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.

Please do not use the ‘Back’ or ‘Forward’ buttons on your browser when navigating in system.
Ensure you are in the correct reporting year, locate your activity, and click the Update link to the right of the record.

Select Internet Live Course from the drop-down menu.
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.

<table>
<thead>
<tr>
<th>Activity Type*</th>
<th>Internet Live Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Sub-category (Optional)</td>
<td>Case based discussion, Lecture, Penel, Simulation, Skill-based training, Small group discussion</td>
</tr>
<tr>
<td>Activity Title*</td>
<td>Annual Meeting Example - Virtual</td>
</tr>
<tr>
<td>Provider Activity ID</td>
<td>AM2020</td>
</tr>
<tr>
<td>Activity Data*</td>
<td>04/14/2020</td>
</tr>
<tr>
<td>Provider Type</td>
<td>Directly Provided</td>
</tr>
<tr>
<td>Hours of Instruction</td>
<td>8</td>
</tr>
<tr>
<td>AMA PRA Category 1™ Designated</td>
<td>8</td>
</tr>
</tbody>
</table>

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. ABOHNS Credit 8

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
- Facial Plastic & Reconstructive Surgery
- Head & Neck
- Laryngology
- Neurology
- Otolaryngology
- Patient Safety
- Rhinology
- Sleep Medicine
- Pulmonary Medicine

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 8
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.

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.