



# PARS Participant Tab Delimited File Upload Instructions - Learner Template B

## Overview

The tab delimited batch upload function in ACCME's Program and Activity Reporting System (PARS) offers providers the ability to add or delete multiple learner records at once. Although this function is available for use by all providers, it can be particularly useful to organizations that already have their own CME tracking system and have the ability to map the fields in their system to the fields in PARS.

These instructions detail the process for entering learner data into this template, converting the file into a .txt file, and uploading the file into PARS. There are several appendices which detail additional information about the data entered into the template.

## Contents

<b>OVERVIEW</b> .....	<b>1</b>
<b>VERSION HISTORY</b> .....	<b>1</b>
<b>ABOUT THIS TEMPLATE</b> .....	<b>2</b>
<b>HOW TO ENTER LEARNER DATA INTO THE EXCEL TEMPLATE</b> .....	<b>3</b>
<b>HOW TO CREATE A TAB DELIMITED TEXT FILE FROM THE EXCEL TEMPLATE</b> .....	<b>4</b>
<b>HOW TO UPLOAD THE TAB DELIMITED TEXT FILE INTO PARS</b> .....	<b>5</b>
<b>DUPLICATE FILE VALIDATION</b> .....	<b>9</b>
<b>CORRECTING RECORDS WHICH WERE NOT PROCESSED</b> .....	<b>10</b>
<b>GETTING HELP WITH BATCH UPLOADS</b> .....	<b>10</b>
<b>APPENDIX A – TAB DELIMITED FILE FORMAT FIELDS</b> .....	<b>11</b>
<b>APPENDIX B – UPLOAD PROCESSING RULES</b> .....	<b>15</b>
<b>APPENDIX C – ACTIVITY CERTIFICATION VALUES</b> .....	<b>18</b>

## Version History

Version	Date	Notes
2.3	10/19/2020	Updated document to include instructions for ABS Continuous Certification. Removed ABPath SAM credit options.
2.2	04/23/2020	Updated document to remove ABO restriction not allowing credit for both Patient Safety and Improvement in Medical Practice in the same activity.
2.1	02/12/2020	Updated document to include instructions for uploading files in PARS asynchronously.
1.6	08/09/2019	Updated document to include expanded reporting instructions for submitting completion dates for current and previous years.
1.5	01/22/2019	Updated document to include instructions for ABO MOC.
1.4	10/11/2018	Updated document to include instructions for ABOHNS Continuing Certification.
1.3	07/17/2018	Updated document to include instructions for ABPath Continuing Certification.
1.2	04/07/2017	Updated document to include instructions for ABIM MOC Part 4 (Practice Assessment) credit.
1.1	11/01/2017	Took document for Learner Template A to create this version which includes instructions to submit participants for ABA or ABP credit.

## About this Template

This template is intended for use as a guide for entering learner participation in PARS for your eligible activities. The ACCME currently has collaborations in place with the certifying boards listed below for which you can report learners who participate in those activities registered for [Maintenance of Certification](#) (also known as Continuing/Continuous Certification).

Board	Program
ABA	American Board of Anesthesiology's ABA MOCA 2.0 Program
ABIM	American Board of Internal Medicine's MOC Program
ABP	American Board of Pediatrics' MOC Program
ABPath	American Board of Pathology's Continuing Certification Program
ABOHNS	American Board of Otolaryngology – Head and Neck Surgery's Continuing Certification Program
ABO	American Board of Ophthalmology's MOC Program
ABS	American Board of Surgery's Continuous Certification Program

For those providers participating in the State Medical Licensing Program, you can report credit for licensees in support of their State Licensing Requirements. The ACCME is currently working with the licensing boards listed below in support of this [pilot program](#). **Please Note:** *Only organizations who have signed up as participating in this program will be able to report learners for CME in PARS. If you are interested in joining this program in support of state licensure, please contact the ACCME at [info@accme.org](mailto:info@accme.org).*

State	Licensing Board
ME	Maine Board of Licensure in Medicine
ME	Maine Board of Osteopathic Licensure
NC	North Carolina Medical Board
TN	Tennessee Board of Medical Examiners

It is not necessary to use the MS Excel file template to create a tab delimited text file. Other applications and data systems may offer the capability to export data directly into this format, although you may need some technical knowledge of the software that currently stores your data in order to set up this export. For detailed information about the fields required in the tab delimited file, please refer to [Appendix A](#).

### **A few technical notes regarding the file specifications:**

- Do not change the order in which the columns appear or remove any columns.
- There must be at least 12 fields present in each participant record. Even if data is not required in a field, the system will expect the field to appear in the record with a blank (**null**) value, and the null value should be separated by tab-delimiters. If you use the Excel template file, leave the cells that do not contain data completely blank (do not enter a zero or a space—enter no character at all). The columns left empty will create the appropriate blank (or null) values automatically when you save the file as a tab delimited .txt file.
- When you prepare the Excel file that will be used to create a tab delimited .txt file for upload to PARS, there are certain characters should be avoided.
  - **Special characters or symbols.** PARS cannot read certain characters (examples include ñ or é) and these names must be resubmitted with standard characters (n or e respectively for the example above).
  - **Control codes.** These characters impart formatting to text within a cell and can include tabs within cells, carriage returns, and line feeds. When the Excel file is saved in tab delimited .txt format, these characters will cause the columns and rows in your .txt file to break unexpectedly. Control characters should be removed from your Excel file before you create the .txt file as these will cause the file to not upload properly.

