Thank you for your interest in collaborating with the ACCME to share CME activity completion data for learners that complete your activities and who hold licenses from one or more of the participating state boards: 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. This pilot project is designed to examine the feasibility of and response to the sharing of this information, and determine if it is valuable to the physician, the accredited provider, and to the state boards.

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 pilot program, the Tennessee, North Carolina, and Maine Boards stipulate that they will recognize the credits reported in the ACCME’s Program and Activity Reporting System (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

Responsibilities of the State Board

As part of this pilot program, the state 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 Pilot

As part of this pilot program, 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 of 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. Reporting 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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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)                          |

ACCME® Pilot to Report Learners’ CME Completion Data in Support of State Licensing
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As part of our research for this pilot program, the accredited provider also indicates its willingness to compile and share (in writing or in interviews):

1. Any challenges experienced
2. Solutions identified
3. Responses from physicians or others

**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 Pilot webpage](#).

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

![Learner Reporting Interface](image1)

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

![Learner Summary](image2)
### Tennessee Course

<table>
<thead>
<tr>
<th>ACTIVITY TYPE</th>
<th>ACTIVITY DATE</th>
<th>REPORTING YEAR</th>
<th>AMA PRA CATEGORY 1 CREDITS</th>
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<tbody>
<tr>
<td>Course</td>
<td>01/15/2018</td>
<td>2018</td>
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### Learner Data

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>DATE COMPLETED</th>
<th>DOR</th>
<th>LEARNER ID</th>
<th>NPI</th>
<th>STATUS</th>
<th>CREDITS/ POINTS</th>
<th>AMA PRA CAT 1</th>
<th>BOARD MANAGEMENT</th>
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</thead>
<tbody>
<tr>
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<td>Test</td>
<td>01/20/2018</td>
<td>Y1</td>
<td>555555</td>
<td>8888888888</td>
<td>Accepted</td>
<td>2</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

- [ADD LEARNERS MANUALLY] [SAVE] [REPORT ALL]