

# Registering CME Activities for MOC

This tutorial is designed to guide accredited CME providers through the process of registering their CME activities that count for Maintenance of Certification (MOC), also known as Continuing Certification, into ACCME's [Program and Activity Reporting System \(PARS\)](#).

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## Overview

All CME providers accredited within the ACCME system use PARS to enter data about their CME activities as part of their year-end reporting requirements. CME providers can also use PARS to register activities for MOC points by attesting to compliance with the requirements from the respective certifying board(s) and filling out additional information about the activity.

Activities registered for MOC should be entered in PARS prior to the activity taking place and before the accredited provider advertises or promotes the activity. The activity must be entered into PARS and registered for MOC before learner participation can be reported. The ACCME strongly encourages providers to register their MOC activities in PARS as soon as possible as this will allow for timely learner completion reporting. In addition, the activity will appear in [CME Finder](#), the online search tool for physician-learners.

Before you register an activity in PARS for MOC, you will need to ensure that the activity is planned as meeting MOC program requirements. The [CME for MOC Program Guide](#) goes into detail outlining the requirements for offering MOC credit.

## Collaborating Boards

The ACCME is currently collaborating with the following certifying boards. The table provides their credit types as listed in PARS. If you are looking to offer MOC credit for a board that is not listed, please contact the certifying board directly for more information on their MOC program.

Board and Program Name	Accredited CME	Accredited CME with Evaluation and Feedback	Accredited CME Improvement Activity	Accredited Patient Safety CME
<b>ABA</b> MOCA 2.0® - Maintenance of Certification in Anesthesiology Program®	Lifelong Learning	N/A	N/A	Patient Safety
<b>ABIM</b> MOC Assessment Recognition Program	N/A	Medical Knowledge	Practice Assessment	Patient Safety
<b>ABO</b> Continuing Certification	Lifelong Learning	Self-Assessment	Improvement in Medical Practice	Patient Safety
<b>ABOHNS</b> Continuing Certification	N/A	Self-Assessment	Improvement in Medical Practice	Patient Safety
<b>ABPath</b> Continuing Certification	Lifelong Learning	N/A	Improvement in Medical Practice	N/A
<b>ABP</b> Maintenance of Certification	N/A	Lifelong Learning & Self-Assessment	N/A	N/A
<b>ABS</b> Continuous Certification	Accredited CME	Self-Assessment	N/A	N/A

## Information Required for MOC Activity Registration in PARS

The following information is needed in order to register an activity for MOC in PARS. As with any other accredited CME activity, you must enter all required activity information into PARS in order to open the activity record.

PARS Field	Description
<b>CME Activity Fields</b>	
Activity type	Educational approach/methodology/format.
Activity title	The name of the activity.
Provider Activity ID	The <a href="#">Provider Activity ID</a> is a code or identifier that is created by the accredited organization. It is used in combination with the data in the fields Reporting Year, Activity Type, and Activity Date to uniquely identify activity records.
Location	Where the activity takes place. Only required for in-person events such as courses and regularly scheduled series (RSS).
Activity date	The date that the activity is available to learners. Learner completion cannot be reported for a date earlier than the activity start date. For an enduring material, the start date is the date of the original release of the most recently reviewed version.
Providership	Whether the activity is directly or jointly provided.

AMA PRA Category 1 Credits™	Number of credits designated for the activity. These values must be in 0.25 credit increments.
<b>Maintenance of Certification</b>	
MOC registration	Select 'Yes' to begin
Certifying Board	The name of the certifying board(s) for which the activity is registered.
<b>A</b> Agreement/Attestation	Attestation that the activity meets the requirements defined by the selected board(s).
<b>B</b> Practice Area(s)/Specialties	Which practice area(s) or specialties the activity addresses which varies by board.  For ABA the activity must be tagged to at least one content area that correlates to the ABA <a href="#">content outline</a> or blueprint.
<b>C</b> MOC Credit Type(s)	The type(s) of MOC credit for which the activity is registered.
<b>D</b> MOC Points	The maximum number of MOC points a learner could earn from the activity. The MOC point value defaults to the number of <i>AMA PRA Category 1 Credits™</i> and should be equal to or less than this value. These values must be in 0.25 credit increments.  For a longitudinal activity such as an RSS, the CME and MOC credit listed should be the total for the entire series, not per session.
<b>Information for ACCME's CME Finder</b>	
Activity end date	The end date of the activity.  Learners cannot be reported with a completion date that occurs after the activity end date. For live activities where the evaluation is done as follow up, MOC credit may be granted after the live event has occurred by submitting the learner completion as the date of the live activity or by adjusting the activity end date listed in PARS.
Fee for participation	If there is a fee for the learner to participate in the activity.
Provider activity URL	The webpage or website where learners can find additional information about the activity. This could be an activity registration page, if available, or the organization's CME homepage if there is no specific activity URL. URLs must start with http:// or https:// to be accepted into PARS.
Registration availability	Who may register for the activity. Options are "open to all" or "limited". If the activity is available only to members or staff, please select "limited."  "Limited" is only an indication to physicians using CME Finder that this activity may not be available to them. CME Finder cannot restrict access to an activity via the activity URL. If credit for participation is unavailable to outside participants engaging in activities, the provider should take measures to restrict access for these participants.