See the **Appendix A - Tab Delimited File Format** section of this document for specific data requirements. Additionally, please follow the below rule when using the Excel template to help ensure a successful upload:

## How to Enter Learner Data into the Excel Template

1. Download the appropriate MS Excel [template](#) from the ACCME's website and save a copy to your computer by clicking on the Download button.
2. The template displays a header row followed by sample data rows which should guide you through how the data should appear in the file. You will want to remove the sample data before you save your template as a tab delimited .txt file. In Excel, you can Clear Contents by highlighting the rows, right clicking with the mouse, and then choosing Clear Contents.

*Note: You may also delete these sample data rows but deleting them will remove the validation on the cells. This validation provides helpful information during manual data entry.*

*If you plan to copy and paste data into the spreadsheet from other sources, or if you plan to use Excel formulas to add data to the spreadsheet, it is recommended that you delete the sample data rows instead of clearing them to ensure that the format of the copied data is preserved.*

3. Copy one of the rows you cleared in step two and paste it in the number of rows below that you will need for entering all the participants. **This will copy the cell validation into the additional rows.**
4. Enter participant data into this file according to the rules found in [Appendix A](#). PARS will accept up to 2,500 records in a single file. If you have more than 2,500 records you will need to split up your learners between multiple files. Each row indicates completion information for one learner in one activity. **Below are two exceptions.**

### Exception 1:

If a participant is dual-certified/licensed, and the activity was offering credit for the applicable boards, you must report the learner on a separate row for each board within the same activity

1. Template (DO NOT ALTER OR DELETE THIS COLUMN)	2. Activity Registration	3. ACCME Activity ID	4. Learner ID Type	5. Learner ID	6. First Name	7. Last Name	8. Date of Birth (MM/DD)	9. Date of Completion	10. Action	11. Number of Credits	12. Activity Certification (1st)	13. Provider Credit ID (1st)	14. Activity Certification (2nd)	15. Provider Credit ID (2nd) - Option	16. Activity Certification (3rd)	17. Provider Credit ID (3rd) - Optional
Learner Template B	ABIM	200900001	ABIM	999999	Joe	ACCME	01/01	01/04/2020	Add	3.75	ABIM MOC					
Learner Template B	ABP	200900001	ABP	111111	Joe	ACCME	01/01	01/04/2020	Add	3.75	ABP MOC Part 2					

### Exception 2:

If a learner completes an activity for which they earned different combinations of credit types in varying amounts, you need to submit a separate record for each combination of credits.

In this example, the learner earned 8.00 ABA MOCA credits, all of which were also Patient Safety credit. These credits would be reported on a single row as usual.

1. Template (DO NOT ALTER OR DELETE THIS COLUMN)	2. Activity Registration	3. ACCME Activity ID	4. Learner ID Type	5. Learner ID	6. First Name	7. Last Name	8. Date of Birth (MM/DD)	9. Date of Completion	10. Action	11. Number of Credits	12. Activity Certification (1st)	13. Provider Credit ID (1st)	14. Activity Certification (2nd)	15. Provider Credit ID (2nd) - Option	16. Activity Certification (3rd)	17. Provider Credit ID (3rd) - Optional
Learner Template B	ABA	200900001	ABA	1111-1111	Joe	ACCME	01/01	01/04/2020	Add	8.00	ABA MOCA Part 2		ABA MOCA Patient Safety			

However, if a learner completes an ABA MOCA activity for which some, but not all credits count for patient safety, you need to report two lines for that learner: one that includes the credits earned for ABA MOCA Part 2 with patient safety (5.00), and another record for the credits that are only applicable to ABA MOCA Part 2 (3.00). To the board, this will

appear as a total of 8.00 ABA MOCA Part 2, and 5.00 Patient Safety credits.

1. Template (DO NOT ALTER OR DELETE THIS COLUMN)	2. Activity Registration	3. ACCME Activity ID	4. Learner ID Type	5. Learner ID	6. First Name	7. Last Name	8. Date of Birth (MM/DD) -	9. Date of Completion	10. Action	11. Number of Credits	12. Activity Certification (1st)	13. Provider Credit ID (1st) -	14. Activity Certification (2nd)	15. Provider Credit ID (2nd) - Option	16. Activity Certification (3rd)	17. Provider Credit ID (3rd) - Optional
Learner Template B	ABA	200900001	ABA	1111-1111	Joe	ACCME	01/01	01/04/2020	Add	5.00	ABA MOCA Part 2		ABA MOCA Patient Safety			
Learner Template B	ABA	200900001	ABA	1111-1111	Joe	ACCME	01/01	01/04/2020	Add	3.00	ABA MOCA Part 2					

