Registering CME Activities for MOC/CC, REMS, MIPS Programs and Tagging SCT

This tutorial is designed to guide accredited CME providers through the process of registering their CME activities that count for Maintenance of Certification (MOC/CC), also known as Continuing or Continuous Certification (CC), into ACCME's Program and Activity Reporting System (PARS). This guide also goes through the processes of registering activities for REMS, MIPS, and tagging for SCT.

Contents

Overview 2
Collaborating Boards 3
Registration Methods 3
Accessing PARS 4
Adding an Activity in PARS for MOC/CC 4
Troubleshooting Activity Issues 8
- Why won't my activity save? 8
- Why isn't my activity fully registered for MOC/CC? 9
- Why can't I delete my activity? 9

Registering Activities for MIPS 9
Registering Activities for REMS 10
Tagging Activities with a State Content Tag (SCT) 13
Technical Resources 16

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Overview

All CME providers accredited within the ACCME system use PARS to enter data about their CME activities. CME providers can also use PARS to register activities for MOC/CC by attesting to compliance with the requirements from the respective certifying board(s) and filling out additional information about the activity.

Activities registered for MOC/CC should be entered in PARS prior to the activity taking place and before the accredited provider advertises or promotes the activity. The activity must be entered into PARS and registered for MOC/CC before learner participation can be reported. The ACCME strongly encourages providers to register their MOC/CC activities in PARS as soon as possible as this will allow for timely learner completion reporting. In addition, the activity can appear in CME Passport, an online search tool for physician learners.learners.

Before you register an activity in PARS for MOC/CC, you will need to ensure that the activity is planned as meeting MOC/CC program requirements. The CME for MOC Program Guide goes into detail outlining the requirements for offering MOC/CC credit.

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Collaborating Boards

The ACCME is currently collaborating with the following certifying boards. The table provides their credit types as listed in PARS. If you are looking to offer MOC/CC credit for a board that is not listed, please contact the certifying board directly for more information on their MOC/CC program.

Board and Program Name	Accredited CME	Accredited CME with Evaluation and Feedback	Accredited CME Improvement Activity	Accredited Patient Safety CME
ABA MOC/CCA 2.0® - Maintenance of Certification in Anesthesiology Program®	Lifelong Learning	N/A	N/A	Patient Safety
ABIM MOC/CC Assessment Recognition Program	N/A	Medical Knowledge	Practice Assessment	Patient Safety
ABOHNS Continuing Certification	N/A	Self-Assessment	Improvement in Medical Practice	Patient Safety
ABOS Maintenance of Certification	Accredited CME	Self-Assessment Examination	N/A	N/A
ABPath Continuing Certification	Lifelong Learning	N/A	Improvement in Health and Healthcare	N/A
ABP Maintenance of Certification	N/A	Lifelong Learning & Self-Assessment	N/A	N/A
ABPM Continuing Certification	Accredited CME	Self-Assessment	Improving Health & Health Care	Patient Safety
ABPMR Continuing Certification	Accredited CME	Self-Assessment	Improving Health and Health Care	Patient Safety
ABS Continuous Certification	Accredited CME	Self-Assessment	Quality Improvement	N/A
ABTS Continuing Certification	Accredited CME	Self-Assessment	Practice Assessment	Patient Safety

Registration Methods

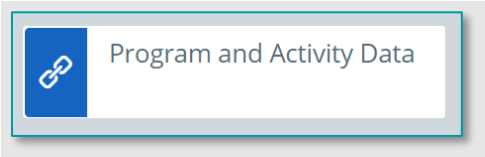
There are several different ways to register a CME activity for MOC/CC in PARS.

- You can enter the activity information manually using the web form within the PARS interface.
- You can batch upload activities registered for MOC/CC using an Excel or XML template file.
- You can utilize ACCME web services to add and register CME activities as offering MOC/CC.

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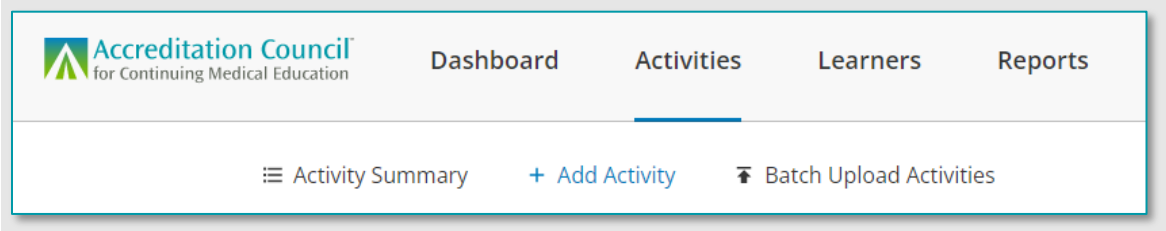
Accessing PARS

Any individual who is listed as a contact in your organization's profile can enter activities and register them for MOC/CC in PARS. To access the activity reporting screen, log into PARS and click the Program and Activity Data button on the home screen. Log into PARS here