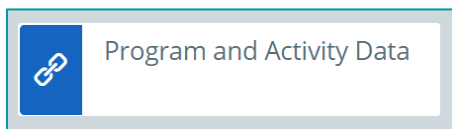
## Registration Methods

There are several different ways to register an activity for MOC in PARS. This tutorial will go in depth into manual entry methods, however, detailed instructions for different methods of entry can be found on the [ACCME's website](#). Providers may choose to use a combination of approaches if desired:

- You can enter the activity information [manually](#) using the web form within the PARS interface. This tutorial will show you the necessary steps.
- You can enter CME activities in PARS by using a [tab delimited](#) batch upload file. The tab delimited option does not currently support MOC registration. After uploading basic information about your activity using the tab delimited file, you will then need to go into PARS to [manually](#) register the uploaded CME activities for MOC by clicking the update link to the right of the activity.
- You can enter activities and register them for MOC by using an [XML](#) batch upload file.
- You can utilize [ACCME web services](#) to add and register CME activities as offering MOC.

## Accessing PARS

Any individual who is listed as a contact in your organization's profile can enter activities and register them for MOC in PARS. To access the activity reporting screen, log into PARS and click the Program and Activity Data button on the home screen.

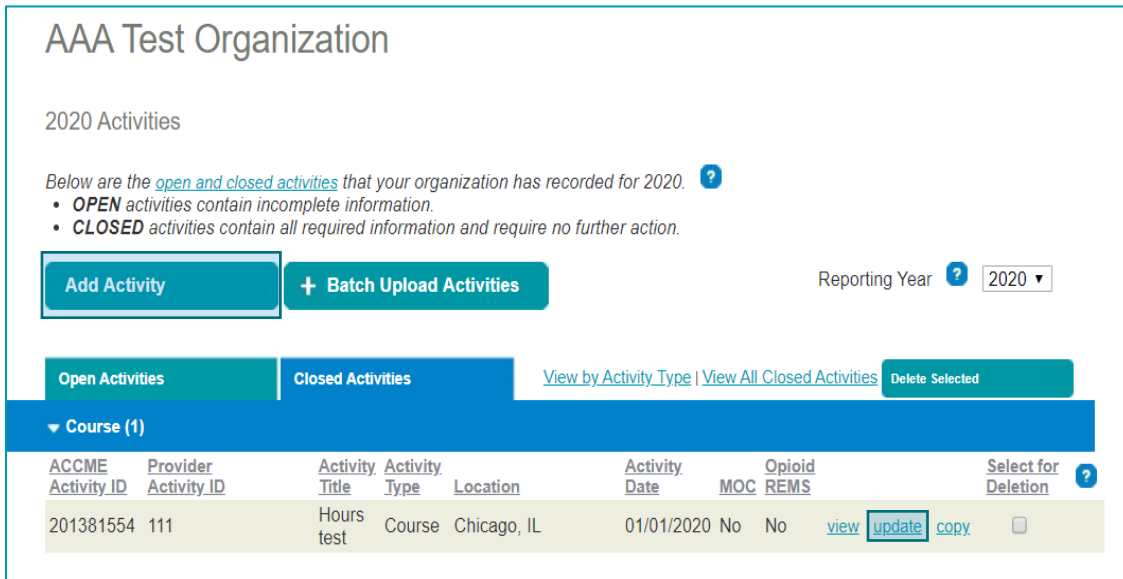


Log into PARS [here](#)

## Using PARS to Register CME Activities for MOC

To add a new activity, you can select the Add Activity button and choose the reporting year from the drop down.

If your activity already has already been entered in PARS and you want to register it for MOC, you can locate the activity record under the Activities tab and click on the update link for that activity.



**AAA Test Organization**

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 [v](#)

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

▼ Course (1)

ACCME Activity ID	Provider Activity ID	Activity Title	Activity Type	Location	Activity Date	Opioid MOC	Opioid REMS	Select for Deletion
201381554	111	Hours test	Course	Chicago, IL	01/01/2020	No	No	<a href="#">view</a> <a href="#">update</a> <a href="#">copy</a> <input type="checkbox"/>

Before you can fill out the MOC registration fields you will need to enter in basic information about the activity. The highlighted fields in the image below show what is required.

