

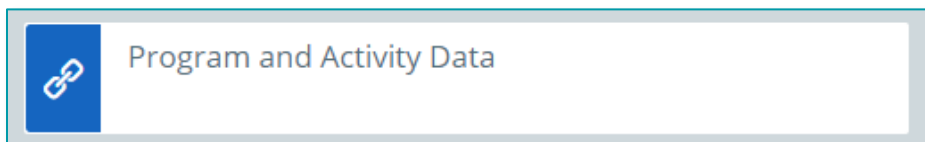
Changing Activity Formats in PARS

This tutorial is designed to guide accredited CME providers through the process of changing an activity type from a live in-person activity to a live virtual activity in ACCME's Program and Activity Reporting System (PARS).

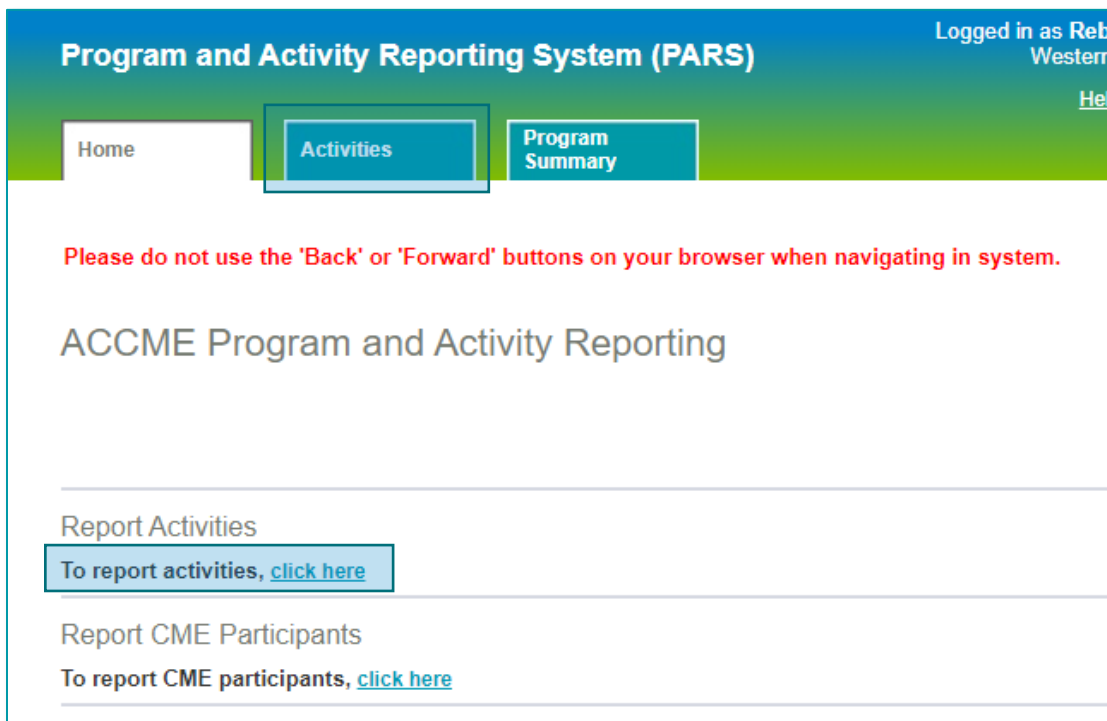
- If your live in-person activity is completely cancelled and not moving to a virtual format, you should delete the activity from PARS by selecting the checkbox to the right of the activity and clicking on the Delete Selected button.
- If your live virtual activity is also recorded and made accessible for learners to engage in at a future date, you will need to report two instances of this activity (live and enduring). Please see this [FAQ](#) for more information.
- **If your activity is offering MOC, please make these changes in PARS prior to entering in learner completion records for the activity as once learners are added certain fields will be locked.** This will also allow for accurate information to display on CME Finder for your physician learners.

Process:

[Log in to PARS](#), and click on the Program and Activity Data link to access your organization's activities.



Click on the Activities tab, or the link to report activities.



Ensure you are in the correct reporting year, locate your activity, and click the Update link to the right of the record.

2020 Activities

Below are the [open and closed activities](#) that your organization has recorded for 2020. ?

- **OPEN** activities contain incomplete information.
- **CLOSED** activities contain all required information and require no further action.