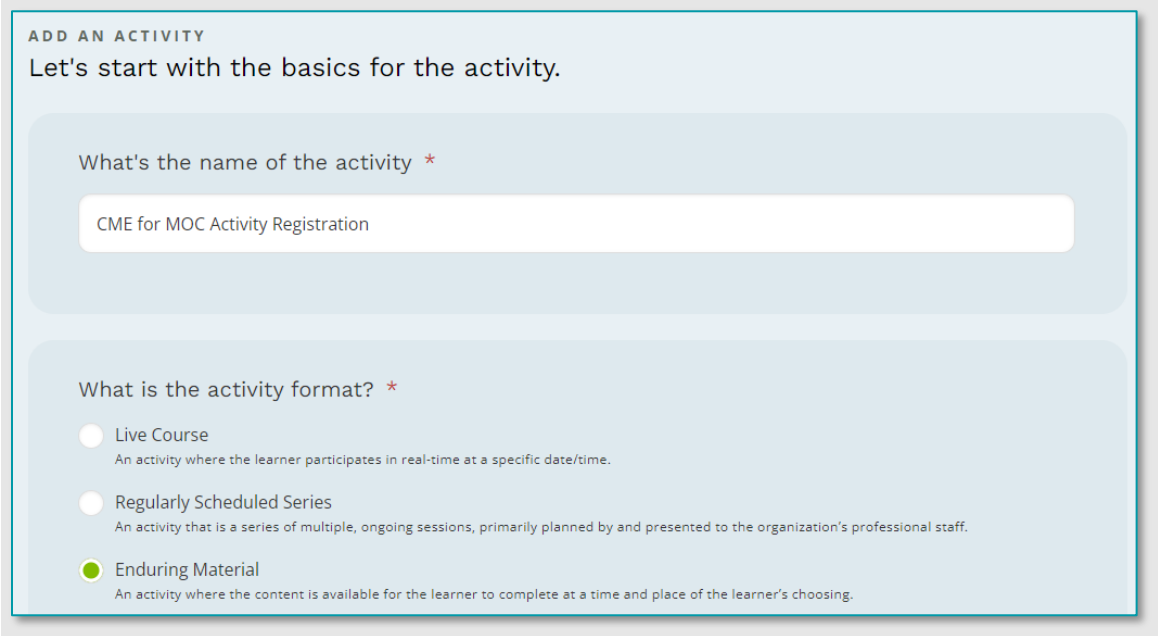


Adding an Activity in PARS for MOC/CC

To add a new activity, you can select the Add Activity option under the Activities tab.

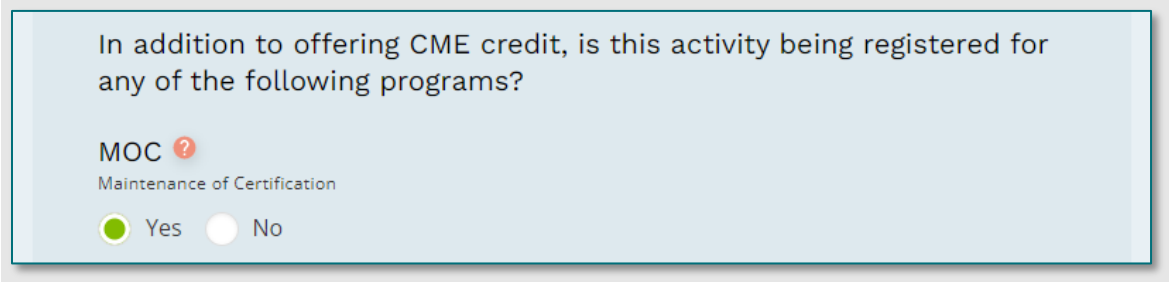


Before you can fill out the MOC/CC registration fields you will enter basic information about the activity, including the title, format, date/location information, CME credits, description, and information for CME Passport.

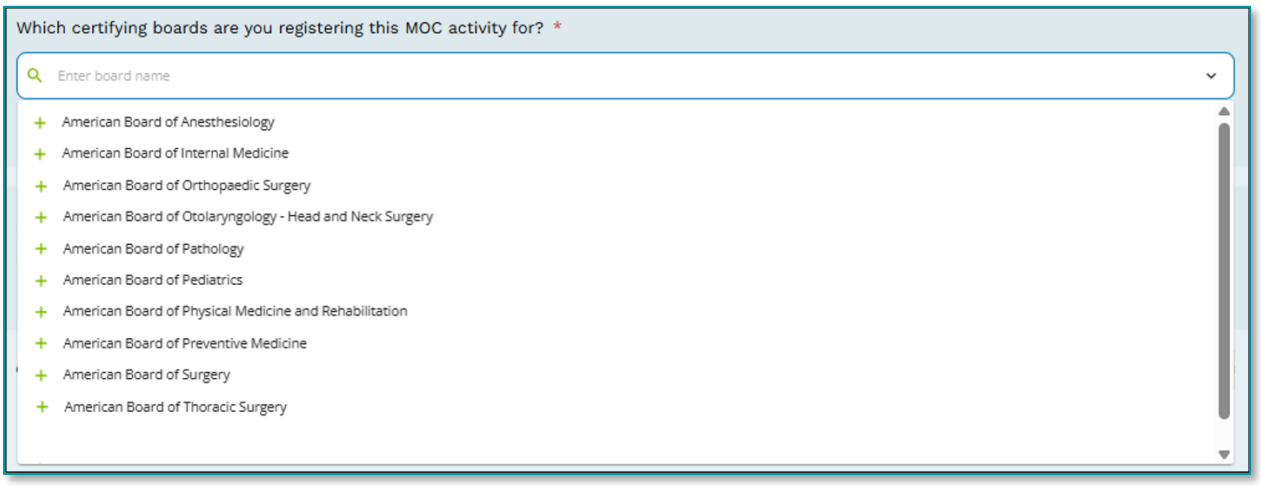


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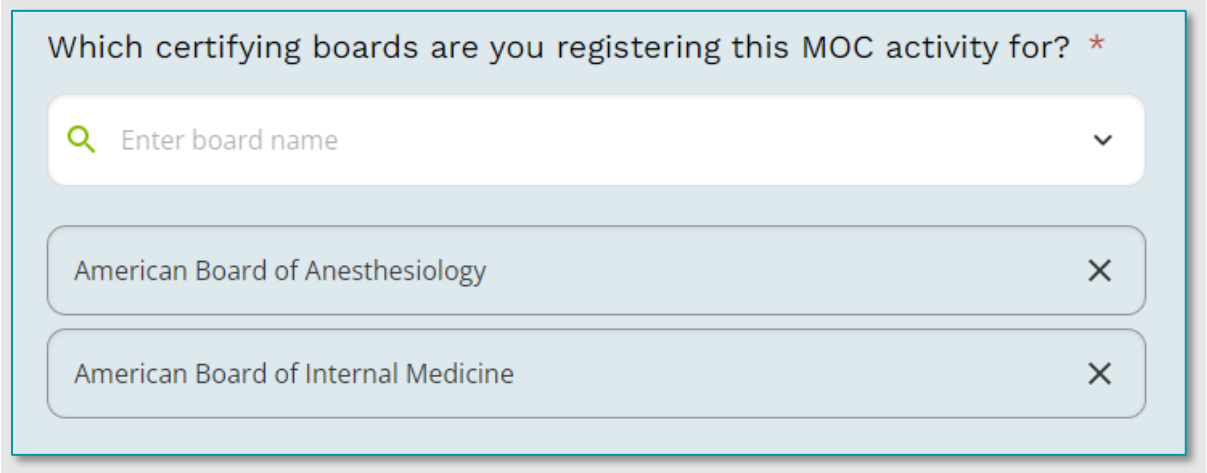
On the Information for Learners step, scroll down the page to the Maintenance of Certification section. To register an activity for MOC/CC, select yes.



