ANNUAL REPORTING OFFICE HOURS
SESSION 2
FEBRUARY 26, 2026
1:00 – 2:00 PM CT

Steps to complete annual reporting by 3/31:

1. Accept the terms of the ACCME annual agreement.
2. Enter all activities that started in 2025 and close all activities that also ended in 2025.
3. If you provide enduring material activities, update the total cumulative (since the start date of the activity) learner interactions as of December 31, 2025.
4. Complete and submit your Program Summary.
5. Review and update your contact information.

PARS Dashboard and Demo

ACTIVITY REPORTING: COMMON QUESTIONS

ACTIVITY REPORTING: COMMON QUESTIONS

My organization just received provisional accreditation in 2025. Do I have anything to do for Annual Reporting?

Yes!
All providers must complete the Annual Agreement for 2026.

If you received funds or provided activities for any portion of 2025 in which you were accredited, you must complete the Program Summary.

If you provided activities for any portion of 2025 in which you were accredited, you must report those activities.

ACTIVITY REPORTING: COMMON QUESTIONS

How do I decide which format to select for an activity?

This is about how your learners are going to interact with your activity.

Is it live? If yes, is it in-person and/or streamed? Location?

Is it education that learners engage in by themselves, asynchronously? If yes, then is it an enduring material? Is it learning from teaching?

Is it blended? A little of several types of education?

Guidance/definitions are available in PARS.

ACCME

ACTIVITY REPORTING: COMMON QUESTIONS

What is the difference between a Regularly Scheduled Series (RSS) and a repeated Course?

RSS

- Planned as a series
- May have multiple sessions in the series
- Series = Activity
- For internal staff, so generally the same learners each time
- Example: Grand Rounds

Repeated Course

- Planned as a single course
- Same content is offered multiple times
- Each occurrence = Activity
- Different learners each time
- Example: ACLS, PALS

ACCME

ACTIVITY REPORTING: COMMON QUESTIONS

I plan activities based on an academic year. Do I have to report them on a calendar year basis?

No! Each activity should appear <u>once</u> in PARS.

Enter the actual Start and End date.

Close the activity in the year in which it ends.

> Example: An RSS runs from July 1, 2025 – June 30, 2026. Enter the RSS when it starts in 2025, update the learner counts and close the activity when it ends in 2026 (but no later than March 31, 2027)

Except for Enduring Materials, activities cannot span more than 12 months from the start to the end date.

- Example: Live, RSS, QI/PI CME, Learning from Teaching activities

---

ACTIVITY REPORTING: COMMON QUESTIONS

When should I enter my total learner counts?

Enduring Materials:
- At a minimum, once per year before March 31
- Enter <u>cumulative</u> learner counts
  - Cumulative learner counts should include all learners that participated in the activity from the start date.

All other activity types:
- As soon as possible after the activity end date

ACTIVITY REPORTING: COMMON QUESTIONS

Can I use the Excel template to batch update learner counts and close my activities without overwriting other data elements for that activity?

Yes!

Check ACCME's website for instructions and templates for the Excel Batch Upload process to "Update Learners and Close."

ACCME

ACTIVITY REPORTING: COMMON QUESTIONS

Do I count learners that did not claim credit?

Yes!

Include anyone who completed the activity, even if they did not claim credit.

Do **not** include learners that purchased or signed up for the activity but did not participate.

ACCME

ACTIVITY REPORTING: COMMON QUESTIONS

Do I have to report individual learner credit data for physicians who participated in my activities?

No, but we strongly encourage you to start reporting individual learners for credit – both CME and MOC, if you are not already doing so.

This is not an annual reporting requirement but is a feature of PARS that is available to you.

Doing so benefits the whole accredited CME ecosystem by:

- reducing the burden on physicians
- meeting the needs of credentialing, certifying, and licensing authorities
- increasing the value of accredited CME

ACTIVITY REPORTING: COMMON QUESTIONS

How do I report a commercial support grant received for more than one activity?

- Allocate the amount received across the activities that received funding.
- Complete commercial support fields for each activity.
- Reported at the activity level.

PROGRAM SUMMARY: COMMON QUESTIONS

PROGRAM SUMMARY: COMMON QUESTIONS

Do I have to report Program Summary information for the <u>calendar</u> year?

No!

Report data for the most recent 12-month period available:

- Fiscal,
- Academic,
- Calendar, OR
- Other

Be as consistent as possible from year to year

PROGRAM SUMMARY: COMMON QUESTIONS

Do I have to report funds received for jointly provided activities?

Yes!

Report the same financial data that you do for directly provided activities, even if the joint provider was the recipient of the funds.

PROGRAM SUMMARY: COMMON QUESTIONS

What should be included in registration fees?

Fees received from learners, including

- Registration Fees
- Subscription Fees
- Publication Subscription Fees

PROGRAM SUMMARY: COMMON QUESTIONS

How is advertising and exhibit income different from commercial support?

Advertising and exhibits
- opportunities for promotion
- examples: advertising space, exhibit booths
- reported on the Program Summary

Commercial support
- given by an ACCME-defined ineligible company
- used to pay all or part of the costs of a CME activity
- can be monetary or in-kind
- reported for each individual activity

Annual Reporting Dos and Don'ts

DO:

- ☑ Check out our annual reporting web page for short video tutorials, a checklist, and templates to help you complete your annual reporting requirements.
- ☑ Visit the "quick answers" section of our website and click on "Activity Data" and "Annual Reporting" for answers to frequently asked questions on those topics.
- ☑ Double check the accuracy of your activity and learner data before submitting.
- ☑ Enter and close your activities throughout the year to avoid last-minute data entry.
- ☑ Reach out to us at datareporting@accme.org with questions.

DON'T:

- ☒ Wait until the last minute. Complete your requirements as early as possible in case issues arise.
- ☒ Forget to review and update your organization's contact information.
- ☒ Panic! We are here to help.

THANK YOU!