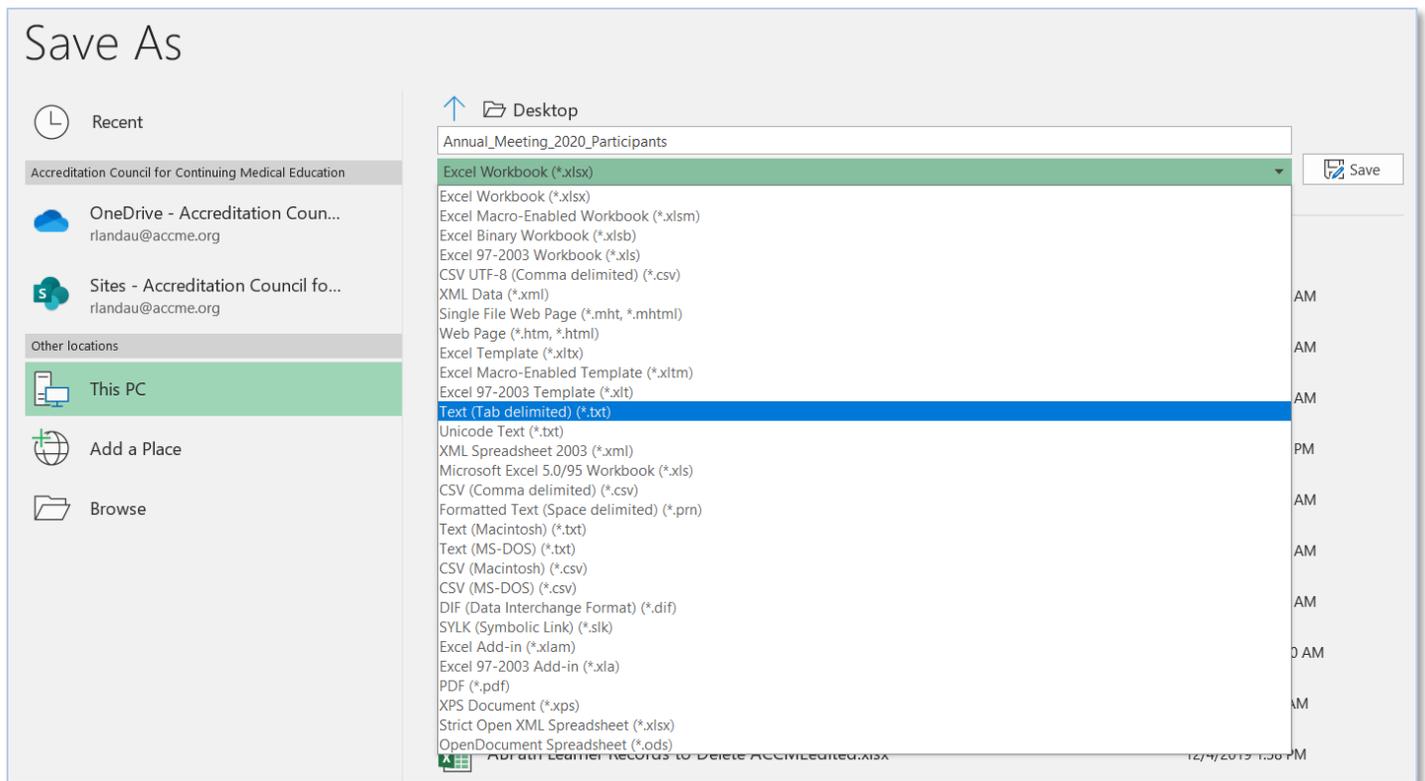
5. Below is an example of what your Excel template (with sample data) could look like after you have finished entering in the learners you're looking to upload. You can save a copy of this template in the event you need to make edits.

1. Template (DO NOT ALTER OR DELETE THIS COLUMN)	2. Activity Registration	3. ACCME Activity ID	4. Learner ID Type	5. Learner ID	6. First Name	7. Last Name	8. Date of Birth (MM/DD) -	9. Date of Completion	10. Action	11. Number of Credits	12. Activity Certification (1st)	13. Provider Credit ID (1st) - Optional	14. Activity Certification (2nd)	15. Provider Credit ID (2nd) - Optional	16. Activity Certification (3rd)	17. Provider Credit ID (3rd) - Optional
Learner Template B	ABIM	200900001	ABIM	999999	Joe	ACCME	01/01	01/02/2020	Add	3.75	ABIM MOC		ABIM MOC Patient Safety			
Learner Template B	ABIM	200900001	ABIM	111111	John	Tester	10/10	01/14/2020	Add	1.75	ABIM MOC					
Learner Template B	ABA	200900001	ABA	8888-8888	Rebecca	ACCME		01/05/2020	Add	12.00	ABA MOCA Part 2		ABA MOCA Patient Safety			
Learner Template B	ABP	201000003	ABP	300300	Matthew	Tester	03/31	12/31/2019	Add	11.00	ABP MOC Part 2					
Learner Template B	ABP	201000003	ABP	123456	Doctor	Smith	04/04	12/31/2019	Add	5.50	ABP MOC Part 2					
Learner Template B	ABOHNS	200999999	ABOHNS	898989	John	Doe	10/31	01/03/2020	Add	4.00	ABOHNS MOC Part II		ABOHNS MOC Part IV		ABOHNS MOC Patient Safety	
Learner Template B	ABPATH	200999999	ABPATH	666666	Jane	ACCME	02/02	01/20/2020	Add	13.00	ABPath MOC Part II		ABPath MOC Part IV			
Learner Template B	ABPATH	200999999	ABPATH	555555	Pathlogy	Doctor	10/31	01/20/2020	Add	5.00	ABPath MOC Part II					
Learner Template B	ABPATH	200999999	ABPATH	555555	Pathlogy	Doctor	10/31	01/20/2020	Add	3.00	ABPath MOC Part II					
Learner Template B	ABO	201000003	ABO	333333	Test	ABO	09/09	12/20/2019	Add	4.25	ABO MOC Part II		ABO MOC Part IV			
Learner Template B	ABIM	200999999	ABIM	223344	ACCME	Test	07/07	01/20/2020	Add	13.00	ABIM MOC Part IV					
Learner Template B	ABIM	200900001	ABIM	556677	Sample	Doctor	08/01	01/06/2020	Add	1.25	ABIM MOC Part IV					