Once you select “Yes” a section will expand with all certifying boards currently collaborating with the ACCME. You can select as many certifying boards as applicable and relevant to your activity.

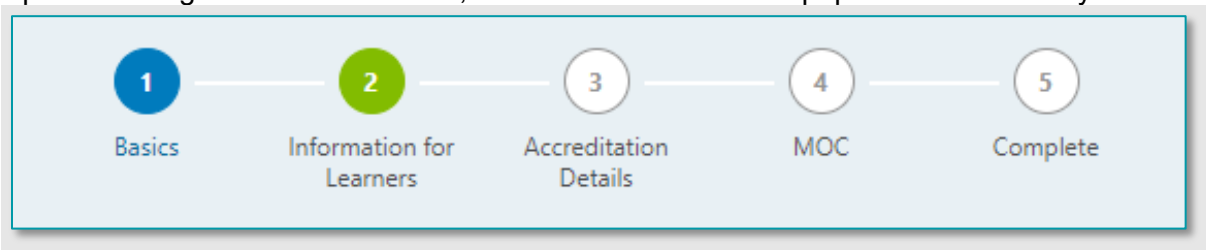


Selected boards will then appear on the page. To remove a board, click the X to the right of the board.

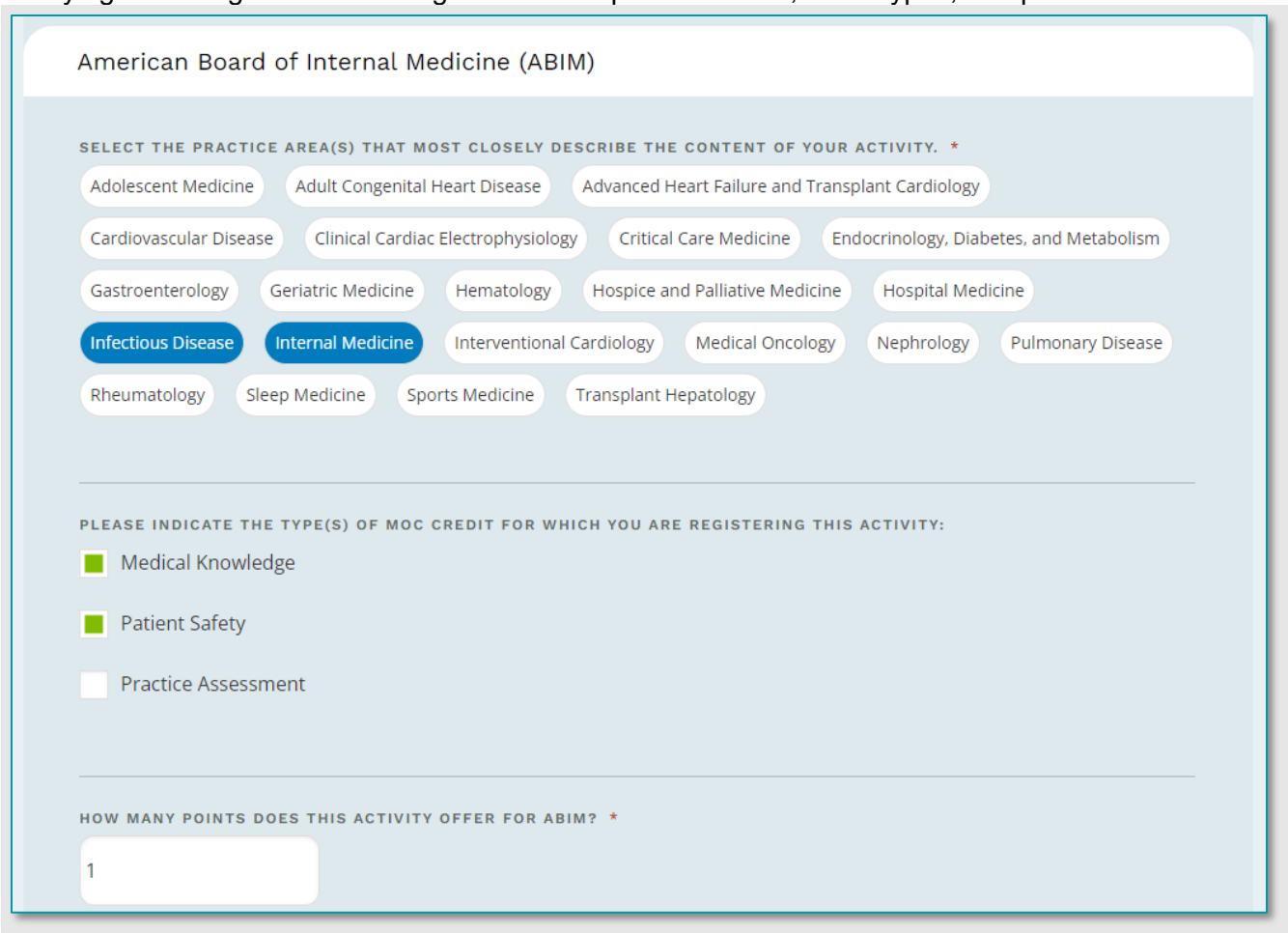


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Upon selecting one or more boards, the MOC/CC section will populate in the activity form.