### Add an Activity for Reporting Year 2020

*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*	Regularly Scheduled Series
Activity Title*	Grand Rounds 2020
Provider Activity ID	GR2020
Location*	Chicago city IL state United States of America country
Activity Date*	01/04/2020
Providership	Directly Provided
Hours of Instruction	52
AMA PRA Category 1™ Designated	52

Once this information has been entered, scroll down the page to the Maintenance of Certification section. To register an activity for MOC, select "Yes" in response to the question, "Would you like to register this CME activity for MOC so that physician attendees may receive MOC credit?"

### Maintenance of Certification

The goal of this section is to facilitate registration of activities that meet the requirements of the Maintenance of Certification (MOC) or Continuing Certification programs offered by medical certifying boards.

Would you like to register this CME activity for MOC so that physician attendees may receive MOC credit?  Yes  No

Once you select "Yes" a section will expand with all certifying boards currently collaborating with the ACCME. You can select as many certifying boards as applicable and relevant to your activity.

### Maintenance of Certification

The goal of this section is to facilitate registration of activities that meet the requirements of the Maintenance of Certification (MOC) or Continuing Certification programs offered by medical certifying boards.

Would you like to register this CME activity for MOC so that physician attendees may receive MOC credit?  Yes  No

With which certifying board(s) would you like to register this activity?

- American Board of Anesthesiology (ABA)
- American Board of Internal Medicine (ABIM)
- American Board of Ophthalmology (ABO)
- American Board of Otolaryngology - Head and Neck Surgery (ABOHNS)
- American Board of Pathology (ABPATH)
- American Board of Pediatrics (ABP)
- American Board of Surgery (ABS)

Upon selecting one or more boards, a section will open for each certifying board selected asking you to attest to meeting the applicable board(s)'s requirements for awarding credit.

With which certifying board(s) would you like to register this activity?

- American Board of Anesthesiology (ABA)
- American Board of Internal Medicine (ABIM)
- American Board of Ophthalmology (ABO)
- American Board of Otolaryngology - Head and Neck Surgery (ABOHNS)
- American Board of Pathology (ABPATH)
- American Board of Pediatrics (ABP)
- American Board of Surgery (ABS)

#### American Board of Internal Medicine (ABIM)

This activity may be eligible for ABIM Maintenance of 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 ABIM MOC program policies;
- agree to allow ACCME to release information about this activity to ABIM for its unrestricted use;
- agree to allow ACCME to publish information about this activity on its website ([www.cmefinder.org](http://www.cmefinder.org)) as a service to learners;
- agree to collect the required individual participant completion data and submit for ABIM MOC credit 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.

#### 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](http://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.

After you complete the attestation, additional sections will open for you to complete for each board selected. Sections B, C and D ask questions related to the relevant practice areas, credit types, and number of MOC points available. Please be sure to read through these sections carefully and enter in all required information. The practice areas and credit types will differ from board to board.

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


<input type="checkbox"/> Allergy	<input checked="" type="checkbox"/> Otolaryngology	<input type="checkbox"/> Rhinology
<input type="checkbox"/> Facial Plastic & Reconstructive Surgery	<input type="checkbox"/> Neurotology	<input type="checkbox"/> Sleep Medicine
<input type="checkbox"/> Head & Neck	<input type="checkbox"/> Pediatric Otolaryngology	<input checked="" type="checkbox"/> General Otolaryngology
<input checked="" type="checkbox"/> Laryngology		

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


<input checked="" type="checkbox"/> Self-Assessment (Part II)
<input type="checkbox"/> Improvement in Medical Practice (Part IV)
<input checked="" type="checkbox"/> Patient Safety


**D. ABOHNS Credit**


Additionally, you will need to complete the section entitled, “Information for ACCME’s CME Finder.” This information will be published in [CME Finder](#), a web-based tool to help learners find CME activities that are registered for MOC.


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

After you have completed the information for ACCME’s CME Finder, you may save the activity and either quit the application or add another activity.

<b>Quit without saving</b>	<b>Save &amp; quit</b>	<b>Save &amp; add another activity</b>
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If all required fields have been entered, you will receive a confirmation that your activity has been successfully registered for MOC for each board you have indicated. You can choose to add learner completions right away if you are ready to report, or you can select Continue to return to the PARS activity screen.

## Edit Activity 200931481 for Reporting Year 2020

The activity was updated.

Your activity **has been registered** to grant ABIM Medical Knowledge (Part II)/Patient Safety MOC credit. You may now submit participant completion data.

Your activity **has been registered** to grant ABOHNS Self-Assessment (Part II)/Patient Safety MOC credit. You may now submit participant completion data.

