

# Submitting Learner Data in PARS

This tutorial is designed to guide accredited CME providers through the process of uploading learner completion records into ACCME’s Program and Activity Reporting System (PARS) for activities registered for as Maintenance of Certification (MOC) also known as Continuing Certification, or those providers participating in the State Medical Board Program.

This guide covers several different methods of entry, so you may navigate to the specific area you’re looking for by using the content guide below.

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## Entering Activities

Providers are required to enter in their activities into PARS **prior** to reporting learner completion:

- CME providers can [use PARS to register activities for MOC](#) by attesting to compliance with requirements for [CME for MOC](#).
- CME providers participating in the [State Medical Licensing Board program](#) will also enter their CME activities in PARS in order to report CME participation in PARS for their physician learners.

When registering activities in PARS for these programs, providers agree to report participant data via PARS to the certifying and/or licensing boards.

## Collecting Information from Learners

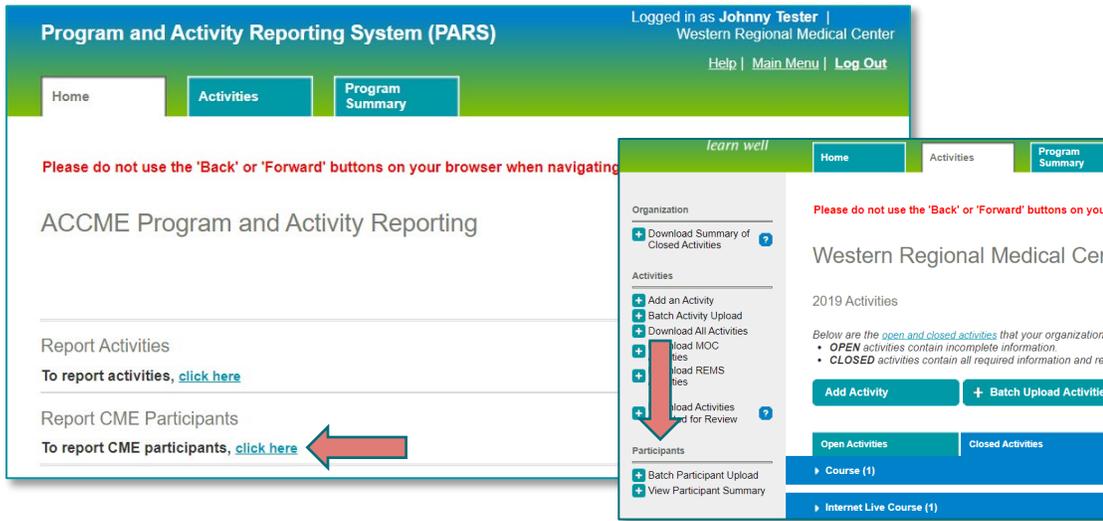
Before you can begin entering in learner completion you will need to collect some basic information from your learners who are claiming credit. Your organization should develop a mechanism to collect the required information from your learners, as well as gain their permission to report their participation information into PARS.

The information needed to report learners into PARS is as follows:

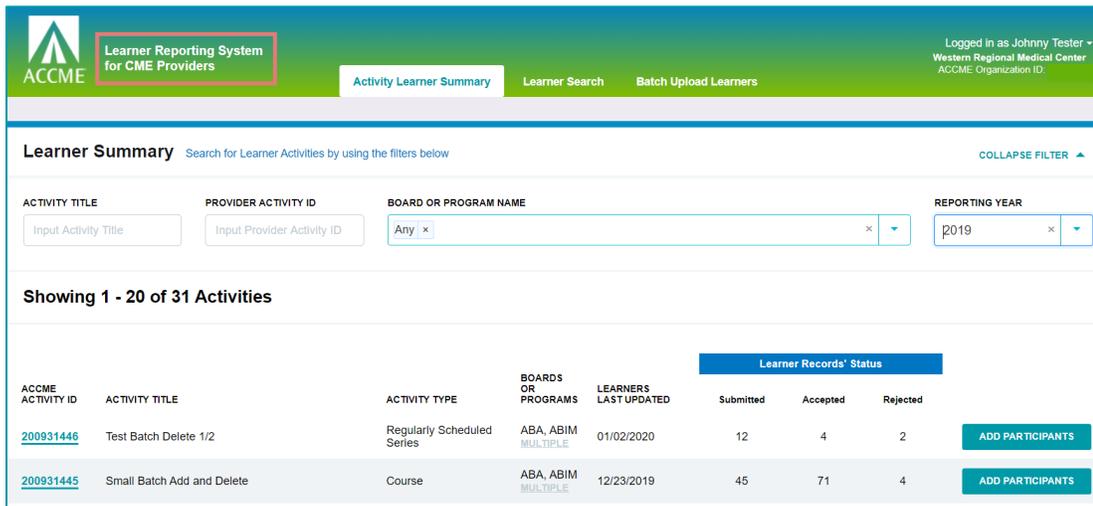
|                          | Maintenance of Certification  | State Medical Licensing Program   |
|--------------------------|---|---|
| <b>First Name</b>        | Learner's first name  | Learner's first name  |
| <b>Last Name</b>         | Learner's last name   | Learner's last name   |
| <b>Board ID</b>          | The unique ID assigned to the physician by their certifying board. Physicians who do not know their board ID should contact their certifying board for this information.<br><i>The board ID is optional for ABS diplomates at this time.</i>                  | The learner's state licensure number and/or NPI. Learners can be reported with either ID; however, the use of only the NPI may result in higher incidence of reporting errors.  |
| <b>Date of Birth</b>     | Month and Day of learner's birth (MM/DD)<br><i>The DOB is optional for ABP and ABA.</i>   | Month and Day of learner's birth (MM/DD)  |
| <b>Completion Date</b>   | The date the learner engaged in the activity or completed the evaluation. This should be formatted as MM-DD-YYYY when entered in the system. This date should fall within the start and end dates listed for the activity and cannot be a date in the future. | The date the learner engaged in the activity. This should be formatted as MM-DD-YYYY when entered in the system. This date entered must be on or after the activity start date listed in PARS and cannot be a date in the future. |
| <b>Number of Credits</b> | The amount of MOC credit the learner has earned.  | The amount of <i>AMA PRA Category 1™</i> credit the learner has earned.   |
| <b>Type(s) of Credit</b> | The type(s) of MOC credits earned, which vary by certifying board. The activity must be registered as offering the credit type submitted for the learner.   | This will default to CME, however you may indicate if the learner also state met requirements for any of the content-specific requirements tracked by the <a href="#">State Medical Boards</a> .                                  |
| <b>ACCME Activity ID</b> | The unique 9-digit PARS-assigned ID for the activity in which the learner participated.   | The unique 9-digit PARS-assigned ID for the activity in which the learner participated.   |

## Accessing the Learner Reporting System

In order to begin reporting participants for your eligible activities, either manually or via batch upload, you must first click on the "Report Participants" link at the bottom of the Home tab in PARS. You can also reach the Learner Reporting section of PARS by clicking on the "View Participant Summary" link on the left-hand side of the screen under the "Activities" tab.



Once you are in the Learner Reporting System you will notice that the tabs have changed, and the header of the page reads "Learner Reporting System for CME Providers." The following chapters will go through the different reporting options available to providers, and additional functionality of the system.



| ACCME ACTIVITY ID         | ACTIVITY TITLE             | ACTIVITY TYPE              | BOARDS OR PROGRAMS | LEARNERS LAST UPDATED | Learner Records' Status |          |          | ADD PARTICIPANTS |
|---------------------------|----------------------------|----------------------------|--------------------|-----------------------|-------------------------|----------|----------|------------------|
|                           |                            |                            |                    |                       | Submitted               | Accepted | Rejected |                  |
| <a href="#">200931446</a> | Test Batch Delete 1/2      | Regularly Scheduled Series | ABA, ABIM MULTIPLE | 01/02/2020            | 12                      | 4        | 2        | ADD PARTICIPANTS |
| <a href="#">200931445</a> | Small Batch Add and Delete | Course                     | ABA, ABIM MULTIPLE | 12/23/2019            | 45                      | 71       | 4        | ADD PARTICIPANTS |

## Entering or Uploading Learner Participation

There are three different ways to enter learner participation data into PARS. Depending on the volume and scope of your program one method may be better utilized than others.

