![Accreditation Council for Continuing Medical Education — learn well](logo)

ACCME and State Medical Boards Collaboration
Information for Accredited Providers

Thank you for your interest in participating in the ACCME and State Medical Boards Collaboration. This initiative enables accredited CME providers to report activity completion data for learners who hold licenses from one or more of the participating state boards. Currently, participating boards include: Tennessee Board of Registration in Medicine, the North Carolina Medical Board, the Maine Board of Licensure in Medicine, and the Maine Board of Osteopathic Licensure. The Medical Board of California will be joining in Summer 2021.
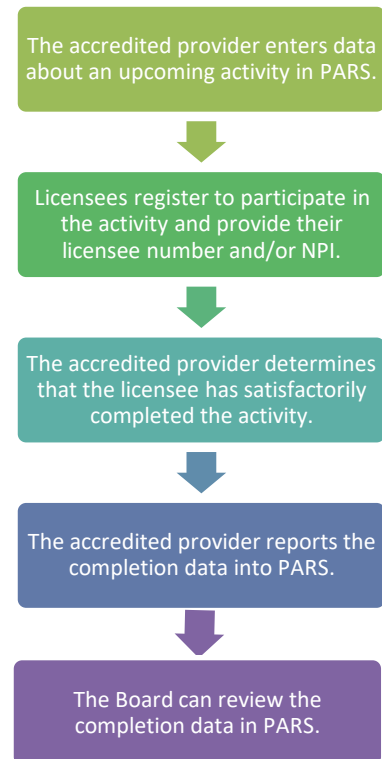
CME providers enter the learner-completion data Into the Program and Activity Reporting System (PARS). The staff of participating state medical boards can log in to PARS and view the data to determine if their licensees are meeting state expectations for participation in accredited CME. This collaboration streamlines the re-licensure verification process and reduces the tracking and reporting burden for physicians, enabling them to dedicate more of their time to high-quality learning — and most important, to patient care. The ACCME offers this service free of charge to CME providers, state medical boards, and licensees.

Accreditation standards allow providers accredited by the ACCME System to:
1. Verify participation and issue CME credit
2. Retain participation records for six years after the activity

As part of this collaboration, participating State Medical Boards stipulate that they will recognize the credits reported in PARS for the purpose of license renewal if the accredited provider has:

1. Entered the ACCME-specified data into PARS for the activity
2. Granted the ACCME permission to share the specific data that is entered into PARS with the appropriate state board
3. Obtained consent from licensees who participate in the activity to report their participation to the ACCME and the appropriate state board. We anticipate that this permission could be provided:
   a. By written consent
   b. By implied consent following the provision of various disclosures and announcements within or as part of the activity
4. Entered the ACCME-specified data into PARS for the licensee participants

The accredited provider enters data about an upcoming activity in PARS.

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Licensees register to participate in the activity and provide their licensee number and/or NPI.

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The accredited provider determines that the licensee has satisfactorily completed the activity.

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The accredited provider reports the completion data into PARS.

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The Board can review the completion data in PARS.

Responsibilities of the State Medical Board

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

1. Communicate with the licensee community that the board:
   a. Has partnered with ACCME and a group of accredited CME providers to undertake this pilot

b. Will recognize 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.

Responsibilities of Accredited CME Providers Participating in the Collaboration

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

1. Comply with ACCME accreditation requirements
2. Obtain the state licensure number and/or NPI from any learner who is a Tennessee, North Carolina, and/or Maine licensee and who has given permission to have their completion data reported in PARS. Note that we recommend obtaining and using the state licensure number when reporting learners. Using just the NPI to report may result in a higher number of errors.
3. Compile and upload the completion records within 30 days of the activity using one 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.
   a. Manual entry via a web form
   b. Upload of a tab-delimited or XML dataset
   c. Web-transfer from a learning management system
4. Resolve any learner completion data errors
   a. Note that for the submission to be successful, the information entered into all of the learner identity fields outlined in the table below must match exactly. Slight name variations can cause rejections, and ACCME staff can work with you to get the name data corrected.
5. Report CME completion for Controlled Substances/Safe Prescribing/Pain Education
   a. When reporting learner completion data for **Tennessee**, indicate if the activity met the expectations of the Tennessee Board for pain education. The Tennessee Chronic Pain Guidelines are accessible through the Tennessee Department of Health website.
   b. When reporting learner completion data for **North Carolina**, indicate if the activity met the expectations of the North Carolina Medical Board for controlled substance prescribing. The North Carolina rules can be found on the website of the North Carolina Office of Administrative Hearings.
   c. When reporting learner completion data for **Maine**, indicate if the activity includes content on the safe prescribing of opioid medication.