Continue
Add Participants

On the activity page you will now see that the activity indicates 'Yes' under the MOC column.

▼ Regularly Scheduled Series (2)										
ACCME Activity ID	Provider Activity ID	Activity Title	Activity Type	Location	Activity Date	MOC	Opioid REMS	Select for Deletion		
200931481	GR2020	Grand Rounds 2020	Regularly Scheduled Series	Chicago, IL	01/01/2020	Yes	No	<a href="#">view</a>	<a href="#">update</a>	<a href="#">copy</a>

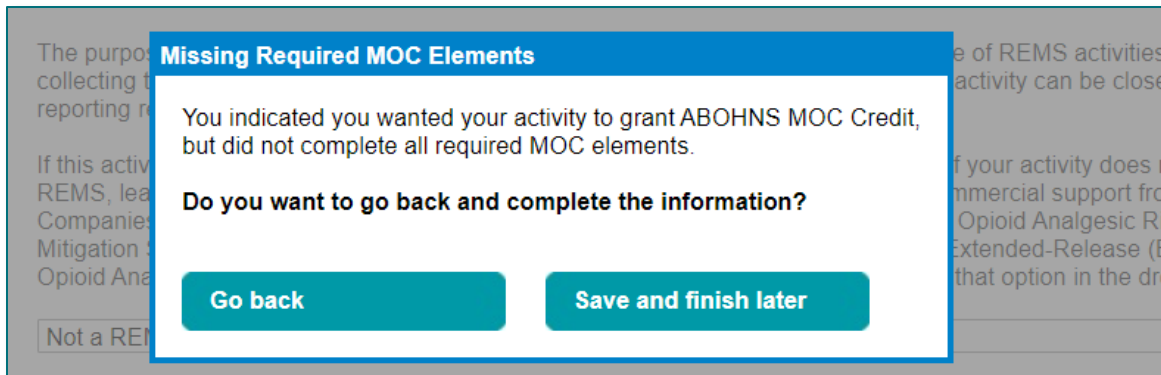
If you would like to register the activity for additional boards or make any changes to the activity, you can click on the update link.




## Troubleshooting Activity Issues


### Why won't my activity save?


If you attempt to save an activity without having completed all the required fields, PARS will prompt you with a pop-up message letting you know the registration is incomplete.



Anything which needs attention will have a message next to the entry field.

Activity End Date   \* This is required for MOC Credit/Points.

Fee for Participation?   Yes  No

Provider Activity URL 

If you would like to go back and make any corrections, you can do so at this time and attempt to save the activity again. If you would like to finish entering any information at a later time you may choose to do so, however the activity will not be registered for MOC and you will not be able to add learner completion records until the activity is corrected.

**Add an Activity for Reporting Year 2020**

New activity 200931481 was added.

Your activity **has not been registered** to grant ABIM MOC credit. You can come back later and complete the required information.

Your activity **has not been registered** to grant ABOHNS MOC credit. You can come back later and complete the required information.

[Continue](#)

### Why can't I delete an activity?

To delete an activity, you can select the option to delete by using the checkbox to the right of the record. If the checkbox is not present, it is most likely due to PARS restricting deletes once learner participation has been reported for the activity.

If you need assistance, please contact the ACCME at [info@accme.org](mailto:info@accme.org).

### Why can't I edit certain fields in my activity?

PARS will restrict certain fields for editing once learner records have been submitted for the activity.

If you need to make a change but the field is greyed out, please contact the ACCME for assistance.

## Additional Resources

The ACCME has additional information available on [www.accme.org](http://www.accme.org) for further learning:

- [MOC Planning and Requirements Resources](#): This page has information on the CME for MOC collaboration.
- [Tab-Delimited Instructions](#): A document with instructions for tab-delimited batch uploads to PARS for CME activities.
- [Tab-Delimited Template](#): A template with instructions for tab-delimited batch uploads to PARS.
- [XML Activity Upload Instructions](#): A document describing the activity XML format for CME activities, including instructions for additional MOC activity registration for all currently collaborating specialty boards.
  - [ABA MOCA Excel Content Outline](#): An Excel version of the ABA MOCA Content Outline used for reference when registering activities specifically for ABA MOCA.
- [XML Activity Upload Technical Files](#): A zip file containing a sample XML file and other technical files to be used for uploading activity records to PARS. This file is useful to support both implementation of the web services (see PARS Web Services below) and XML batch upload file development.
- [ACCME PARS Web Services](#): This guide describes how to modify CME providers' software/learning management systems to allow them to communicate directly with PARS.

If you have any additional questions, please contact the ACCME at [info@accme.org](mailto:info@accme.org).