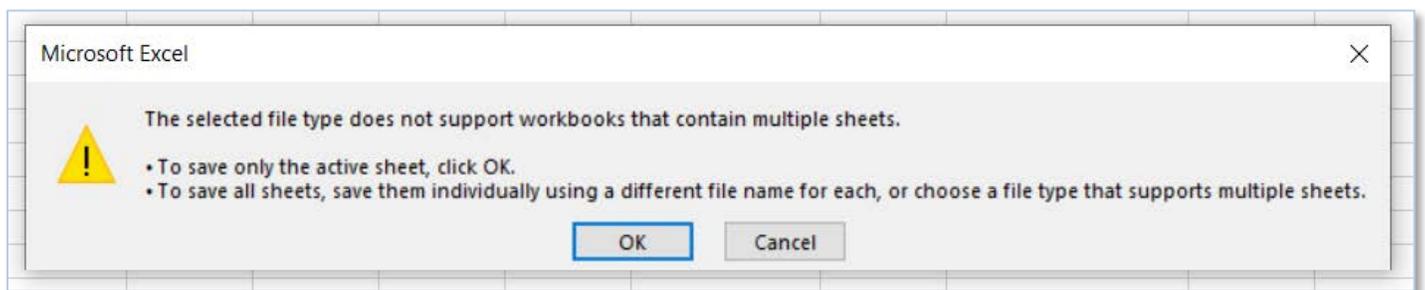
## How to Create a Tab delimited Text File from the Excel Template

It is important to note that it is not possible to upload data directly from the Excel file into PARS. The Learner Excel template is offered as a tool to facilitate entry of data in a structured format. Once the data is in Excel, it is then easy to save it as a tab delimited text file (.txt), which can be uploaded into PARS. The following steps outline this process.

1. Once you have finished entering information into the template you will need to save this data as a Tab delimited .txt file in order to upload the information into PARS successfully. Select “Save As” and select the option to save this as a Text (Tab delimited) (\*.txt) file.



2. After clicking Save, you may see a prompt in Excel that the selected file type does not support multiple sheets. This is just an indication that only the information on the active sheet in your template will be saved. Click the “OK” button to continue.



3. You may also be prompted that the file may contain features that are not compatible with tab delimited text. If this pops up click the “Yes” button to dismiss this message and save the file.

## How to Upload the Tab delimited Text File into PARS

1. Log into the ACCME Program and Activity Reporting System (PARS) and click on the “Program and Activity Data” button.

2. On the home page of the Program and Activity Reporting screen, click on **Report CME Participants**.

3. Navigate to the **Batch Upload Learners** tab. From here you can select the Tab Delimited option, and the option to submit learners for certain programs. If you are not a provider participating in the REMS program the second option will not appear. Once these options have been selected, you can click **Next**.

ACCME Learner Reporting System for CME Providers

Activity Learner Summary Learner Search **Batch Upload Learners**

Logged in as Johnny Tester  
AAA Test Organization  
ACCME Organization ID: 1234567

### Batch Upload Learners | Upload New File

**New!** You can now upload your file, and we'll send you an email when it is complete. Watch this [video tutorial](#) or [read more](#) about the process.

[UPLOAD NEW FILE](#) [VIEW UPLOAD HISTORY](#)

**STEP 1 OF 3: SELECT FILE TYPE**

ACCME offers two file format options for batch uploading learner data: **Tab-delimited** or **XML**. Example templates and instructions can be found on our [technical information](#) page. **Batch uploads may not exceed 2,500 records.**

Tab Delimited File **.txt**

Extensible Markup Language **.xml**

**Tab-delimited:** This type of upload accepts a TXT (Text) file that has been specially formatted. This type of file can easily be created by a spreadsheet program such as Microsoft Excel. [Learn more](#) about the tab-delimited upload option, including detailed instructions and an electronic file template you can download. **Batch uploads may not exceed 2,500 records.**

**STEP 2 OF 3: SELECT SUBMISSION TYPE**

Please select the CME collaboration for which you are submitting learner data.

Submit Learners for Licensing or Specialty Board

Submit Learners for Opioid Analgesic REMS

To enter participant data manually, go to the [Activity Learner Summary](#) and view the participant details.

**NEXT**

4. From this page you can choose the .txt file you want to upload. Once the file has been selected click **Upload File**.

### Batch Upload Learners | Upload New File

**New!** You can now upload your file, and we'll send you an email when it is complete. Watch this [video tutorial](#) or [read more](#) about the process.

[UPLOAD NEW FILE](#) [VIEW UPLOAD HISTORY](#)

**STEP 3 OF 3: CHOOSE TAB DELIMITED FILE**

**CHOOSE FILE**  [Download tab-delimited participant file template](#)

The upload process may take several minutes to complete. Please do not re-submit files or refresh the page prior to receiving either an upload error or confirmation of success. Re-submitting or refreshing when the file has not finished processing results in duplicate records of credit being sent to the Board.

To enter participant data manually, go to the [Activity Learner Summary](#) and view the participant details.

**BACK** **UPLOAD FILE**

5. The system will then begin processing the file. This process will happen in the background and you will be sent an email once the file has finished processing. You can only upload one file at a time.

**Batch Upload Learners | Upload New File**

**New!** You can now upload your file, and we'll send you an email when it is complete. Watch this [video tutorial](#) or [read more](#) about the process.

[UPLOAD NEW FILE](#) [VIEW UPLOAD HISTORY](#)

**STEP 3 OF 3: CHOOSE TAB DELIMITED FILE**

[CHOOSE FILE](#) Annual\_Meeting\_2020\_Participants.txt [Download tab-delimited participant file template](#)

**YOUR FILE (ANNUAL\_MEETING\_2020\_PARTICIPANTS.TXT) IS PROCESSING. THIS MAY TAKE UP TO 10 MINUTES.**

**YOU MAY LEAVE THIS PAGE WHILE IT'S PROCESSING. WE'LL SEND YOU AN EMAIL WHEN THE PROCESS IS COMPLETE. YOU CAN ALSO CHECK THE STATUS OF YOUR UPLOAD IN [VIEW UPLOAD HISTORY](#)**

While your file is processing, you can not upload a new file. Only one file may be uploaded at a time. Check back here once your file is done processing to upload a new file.