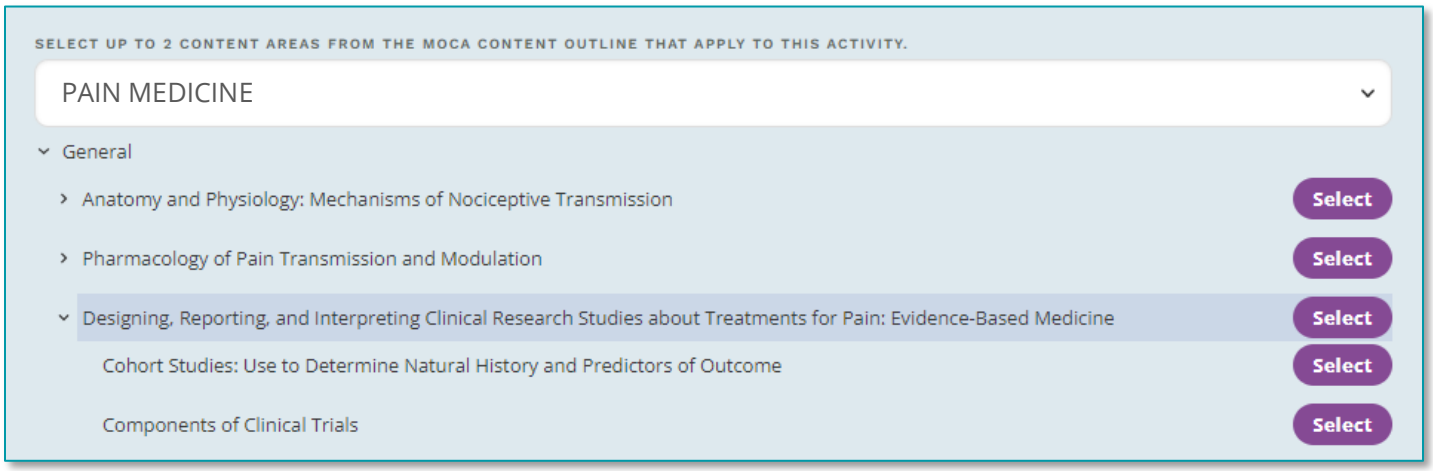


Once you have added any relevant accreditation details to your activity, you can add information for each certifying board registered including the relevant practice areas, credit types, and point values.

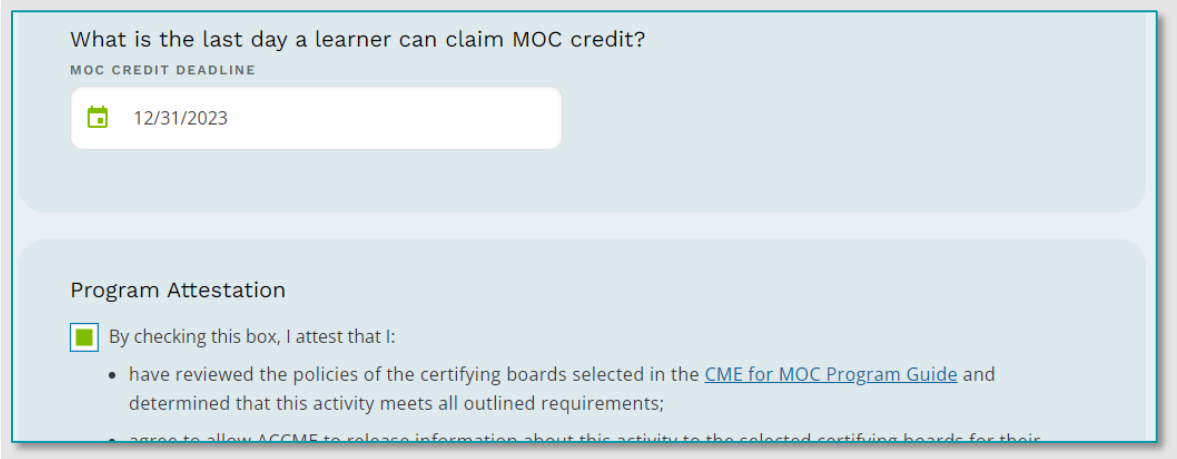


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If the board has a content outline, you can select designated topics and/or tags from a drop-down list.

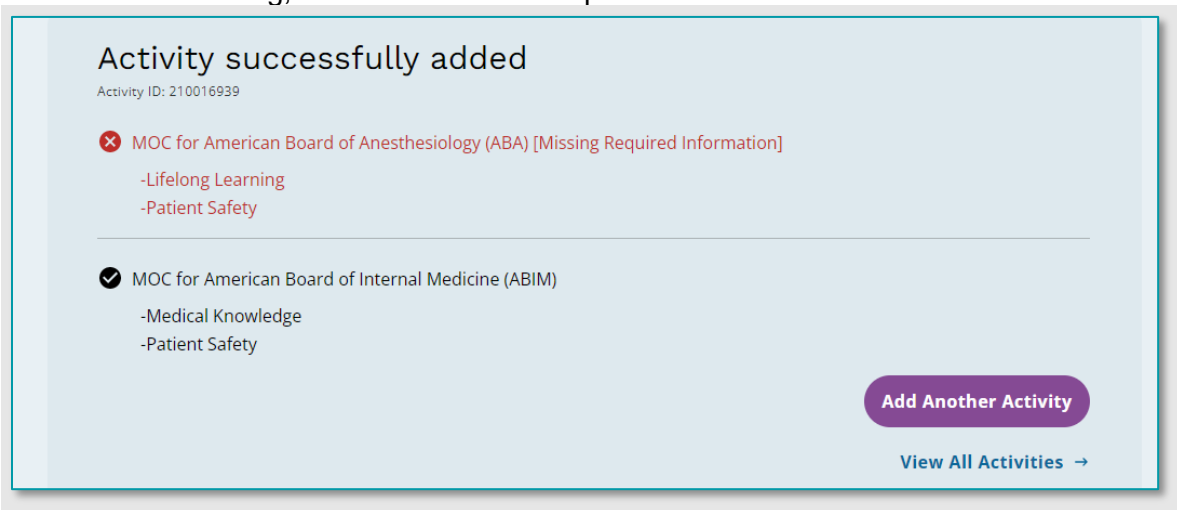


Once the program information is filled out for your certifying board(s), you can fill out the credit claim date and attest to meeting any MOC/CC requirements.



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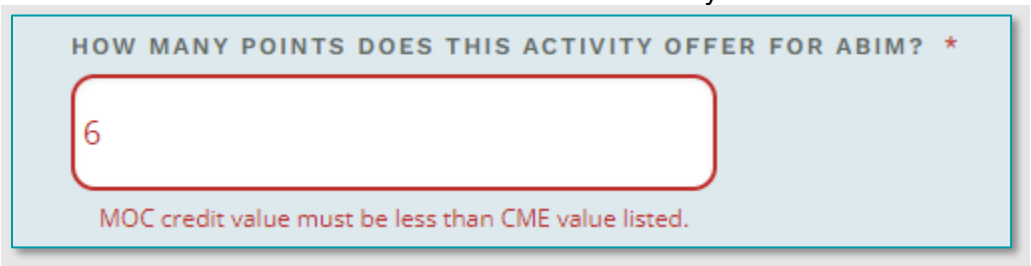
If all required information is entered, the activity will successfully register for the certifying board. If information is missing, this will be indicated upon submission.