- 1) You can enter the learners manually using the web form within the PARS interface
- 2) You can upload a batch of learners via [tab delimited](#) or [XML](#) batch upload methods
- 3) You can use [ACCME web services](#) to transfer completion data from your Learner Management System directly to PARS

Once learner records have been submitted, PARS will perform some initial validation to ensure that the correct information about the learner is entered. If your submission passes validation, you will see the new learner records appear as either **Submitted** or **Accepted**. It will typically take about a day for any Submitted records to be processed by any boards who require additional processing on their end.

**Boards which will accept records directly into the system:**

| <b>Certifying Boards</b>  |
|---|
| American Board of Ophthalmology (ABO)                             |
| American Board of Otolaryngology – Head and Neck Surgery (ABOHNS) |

| <b>State Medical Boards</b>               |
|---|
| Maine Board of Licensure in Medicine (ME) |
| Maine Board of Osteopathic Licensure (ME) |
| North Carolina Medical Board (NC)         |
| Tennessee Board of Medical Examiners (TN) |

**Boards which perform additional validation (records will remain in a submitted state until processed):**

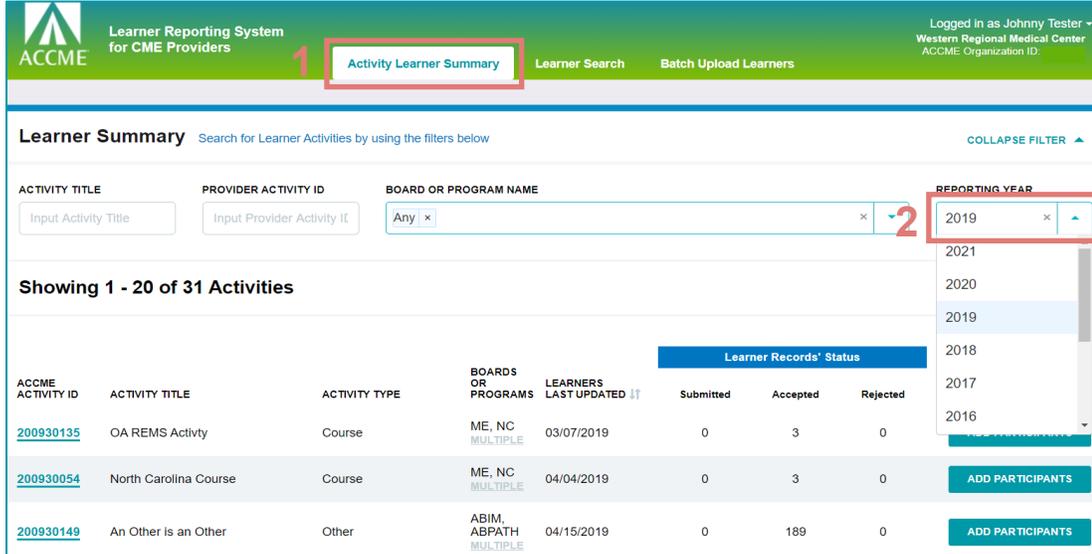
| <b>Certifying Boards</b>                   |
|--|
| American Board of Anesthesiology (ABA)     |
| American Board of Internal Medicine (ABIM) |
| American Board of Pathology (ABPath)       |
| American Board of Pediatrics (ABP)         |
| American Board of Surgery (ABS)            |

If any errors occurred during initial submission, an error message will appear with information needed to correct the issue. Correct the errors and try submitting again. If the board rejects the record upon processing, you will receive an email with information regarding the rejection and the record will have a **Rejected** status in PARS. Detailed information on errors and troubleshooting can be found in a later chapter of this document.