To enter participant data manually, go to the [Activity Learner Summary](#) and view the participant details.

[BACK](#) [UPLOAD FILE](#)

6. You may choose to navigate away from this page while the file is processing in the background. However, if you remain on the page you will receive a pop-up notification letting you know the file has finished, and you can choose the option to upload another file or view the status of the records.

**PROCESSING COMPLETE**

**WOULD YOU LIKE TO VIEW YOUR UPLOAD STATUS?**

Check your upload status to see how many records in your file were processed or not processed.

[UPLOAD ANOTHER FILE](#) [VIEW UPLOAD STATUS](#)

7. You can view a list of all the files you have uploaded into PARS from the past 30 days. You can either view the records which were successfully processed or download a .csv file of records that were not successfully entered into PARS due to error. You can view the current status of any submitted records in the Activity Learner Summary and clicking into the specific activities.



## Batch Upload Learners | View Upload History

**New!** You can now upload your file, and we'll send you an email when it is complete. Watch this [video tutorial](#) or [read more](#) about the process.

UPLOAD NEW FILE

**VIEW UPLOAD HISTORY**

### From Last 30 Days | Showing 1 - 20 of 46 Uploads

If you have **not processed records**, follow these instructions: 1. Download errors (this download contains only records that weren't processed)  
2. Make any necessary corrections referencing the error descriptions in the returned Excel file.  
3. Save the spreadsheet as a tab-delimited file once you've made any changes.  
4. [Upload](#) the newly corrected tab-delimited .txt file.

UPLOAD DATE/TIME	FILE NAME	RECORDS	RESULTS
01/24/2020   10:29 am	Annual_Meeting_2020_Participants.txt	12	0 Records Processed 12 Records Not Processed ( <a href="#">Download Errors</a> )
01/14/2020   9:03 am	ABP_test_learner_batch_upload_20200114_1.xml	20	20 Records Processed ( <a href="#">View</a> ) 0 Records Not Processed
01/10/2020   4:12 pm	ABP_learners_2020_3.xml	51	51 Records Processed ( <a href="#">View</a> ) 0 Records Not Processed
01/10/2020   4:08 pm	ABP_learners_2020_2.xml	51	51 Records Processed ( <a href="#">View</a> ) 0 Records Not Processed

## Duplicate File Validation

PARS has checks in place to prevent the same file from being uploaded into the system twice by accident. If you attempt to upload a file that is the same name and size of a previously uploaded file, PARS will display the following pop-up.

The screenshot shows a dark-themed interface for 'Batch Upload Learners | Upload New File'. A white pop-up window is centered on the screen with a teal header that reads 'POTENTIAL DUPLICATE FILE DETECTED'. Below the header, the text asks 'ARE YOU SURE YOU WANT TO UPLOAD?' and explains: 'This file has the same name and size of a previously uploaded file and could be a duplicate.' At the bottom of the pop-up are two buttons: 'NO, DON'T UPLOAD' and 'YES, UPLOAD FILE'. In the background, a file upload form is visible with a 'CHOOSE FILE' button, a text input field containing 'Annual\_Meeting\_2020\_Participants.txt', and a link to 'Download tab-delimited participant file template'.

If the upload was in error, you may choose to cancel the upload. If the file should be uploaded, you can override this message by clicking “Yes, upload file”.

You can always view your upload history from the batch upload learners tab to see which files have been uploaded into the system already. The system will retain each file’s history for 30 days, after which the information will no longer appear in the system interface.

## Correcting records which were not processed

If your file contained any data validation errors, you will be notified by email or you can view the results for each upload from the **Batch Upload Learners** tab and clicking **View Upload History**.

**New!** You can now upload your file, and we'll send you an email when it is complete. Watch this [video tutorial](#) or [read more](#) about the process.

[UPLOAD NEW FILE](#)    [VIEW UPLOAD HISTORY](#)

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**From Last 30 Days | Showing 1 - 20 of 37 Uploads**

If you have **not processed records**, follow these instructions:
 

1. Download errors (this download contains only records that weren't processed)
2. Make any necessary corrections referencing the error descriptions in the returned Excel file.
3. Save the spreadsheet as a tab-delimited file once you've made any changes.
4. [Upload](#) the newly corrected tab-delimited .txt file.

UPLOAD DATE/TIME	FILE NAME	RECORDS	RESULTS
01/16/2020   2:31 pm	200930149_May_Learners.txt	10	<b>7 Records Processed</b> <b>3 Records Not Processed</b> ( <a href="#">Download Errors</a> )
01/02/2020   4:29 pm	01_02_small batch delete.txt	122	<b>113 Records Processed</b> ( <a href="#">View</a> ) <b>9 Records Not Processed</b> ( <a href="#">Download Errors</a> )
01/02/2020   4:22 pm	01_02_small batch add.txt	122	<b>120 Records Processed</b> ( <a href="#">View</a> ) <b>2 Records Not Processed</b> ( <a href="#">Download Errors</a> )
01/02/2020   2:31 pm	rejected_learners_2020_01_02_20_28_55.txt	20	<b>8 Records Processed</b> ( <a href="#">View</a> ) <b>12 Records Not Processed</b> ( <a href="#">Download Errors</a> )

The download will only show those records which couldn't be initially processed in PARS, along with an error code and message which explain the reason for failure. You can make any changes in this .csv file directly, save the file as a tab delimited and reupload back into the system