Troubleshooting Activity Issues

Why won't my activity save?

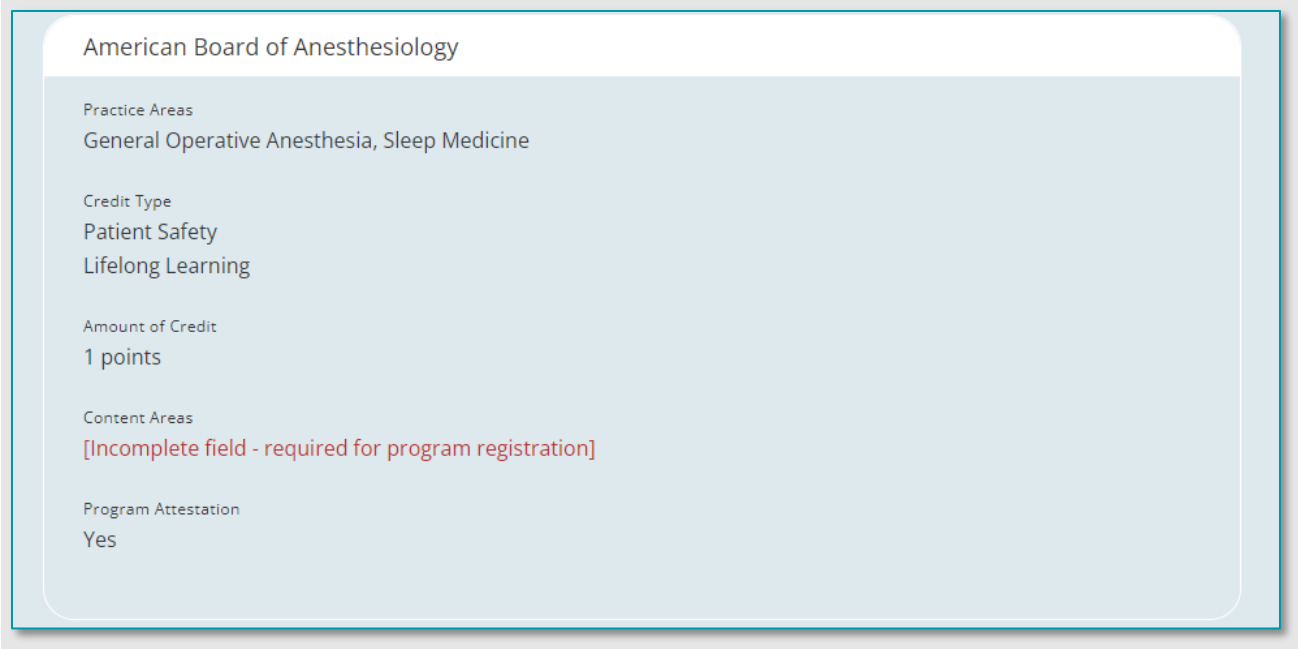
If you attempt to save an activity with invalid information, you cannot move forward in the form. Anything which needs attention will have red text below the entry field.



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Why isn't my activity fully registered for MOC/CC?

If there is missing information this will appear in the details for the activity once it is saved. You can add in any required fields by clicking the edit button in the top right of the section.



Why can't I delete my activity?

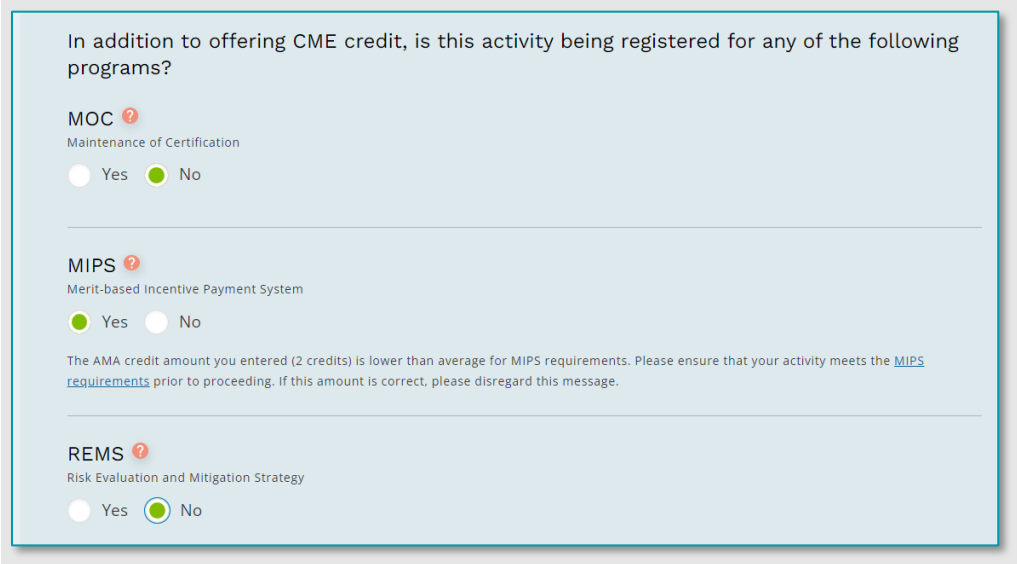
You cannot delete an activity once individual learners have had completion reported for the activity.

Registering Activities for MIPS

You can register an activity as a MIPS activity via PARS via web form, Excel and XML batch uploads, and via web service. More information on these batch/automated methods can be found in the instructions for each upload type.

