencies

Competency 4.0: Understand and apply the requirements for the CE for Maintenance of Certification (MOC) collaboration to ensure compliant participation.

Competency 4.1: Understand and use the different MOC credit types when deciding what activities to register across all participating certifying boards.

Competency 4.2: Understand and apply the requirements for MOC data reporting.

Competency 4.3: Efficiently register activities for MOC in PARS.

Competency 4.4: Report MOC credit for individual learners to certifying boards via PARS.

Learning Objectives

Understanding CE for MOC/CC

- LO-22. Summarize CE requirements for MOC collaboration to ensure compliant participation.
- LO-23. Determine what activities to register for the different MOC credit types across all participating certifying boards.

Adding and Managing Activity and Learner Data in PARS

- LO-24. Register activities for MOC in PARS.
- LO-25. Submit learner credit data in PARS.

Module 5: Generating PARS Reports

Competencies

Competency 5.0: Understand how you can use PARS Reports to check data integrity, support your stakeholders, and analyze programs for accreditation (e.g., Commendation, and for checking data integrity, supporting your stakeholders, program analysis for accreditation (i.e., Commendation, Program Improvement).

Competency 5.1: Use search and filtering techniques in PARS to manage and export activity and/or learner data.

Competency 5.2: Understand and generate standard reports in PARS.

Learning Objectives

Activity and Learner Search Functions

- LO-26. Correctly use search and filter functions to manage activity and learner data.

PARS Reports

- LO-27. Explain how and why to use reports in PARS.
- LO-28. Properly generate standard learner reports for internal and external audits.

Module 6: Annual Reporting

Competencies

Competency 6.0: Understand the purpose and value to stakeholders, administrative requirements for accreditation, and best practices of annual reporting.

Competency 6.1: Prepare and finalize activity and aggregate learner data for annual reporting, ensuring all required updates are made before submission deadlines, including correct and timely reporting of aggregate learner data for enduring materials that span multiple years.

Competency 6.2: Complete tasks related to year-end reporting, including accepting the ACCME annual agreement and submitting the Program Summary in PARS.

Competency 6.3: Manage the closure of CE activities and ensure accuracy in learner counts and other year-end data.

Learning Objectives

Understanding Annual Reporting Requirements and the Reporting Process

- LO-29. Explain the purpose, value, and best practices of annual reporting for various stakeholders.
- LO-30. Identify annual reporting requirements, including required data, key deadlines, and helpful tools.
- LO-31. Prepare activities and learner counts for annual reporting.

Tasks for Annual Reporting

- LO-32. Manage tasks and activities related to year-end data and reporting.
- LO-33. Correctly accept ACCME's annual agreement.
- LO-34. Properly complete the Program Summary.

Module 7: Data Integrity and Troubleshooting

Competencies

Competency 7.0: Implement best practices for maintaining data accuracy and integrity across all CE and learner reporting in PARS.

Competency 7.1: Build processes to ensure data accuracy and integrity.

Learning Objectives

Ensuring Data Accuracy

- LO-35. Update activity and learner data as needed to ensure data accuracy.
- LO-36. Apply best practices for maintaining accurate records.

Building Processes

- LO-37. Build reliable workflows for data accuracy.
- LO-38. Proactively troubleshoot data issues.

Module 8: PARS Management Strategies and Stakeholder Engagement

Competencies

Competency 8.0: Use PARS as a strategic tool for CE program improvement.

Competency 8.1: Demonstrate effective communication strategies for working with learners, CE staff, and stakeholders in managing PARS data and processes.

Competency 8.2: Apply administrative and business strategies to manage the workflows related to PARS while ensuring accuracy and alignment with stakeholder expectations.

Learning Objectives

PARS as a Strategic Tool for CE Program Improvement

- LO-39. Explain how to use PARS data to evaluate and improve your CE program.
- LO-40. Describe how insights from PARS data can be leveraged to drive program outcomes and meet your CE organizational goals.

Communication and Administrative Strategies for Managing Learners and Their Data

- LO-41. Summarize strategies and best practices for collaborating with CE staff and stakeholders on data entry and reporting.
- LO-42. Explain strategies for managing learner relationships, ensuring accurate data, and enhancing engagement with CE activities.