1. Template (DO NOT ALTER OR	2. Activity Registration	3. ACCME Activity ID	4. Learner ID Type	5. Learner ID	6. First Name	7. Last Name	8. Date of Birth	9. Date of Completion	10. Action	11. Number of Credits	12. Activity Certification (1st)	13. Activity Certification (2nd)	14. Activity Certification (2nd)	15. Ac	16. Pro	17. Code	18. Error Message	19. Error
Learner Template B	ABPATH	200608132	ABPATH	1000109	Test5	Account5	Jun-70	10/6/2019	Add	12	ABPath MOC Part II	ABPath MOC SAM	ABPath MOC SAM				664	Diplomate date of birth does not match Board record for this diplomate ID.
Learner Template B	ABPATH	200608132	ABPATH	1000112	Test8	Account8	Sep-66	10/6/2019	Add	8.5	ABPath MOC Part II	ABPath MOC SAM	ABPath MOC SAM				664	Diplomate date of birth does not match Board record for this diplomate ID.
Learner Template B	ABPATH	200608133	ABPATH	1000113	Test9	Account9	1-Oct	10/6/2019	Add	12	ABPath MOC Part II	ABPath MOC SAM	ABPath MOC SAM				690	ACCME activity ID does not exist

## Getting help with batch uploads

If you are receiving errors or having trouble initially uploading a file and cannot troubleshoot the issue on your own using these instructions, you may contact the ACCME at [info@accme.org](mailto:info@accme.org). **When emailing, please attach a copy of the file you are attempting to upload, along with any screenshots of errors you are experiencing as this will help the ACCME support team better troubleshoot any issues.**

## Appendix A – Tab Delimited File Format Fields

No	Field Name	Type/Format	Required?	Comments	Sample Valid Values
1	<b>Template</b>	Text	<b>Yes</b>	The text “Learner Template B” must appear in this field for each row there is a record.	Learner Template B
2	<b>Activity Registration</b>	Text	<b>Yes</b>	Indicates the board to whom the learner data should be sent.	<b><u>Certifying Boards:</u></b> ABA, ABIM, ABP, ABPATH, ABOHNS, ABO, ABS  <b><u>Licensing Boards:</u></b> TN, NC, ME
3	<b>ACCME Activity ID</b>	Number (unique numeric ACCME Activity ID)	<b>Yes</b>	ACCME Activity ID is assigned by PARS and can be found on the activity detail screen in PARS.	200000000
4	<b>Learner ID Type</b>	Text	<b>Yes</b>	The board who assigned the ID.  In most cases this will match the information entered in the Activity Registration field, the only exception is if you are submitting with a learner’s NPI towards a licensing board.	<b><u>Certifying Boards:</u></b> ABA, ABIM, ABP, ABPATH, ABOHNS, ABO, ABS  <b><u>Licensing Boards:</u></b> TN, NC, ME, NPI
5	<b>Learner ID</b>	Number	<b>Yes</b> <i>(Optional for ABS only)</i>	The ID assigned by the board identified in the Learner ID Type field. Enter the board specified ID assigned by the board.	999999
6	<b>Learner First Name</b>	Text	<b>Yes</b>	The first name of the learner for whom participant data is being submitted.	Jane
7	<b>Learner Last Name</b>	Text	<b>Yes</b>	The last name of the learner for whom participant data is being submitted.	Smith
8	<b>Learner DOB</b>	Text formatted as MM/DD	<b>Yes</b> <i>(Optional for ABA and ABP only)</i>	The month and day of birth of the learner, expressed as MM/DD.	01/23

No	Field Name	Type/Format	Required?	Comments	Sample Valid Values
9	<b>Date of Completion</b>	Date in the format of MM/DD/YYYY	<b>Yes</b>	The date on which the participant completed the activity. This date must be equal or greater than the activity start date and must also be equal or before today's date.  Learner completion will be accepted in PARS for the current calendar year and the previous calendar year (ex: 2019 completion can be submitted until 3/31/2021, 2020 to 3/31/2022, etc.) as long as the completion date entered is between the listed start and end dates of the activity, and corresponds with the reporting year of the activity.	03/30/2020
10	<b>Action</b>	Text	<b>Yes</b>	If the participant data is being added, this field should have a value of "add". If the record is being removed, this field should have a value of "delete."	Add, Delete
11	<b>Number of Credits</b>	Decimal (00.00)	<b>Yes</b>	Field for the number of credits the participant is claiming for this activity. The number of credits must be in increments of .25.	5.75
12	<b>Activity Certification (1<sup>st</sup>)</b>	Text	<b>Yes</b>	The type of credit that the learner is claiming for this activity. The types should be available through the drop-down menu in the excel template.	<b><u>Certifying Boards:</u></b> ABA MOCA Part 2; ABIM MOC; ABIM MOC Part IV; ABP MOC Part 2; ABPath MOC Part II; ABOHNS MOC Part II; ABOHNS MOC Part IV; ABO MOC Part II; or ABS CC  <b><u>State Licensing Boards:</u></b> AMA PRA Category 1
13	<b>Provider Credit ID (1<sup>st</sup>)</b>	Alphanumeric	No	Optional field for including any identifier generated by the CME provider that will be helpful to their process for data storage or tracking.	