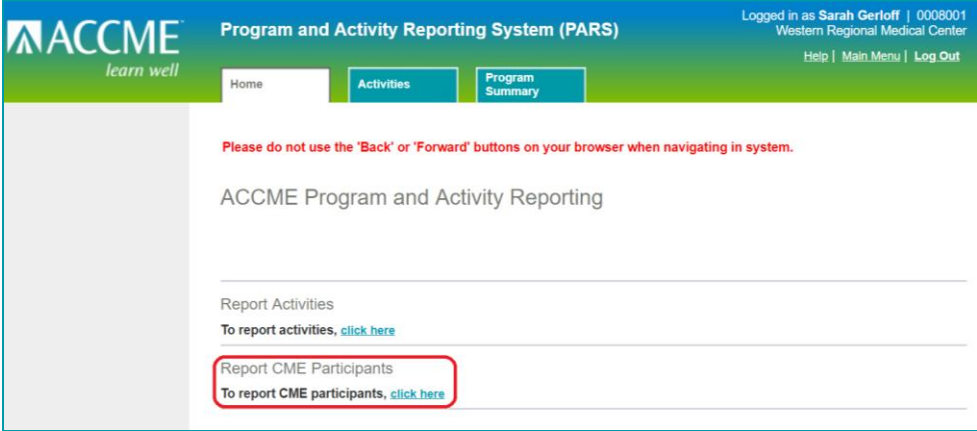| Field Name	Description
State licensure number and/or NPI	- The Tennessee state licensure number is issued by the Tennessee Board of Registration in Medicine. - The North Carolina state licensure number issued by the North Carolina Medical Board. - The Maine state licensure number issued by the Maine Board of Licensure in Medicine or the Maine Board of Osteopathic Licensure. This number will begin with a prefix of MD or DO (ex: DO1234) - The National Provider Identifier is a unique 10-digit number issued by the Centers for Medicare and Medicaid Services. - Learners can be reported with either ID; however, the use of **only** 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
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	CME; CME plus Pain Education (TN)

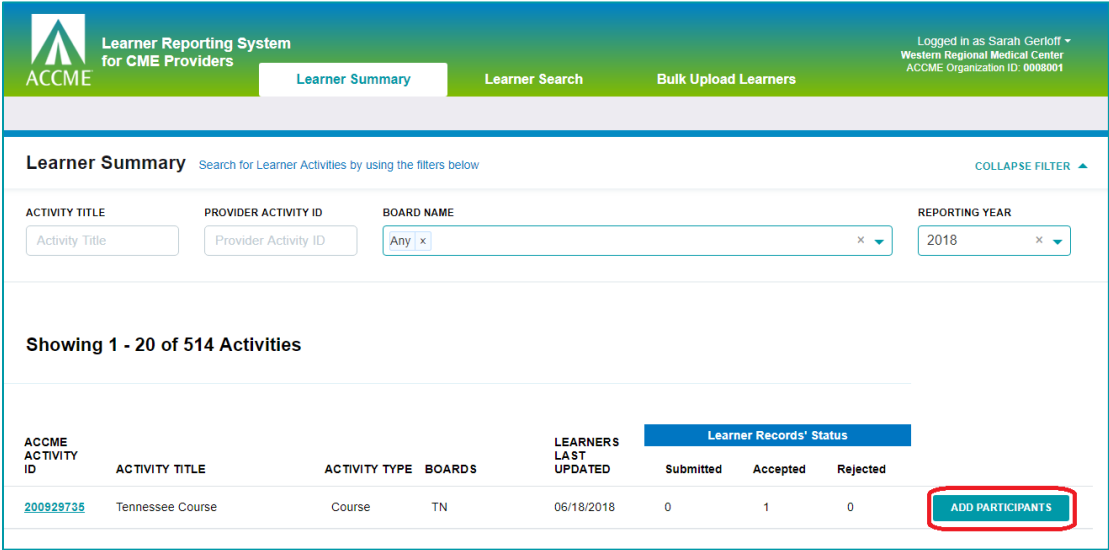| | CME; CME plus Controlled Substance Prescribing (NC) |
| | CME; CME plus Prescribing of Opioid Medication (ME) |

Reporting Learner Data in PARS:

The learner reporting interface in PARS can be accessed from the Program and Activity Data screen in PARS. See screenshots on the next pages.

Information and resources on batch upload or web service options can be found under the Technical Resources header on the State Medical Boards Collaboration webpage.

From the learner reporting interface, providers can select the activity for which they would like to enter learners:

From here, providers may enter the learner's information:

Tennessee Course

ACCME Activity ID: **200929735**, Provider Activity ID: **TN1**

ACTIVITY TYPE	ACTIVITY DATE	REPORTING YEAR	AMA PRA CATEGORY 1 CREDITS™
Course	01/15/2018	2018	5

Learner Data

Showing lines 1 - 1 of 1 result(s) found   FILTER OPTIONS ▼

TN Tennessee Board of Medical Examiners
Board Points/Credits: 5.00

SELECT BOARD ▼

FIRST NAME	LAST NAME	DATE COMPLETED	DOB	LEARNER ID #	NPI	STATUS	CREDITS/ POINTS	AMA PRA CAT 1	PAIN MANAGEMENT	
Sarah	Test	01/20/2018	1/1	555555	8888888888	Accepted	2	Yes	No	DETAILS
First Nar	Last Name	mm/dd/yyyy	DOB	Learner ID	NPI			☑ AMA PRA Cat 1	☐ Pain Management	❓➕ OTHER BOARDS

❌ (row delete)

[+ **ADD LEARNERS MANUALLY**]   [SAVE]   [**EXPORT ALL**]