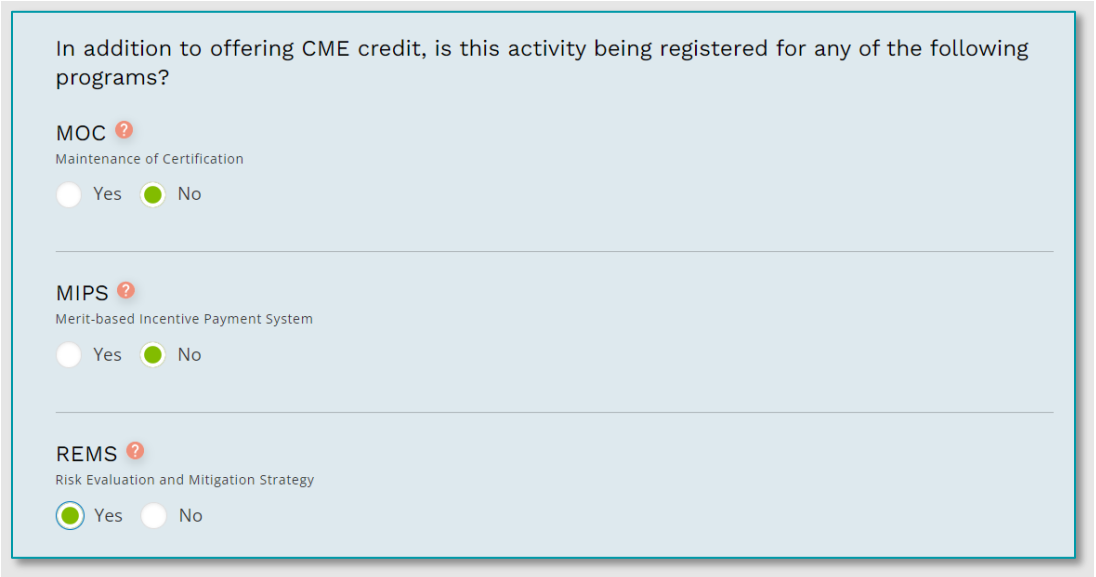
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To do this in the web form, simply indicate Yes in the information for learner section regarding additional programs.



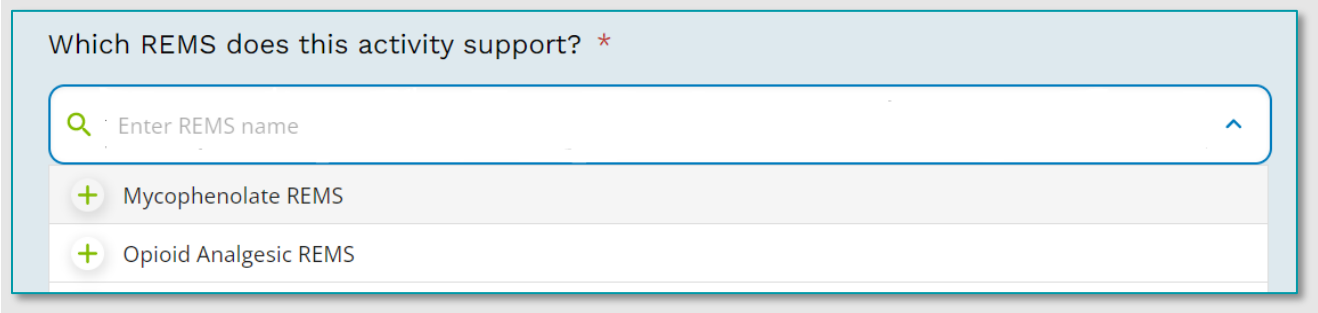
Registering Activities for REMS

If you have received a grant through the REMS RPC, you will need to indicate which activities are REMS activities in PARS. You can do this via the manual web form, or by XML batch and web services. More information on these batch/automated methods can be found in the instructions for each upload type. You should only register activities which will be subject to invoice/audit. To do this in the web form, simply indicate Yes in the information for learners section regarding additional programs.



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Once you have indicated that this is a REMS activity, choose which REMS for which you received the grant.

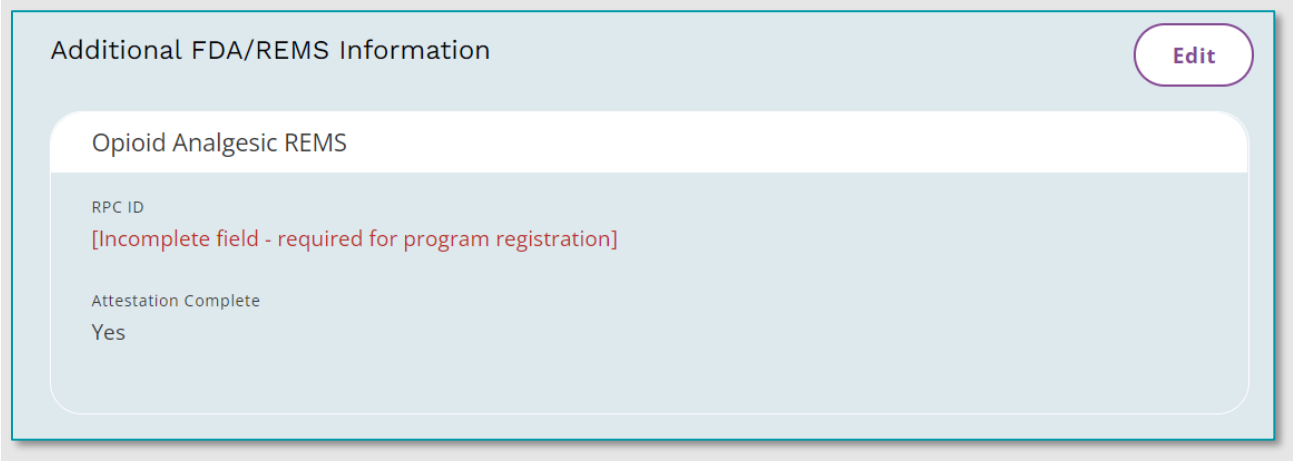


Further in the form, you will be required to enter the assigned RPC activity ID and attest that you are meeting REMS program requirements.



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The activity details will indicate if the activity is successfully registered for a REMS program, or if the activity is still missing required information.



Once the activity is fully registered, it can be invoiced, and learners can be reported under the activity.

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Tagging Activities with a State Content Tag (SCT)

State content tagging is available in PARS. All elements are set to 'no' by default. Tagging is optional.

How can I tell if my activity meets a state medical licensing board's CME requirements?

ACCME has compiled a list of state medical board CME content requirements, available here. Review your activity content and target audience to decide whether the activity meets the requirements of one or more licensing boards. Many licensing boards have the same or similar content requirements that can be fulfilled with one activity. Requirements may change; if you have questions, check with the licensing board directly. The list includes links to state medical licensing board websites for more information.

Why should I tag my activity if it meets a state medical licensing board requirement?

Tagging your activity to show that it meets a state medical board CME requirement helps you better support physicians licensed by that state medical board. When you tag your activity and list it on CME Passport, physicians can more easily find activities that meet their board's CME requirements. In addition, licensing boards that use PARS/JA-PARS to verify re-licensure requirements see that the activity meets the content requirement and that the physician completed it.

