GETTING STARTED WITH

# Learner Credit Reporting

## Make CME Credit Available to Licensing and Certifying Boards — and Reduce Administrative Work

ACCME-accredited providers can make physicians' CME credit available to state licensing boards and participating certifying boards by submitting learner credit through PARS or JA-PARS.

When credit is submitted this way, physicians can view their CME on CMEpassport.org and share it automatically with participating boards.

For providers, this approach simplifies administration. When CME credit is submitted through PARS/JA-PARS, there is no need to generate paper or PDF certificates.

## Why submit CME credit through CME Passport?

Submitting learner credit benefits both physicians and accredited providers.

**FOR PHYSICIANS**

- See all CME from participating providers in one place
- Share credit automatically with all US state licensing boards
- Share credit with participating certifying boards for maintenance of certification

**FOR ACCREDITED PROVIDERS**

- Reduce administrative burden
- Eliminate the need to generate CME certificates
- Ensure physicians receive recognition for the education they complete with you

Many ACCME-accredited providers already use PARS to make CME credit available to licensing and certifying boards.

## Quick Start Guide – At a Glance

Making CME credit available through PARS involves a few straightforward steps:

1. Gather learner information
2. Confirm permission
3. Enter activities in PARS or JA-PARS
4. Choose a reporting method
5. Submit learner credit
6. Encourage physicians to claim their CME Passport profile

If you already collect learner data and have access to PARS or JA-PARS, you are already most of the way there.

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## (1) Gather Learner Information

To submit CME credit, providers collect a small set of information used to match physicians with their boards.

Most organizations already collect this information during activity registration or through their learning management system (LMS).

Required learner information:

- First name
- Last name
- Month and day of birth (MM/DD only — no year)
- Primary state of licensure
- State license number **or** National Provider Identifier (NPI)

**Search NPI Records**

Using an **NPI** is often the simplest option for physicians and allows accurate matching.
Some providers include a **QR code linking to the NPI Registry** on registration forms so physicians can easily locate their NPI.

- **Tip:** To minimize new data requests from your physicians, use one of our existing tools to pre-validate your learners.

Providers can also retrieve NPIs directly from the **NPI Registry**: **https://npiregistry.cms.hhs.gov/search**

The primary state of licensure is typically the state listed in the learner's home or work address, if that information is already available.

If you have a stable group of learners, you can collect and store this information once and reuse it for future activities.

## (2) Confirm Permission

Before submitting learner credit, providers must obtain permission from learners to share their information through ACCME's CME Passport system.

Most providers incorporate this permission into their activity registration process. Once permission is obtained, it does not need to be requested again for future activities.

**Recommended permission statement:** *"By providing your month/day of birth and NPI (or license number), you give permission for the accredited provider to make your CME credits available to your licensing and/or certifying board through ACCME's CME Passport system."*

## (3) Enter Activities in PARS or JA-PARS

As you begin offering activities, enter them into PARS or JA-PARS.

Activities only need enough information to be marked active in the system in order to begin submitting learner credit. Additional details can be updated later, up until the activity is closed.

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## ④ Choose a Reporting Method

Providers can select the reporting method that best fits their workflow and learner volume.

Options include:

- **Manual entry:** Appropriate for organizations with smaller numbers of learners.
- **Excel batch upload:** Efficient for recurring activities or moderate learner volumes.
- **Automated reporting (XML or JSON web services):** Ideal for organizations integrating reporting directly with their LMS or internal systems.

**Note:** Working with an LMS that is an ACCME Premier Technology Partner may make reporting even easier. To learn more about ACCME Premier Technology Partners, visit **https://accme.org/resource/premier-technology-partners/**

**ACCME Premier Technology Partners**

## ⑤ Submit Learner Credit

Submit learner credit in PARS or JA-PARS as soon as possible after the activity is completed.

ACCME recommends submitting credit within **30 days** so physicians can access their credit when needed for licensing or certification.

Learners who have claimed a CME Passport profile will receive an email notification when new CME credit is reported for them.

Once credit is submitted through PARS, providers do not need to generate CME certificates, since the credit will appear in the physician's CME Passport profile.

## ⑥ Encourage Physicians to Claim their CME Passport Profile

Physicians should claim their profile at: **CMEpassport.org**

Once their profile is claimed, they can:

- View CME reported by participating providers
- Track their CME across organizations
- Share a transcript with participating licensing and certifying boards

Providers can help by promoting CME Passport during CME activities or in follow-up communications.

## Resources for Providers

**CME Passport Provider Mark**
https://accme.org/resource/cme-passport-provider-mark/

**CME Passport Slide**
https://accme.org/resource/cme-passport-slide/

**Questions?**

For assistance with learner matching, reporting options, or PARS support, contact: **info@accme.org**

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