[Add Activity](#) [+ Batch Upload Activities](#) Reporting Year ? 2020 ▾

[Open Activities](#) [Closed Activities](#) [View by Activity Type](#) | [View All Open Activities](#) [Delete Selected](#)

▼ **Course (1)**

ACCME Activity ID	Provider Activity ID	Activity Title	Activity Type	Location	Activity Date	MOC	Opioid REMS	Select for Deletion	?
201381554	AM2020	Annual Meeting Example	Course	Chicago, IL	04/14/2020	No	No	view update copy	<input type="checkbox"/>

▶ **Enduring Material (2)**

Select Internet Live Course from the drop-down menu.

AAA Test Organization

Edit Activity 201381554 for Reporting Year 2020

This activity is open. Underlined fields are required to close this activity. Please complete all underlined fields at your earliest convenience.

Fields marked with an asterisk are required to save an activity. All fields except for those labeled "optional" are required to close an activity.

Activity Type* ? Course ▾

Activity Sub-category (Optional) Course Panel
Regularly Scheduled Series Self-paced training Small group discussion
Internet Live Course
Enduring Material
Internet Activity Enduring Material
Journal-based CME
Manuscript Review
Test Item Writing
Committee Learning
Performance Improvement IL ▾ state
Internet Searching and Learning
Learning from Teaching
Other

Activity Title*

Provider Activity ID ?

Location*






Activity Date* ?

Providership ? Directly Provided ▾

Hours of Instruction ?

AMA PRA Category
1™ Designated

If necessary, you can make changes to the amount of credit and hours of instruction if these numbers will change due to the updated format.

Activity Type* 	Internet Live Course
Activity Sub-category (Optional)	<input type="checkbox"/> Case based discussion <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Panel <input type="checkbox"/> Simulation <input type="checkbox"/> Skill-based training <input type="checkbox"/> Small group discussion <input type="checkbox"/> Other, please specify <input type="text"/>
Activity Title*	Annual Meeting Example - Virtual
Provider Activity ID 	AM2020
Activity Date* 	04/14/2020
Providership 	Directly Provided
Hours of Instruction 	8
AMA PRA Category 1™ Designated	8

If your activity is registered for MOC, scroll down to the Maintenance of Certification section to confirm that the amount of MOC credit is correct.

C. Please indicate the type(s) of MOC credit for which you are registering this activity:

Lifelong Learning (CME)
 Self-Assessment Module (Part II)
 Improvement in Medical Practice (Part IV)
 Patient Safety

D. ABO Credit

American Board of Otolaryngology - Head and Neck Surgery (ABOHNS)

This activity may be eligible for ABOHNS Continuing Certification credit. Please refer to the [CME for MOC program guide](#) to ensure all board requirements are met.

A. By checking this box , I:

- agree to abide by the ABOHNS Continuing Certification program policies;
- agree to allow ACCME to release information about this activity to ABOHNS for its unrestricted use;
- agree to allow ACCME to publish information about this activity on its website (www.cmefinder.org) as a service to learners;
- agree to collect the required individual participant completion data and submit for ABOHNS Continuing Certification via PARS, with the permission of the learner(s);
- agree to comply with requests for information about this activity if it is selected for an audit by the ACCME.

B. Indicate the practice areas for which the activity is relevant (select all that apply):

Allergy Otolaryngology Rhinology
 Facial Plastic & Reconstructive Surgery Neurotology Sleep Medicine
 Head & Neck Pediatric Otolaryngology General Otolaryngology
 Laryngology

C. Please indicate the type(s) of MOC credit for which you are registering this activity:

Self-Assessment (Part II)
 Improvement in Medical Practice (Part IV)
 Patient Safety

D. ABOHNS Credit

For activities offering MOC, you can make changes in the Information for ACCME's CME Finder section if you need to adjust the end date of the activity, or if you have an updated registration link or information page.

Information for ACCME's CME Finder ?

Please complete the following fields so that information about your activity will appear in ACCME's CME Finder as a service to learners. These fields are required to register your activity for Maintenance of Certification and/or to indicate that your activity meets the requirements of a MIPS improvement activity or an FDA Opioid Analgesic REMS activity.

Activity End Date ?

Fee for Participation? ? Yes No

Provider Activity URL ?

Registration ? Open to All Limited

When you are finished with all changes, scroll to the end of the form and click the "Save & quit" button.

This will update your activity in PARS and will update the information displayed in CME Finder if your activity is registered for MOC. Updates to activities listed in CME Finder will typically appear the next morning, so if your activity does not change right away that is expected.