State medical licensing boards may have more specific content requirements than the content tags available in PARS/JA-PARS. Can I still tag my activity under a general content requirement?

Yes. The available content tags may be broader than some state board requirements. They were developed this way so they can cover a wide range of topics. Physicians are still responsible for making sure they are meeting these additional requirements when choosing CME.

You can also use the "description of content" field in PARS/JA-PARS to add details that may help physicians find activities in more specific content areas.

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To tag your activity in the web form, simply indicate Yes in the Information for Learners section:

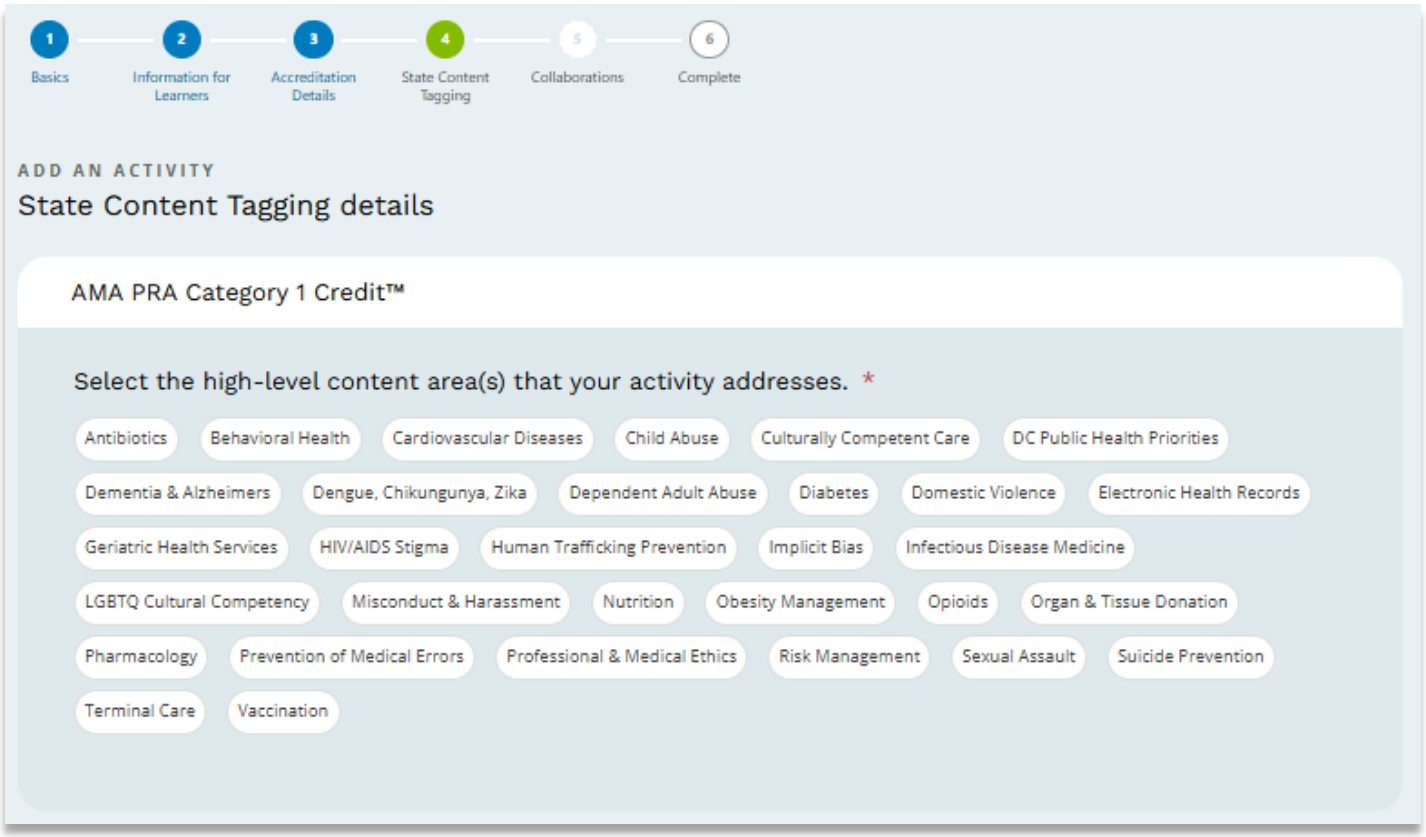


For more information on State CME requirements click here.

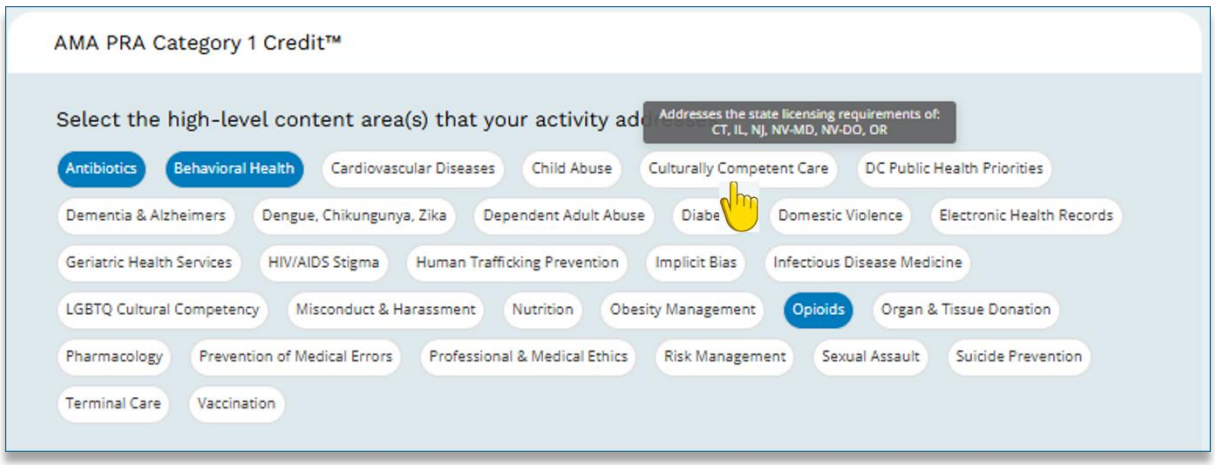
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Once you have indicated that this activity will be tagged, it will prompt you to select the high-level content area(s) that your activity addresses.