No	Field Name	Type/Format	Required?	Comments	Sample Valid Values
14	<b>Activity Certification (2<sup>nd</sup>)</b>	Text	No	Optional field for including a second type of credit that the learner can claim. The types should be available through the drop-down menu in the excel template.  Leave this field empty if only one type of credit is being claimed.	<b><u>Certifying Boards:</u></b> ABA MOCA Patient Safety; ABIM MOC Part IV; ABIM MOC Patient Safety; ABPath MOC Part IV; ABOHNS MOC Patient Safety; ABOHNS MOC Part IV; ABO MOC SAM; ABO MOC Part IV; ABO Patient Safety; or ABS CC SAM  <b><u>State Licensing Boards:</u></b> TN Pain Management; NC Controlled Substance; or ME Prescribing of Opioid Education
15	<b>Provider Credit ID (2<sup>nd</sup>)</b>	Alphanumeric	No	Optional field for including any identifier generated by the CME provider that will be helpful to their process for data storage or tracking.	
16	<b>Activity Certification (3<sup>rd</sup>)</b>	Text	No	Optional field for including a third type of credit that the learner can claim. The types should be available through the drop-down menu in the excel template.  Leave this field empty if a third type of credit is not claimed.	<b><u>Certifying Boards:</u></b> ABIM MOC Patient Safety; ABOHNS MOC Patient Safety; ABO MOC Part IV; or ABO MOC Patient Safety
17	<b>Provider Credit ID (3<sup>rd</sup>)</b>	Alphanumeric	No	Optional field for including any identifier generated by the CME provider that will be helpful to their process for data storage or tracking.	
18	<b>Activity Certification (4<sup>th</sup>)</b>	Text	No	Optional field for including a fourth type of credit that the learner can claim. The only option is for ABO Patient Safety and should only be filled out if the activity is registered for all 4 ABO credit types.  Leave this field empty if a fourth type of credit is not claimed.	ABO MOC Patient Safety

No	Field Name	Type/Format	Required?	Comments	Sample Valid Values
17	<b>Provider Credit ID (4th)</b>	Alphanumeric	No	Optional field for including any identifier generated by the CME provider that will be helpful to their process for data storage or tracking.	

## Appendix B – Upload Processing Rules

PARS has processing and data validation rules in place to ensure that correct information is loaded into PARS. The first section contains errors which will prevent the file from processing. Additional errors will appear after the file has processed and can be downloaded in an error report for resubmission. All records which passed validation will successfully be submitted into PARS and there is no need to re-upload correct learners—only those which received errors.

### Is the File Readable?

PARS will perform some initial checks to ensure that the file can be opened and read as a text (.txt) file.

If you attempt to upload a .txt file which is not formatted to the template’s specifications, you will receive an error and the file will not be processed.

**STEP 3 OF 3: CHOOSE TAB DELIMITED FILE**

20930149\_May\_Learners.txt [Download tab-delimited participant file template](#)

**THE FILE IS NOT FORMATTED CORRECTLY. PLEASE USE THE FORMAT PROVIDED IN [THIS TEMPLATE](#).**

The upload process may take several minutes to complete. Please do not re-submit files or refresh the page prior to receiving either an upload error or confirmation of success. Re-submitting or refreshing when the file has not finished processing results in duplicate records of credit being sent to the Board.

To enter participant data manually, go to the [Activity Learner Summary](#) and view the participant details.

If you attempt to upload an Excel file that has not been saved as a tab delimited file, or a different file type you will see the following error message.

**STEP 3 OF 3: CHOOSE TAB DELIMITED FILE**

learnertemplate2020.xlsx [Download tab-delimited participant file template](#)

**THE FILE SELECTED IS NOT A .TXT FILE. PLEASE UPLOAD A .TXT FILE.**

The upload process may take several minutes to complete. Please do not re-submit files or refresh the page prior to receiving either an upload error or confirmation of success. Re-submitting or refreshing when the file has not finished processing results in duplicate records of credit being sent to the Board.

To enter participant data manually, go to the [Activity Learner Summary](#) and view the participant details.

### Are All Required Fields Included?

PARS will check that data is included in each of the required fields shown in the table in Appendix A. The following error messages may appear with not processed records after the file has finished processing if required fields are not populated:

Error Message	Action Needed
Missing diplomate ID.	Each participant record must include a unique identifier used by the board.
Missing diplomate first name.	The diplomate's first name must be provided in the Learner First Name field.
Missing diplomate last name.	The diplomate's last name must be provided in the Learner Last Name field.
Missing diplomate date of birth.	The diplomate's date of birth must be provided and should be expressed as a two-digit month and two-digit day (MM/DD).
Missing ACCME activity ID.	The ACCME ID associated with the activity must be included with the participant record. The ACCME activity ID can be found in PARS.
Missing activity completion date.	Each participant record must include the date on which the participant completed the activity.
Learner record action was not specified.	An action of either "add" or "delete" must be included for each record, to indicate the action that should be taken.

### Are Fields in the Correct Format?

In addition to checking for missing fields, PARS will check that the data in each field is in the required format, specified in the table in Appendix A. The following error messages may appear if there are issues with the format of the data in any field:

Error Message	Action Needed
Learner record action is not valid.	An action other than "add" or "delete" appears in the Action field.
Activity completion date not valid.	The completion date must be expressed as MM/DD/YYYY. This error may also appear if participant data is submitted for an activity with a date that occurs in the future. The completion date must fall within the listed start and end dates of the activity.
MOC points awarded not valid.	This error may appear if the number of MOC points is not in an accepted value (ending in .00, .25, .50, or .75) or is a negative number.
Participant date of birth format not valid	The date of birth should appear as a two-digit month and two-digit day (MM/DD). <b>Do not include the year.</b>

### Does the Participant Record Follow Submission Rules?

When participant data is uploaded to PARS some points of data are validated upon processing to allow providers to correct errors and resubmit these learner records. If a learner record is successfully submitted into the system it may be sent to the board for further validation. Once the record has processed with the board, they will return either an Accepted or Rejected response. This additional processing typically takes a day or so to complete. If the data points submitted do not match, you will receive the following errors:

Error Message	Action Needed
Diplomate ID not found in Board records.	Verify the learner's ID number is a valid ID number.