## 1) Using the PARS Web Form for Manual Learner Entry

**Step 1:** Navigate to the Activity Learner Summary tab.

**Step 2:** Use the drop-down box to ensure that you are in the correct reporting year.



**Learner Reporting System for CME Providers** | Logged in as Johnny Tester | Western Regional Medical Center | ACCME Organization ID: [redacted]

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

**Learner Summary** Search for Learner Activities by using the filters below

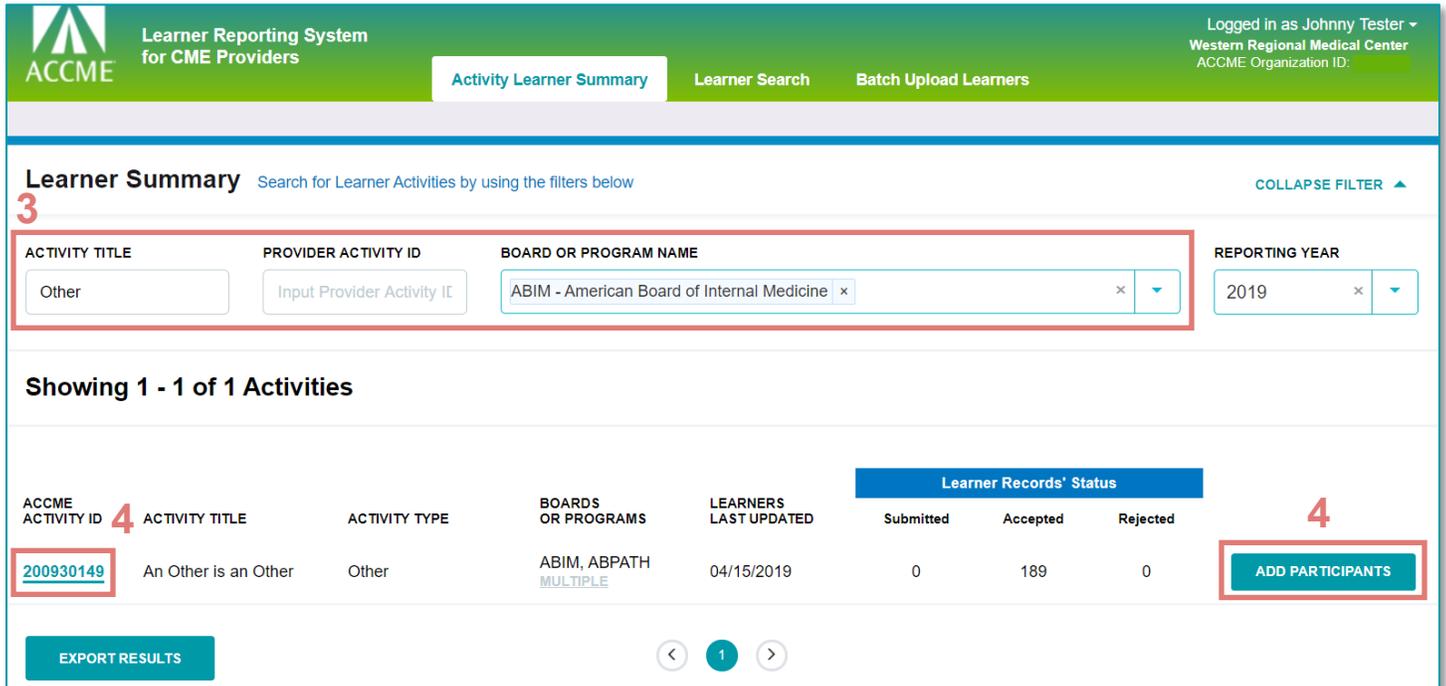
ACTIVITY TITLE: [Input Activity Title] | PROVIDER ACTIVITY ID: [Input Provider Activity ID] | BOARD OR PROGRAM NAME: [Any] | REPORTING YEAR: 2019