Choose at least one option. You can choose more than one:

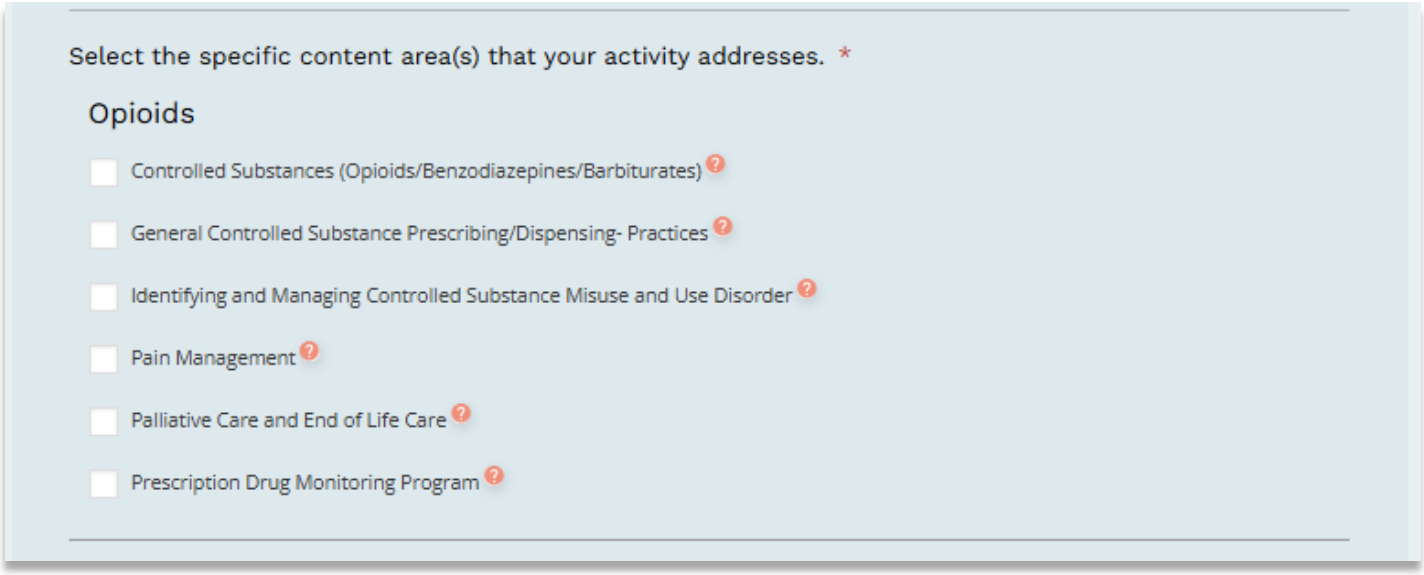


If the cursor hovers over one of the bubbles, a help tooltip will appear displaying the relevant information, including the list of states addressed by that specific content area. For example:

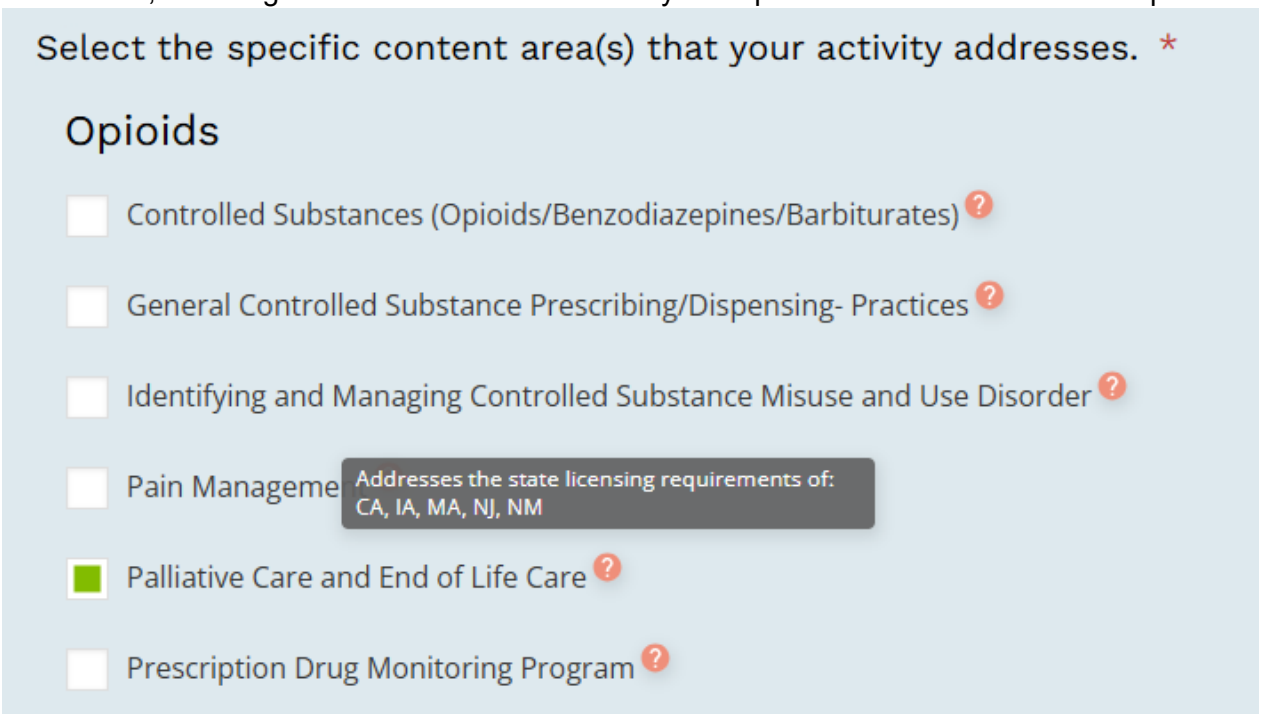


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If applicable to the selected high-level content area, the next required step is to identify the specific content area(s) addressed by the activity. At this time, this requirement applies only to **Opioids**:



If the cursor hovers over the orange circle with a "?", a help tooltip will appear displaying the relevant information, including the list of states addressed by that specific content area. For example:



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Technical Resources

The newest versions of batch templates, XML specs and technical instructions can be found on our website.

If you have any questions about the PARS learner reporting process, please email us at info@accme.org.

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