Error Message	Action Needed
Mismatch of Board ID, Date of Birth, or Name. Please check fields.	The learner ID provided does not match date of birth (MM/DD) OR First and Last Name of the learner. Please check all fields to make sure they all match accordingly.
ACCME activity ID does not match with a registered MOC activity.	Participant data towards the certifying boards can only be submitted for activities that have been registered for Continuing Board Certification (CBC). To register an activity for CBC, locate the activity in PARS, chose the "update" option, and complete the "Continuing Board Certification" section on the activity detail page. Participants can be submitted for an activity immediately after it has been registered for CBC.
Activity completion date precedes activity start date.	Completion date for each participant record cannot occur before the date for the activity itself.

## Appendix C – Activity Certification Values

This section details the different Activity Certification Values (credit types) available to report for learner completions. The activity must be registered as offering these credit types in order to report learners for them.

If a credit type is listed as default, this must be included in each corresponding learner record for the appropriate board. There are some credit types which must be submitted along with required credit types. These cannot be submitted individually.

Field	Is board default?	Activity Certification Value	Description
Activity Certification Value 1	Yes	<b>ABA MOCA Part 2</b>	Known as <i>ABA MOCA</i> . This credit is equivalent to CME earned.
	No	ABIM MOC	Known as <i>ABIM Medical Knowledge</i> . This credit counts towards ABIM's part II requirements.
	No	ABIM MOC Part IV	Known as <i>ABIM Practice Assessment</i> . This credit counts towards ABIM's part IV requirements.
	Yes	<b>ABP MOC Part 2</b>	Known as <i>ABP Lifelong Learning and Self Assessment</i> . This credit counts towards ABP's part II requirements.
	Yes	<b>ABPath MOC Part II</b>	Known as <i>ABPath Lifelong Learning</i> . This credit is equivalent to CME earned.
	No	ABOHNS MOC Part II	Known as <i>ABOHNS Lifelong Learning and Self-Assessment</i> .
	No	ABOHNS MOC Part IV	Known as <i>ABOHNS Improvement in Medical Practice</i>
	Yes	<b>ABO MOC Part II</b>	Known as <i>ABO Maintenance of Certification</i> . This credit is equivalent to CME earned.
	Yes	<b>ABS CC</b>	Known as <i>ABS CC</i> . This credit is equivalent to CME earned.
	Yes	<b>AMA PRA Category 1</b>	AMA credit earned. <b>This is only available for providers participating in the State Licensing Program.</b>
Activity Certification Value 2	No	ABA MOCA Patient Safety*	*ABA MOCA Patient Safety credit must be submitted along with ABA MOCA Part 2 credit.
	No	ABIM MOC Part IV	Known as <i>ABIM Practice Assessment</i> . This credit counts towards ABIM's Part IV requirements.
	No	ABIM MOC Patient Safety*	*ABIM MOC Patient Safety credit must be submitted along with ABIM MOC or ABIM MOC Part IV credit.
	No	ABPath MOC Part IV*	*ABPath MOC Part IV credit must be submitted along with ABPath MOC Part II credit.
	No	ABOHNS MOC Patient Safety*	*ABOHNS MOC Patient Safety credit must be submitted along with ABOHNS MOC Part II or Part IV credit.
	No	ABOHNS MOC Part IV	Known as <i>ABOHNS Improvement in Medical Practice</i> . This credit counts towards ABOHNS' part IV requirements.
	No	ABO MOC SAM*	*ABO MOC SAM credit must be submitted along with ABO MOC Part II credit.

Field	Is board default?	Activity Certification Value	Description
	No	ABO MOC Part IV*	*ABO MOC Part IV credit must be submitted along with ABO MOC Part II credit.
	No	ABO Patient Safety*	*ABO MOC Patient Safety credit must be submitted along with ABO MOC Part II credit.
	No	ABS CC SAM	*ABS CC SAM must be submitted along with ABS CC.
	No	TN Pain Management*	AMA credit earned which counts towards TN state-specific requirements. <b>This is only available for providers participating in the State Licensing Program.</b>  *This must be submitted along with AMA PRA Category 1 credit.
	No	NC Controlled Substance*	AMA credit earned which counts towards NC state-specific requirements. <b>This is only available for providers participating in the State Licensing Program.</b>  *This must be submitted along with AMA PRA Category 1 credit.
	No	ME Prescribing of Opioid Education*	AMA credit earned which counts towards ME state-specific requirements. <b>This is only available for providers participating in the State Licensing Program.</b>  *This must be submitted along with AMA PRA Category 1 credit.
<b>Activity Certification Value 3</b>	No	ABIM MOC Patient Safety*	*ABIM MOC Patient Safety credit must be submitted along with ABIM MOC credit.
	No	ABOHNS MOC Patient Safety*	*ABOHNS MOC Patient Safety credit must be submitted along with ABOHNS MOC Part II credit.
	No	ABO MOC Part IV*	*ABO MOC Part IV credit must be submitted along with ABO MOC Part II credit.
	No	ABO MOC Patient Safety*	*ABO MOC Patient Safety credit must be submitted along with ABO MOC Part II credit.
<b>Activity Certification Value 4</b>	No	ABO MOC Patient Safety*	*ABO MOC Patient Safety credit must be submitted along with ABO MOC Part II credit.