Showing 1 - 20 of 31 Activities

| ACCME ACTIVITY ID         | ACTIVITY TITLE        | ACTIVITY TYPE | BOARDS OR PROGRAMS    | LEARNERS LAST UPDATED | Learner Records' Status |          |          |
|---------------------------|-----------------------|---------------|-----------------------|-----------------------|-------------------------|----------|----------|
|                           |                       |               |                       |                       | Submitted               | Accepted | Rejected |
| <a href="#">200930135</a> | OA REMS Activity      | Course        | ME, NC MULTIPLE       | 03/07/2019            | 0                       | 3        | 0        |
| <a href="#">200930054</a> | North Carolina Course | Course        | ME, NC MULTIPLE       | 04/04/2019            | 0                       | 3        | 0        |
| <a href="#">200930149</a> | An Other Is an Other  | Other         | ABIM, ABPATH MULTIPLE | 04/15/2019            | 0                       | 189      | 0        |

**Step 3:** Once you see that the page is displaying the correct reporting year, use the filters at the top of the page to find the activity for which you would like to report learner data.

**Step 4:** Click the **Add Participants** link to the right of the activity for which you would like to report learner data or click on the hyperlinked ACCME Activity ID to the left of the title.



**Learner Reporting System for CME Providers** | Logged in as Johnny Tester | Western Regional Medical Center | ACCME Organization ID: [redacted]

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

**Learner Summary** Search for Learner Activities by using the filters below

ACTIVITY TITLE: Other | PROVIDER ACTIVITY ID: [Input Provider Activity ID] | BOARD OR PROGRAM NAME: ABIM - American Board of Internal Medicine | REPORTING YEAR: 2019

Showing 1 - 1 of 1 Activities

| ACCME ACTIVITY ID         | ACTIVITY TITLE       | ACTIVITY TYPE | BOARDS OR PROGRAMS    | LEARNERS LAST UPDATED | Learner Records' Status |          |          |
|---------------------------|----------------------|---------------|-----------------------|-----------------------|-------------------------|----------|----------|
|                           |                      |               |                       |                       | Submitted               | Accepted | Rejected |
| <a href="#">200930149</a> | An Other is an Other | Other         | ABIM, ABPATH MULTIPLE | 04/15/2019            | 0                       | 189      | 0        |

EXPORT RESULTS | < 1 >

**Step 5:** This will take you to the **Activity Detail** page. Use the drop-down menu to select the board or program for which you would like to report learners if the activity is registered as offering credit for more than one board. If your activity is only registered for one board or program, then the screen will default to this program and you will not have the option to select any additional boards.

Back to Activity Results / Activity Detail

### An Other is an Other

ACCME Activity ID: 200930149, Provider Activity ID: TO-20190405, RPC ID: N/A

| ACTIVITY TYPE | ACTIVITY DATE | ACTIVITY END DATE | REPORTING YEAR | AMA PRA CATEGORY 1 CREDITS™ |
|---------------|---------------|-------------------|----------------|-----------------------------|
| Other         | 01/01/2019    | 12/31/2019        | 2019           | 500                         |

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**Learner Data** Showing lines 1 - 20 of 189 result(s) found FILTER OPTIONS ▾

**ABIM** American Board of Internal Medicine **5** COLLAPSE BOARD OR PROGRAM ▲

Board Points/Credits: 500.00

| FIRST NAME | LAST NAME  | DATE COMPLETED | DOB | LEARNER ID # | NPI | STATUS   | CREDITS/POINTS |     |     |    |
|------------|------------|----------------|-----|--------------|-----|----------|----------------|-----|-----|----|
| Susan      | O'Laughlin | 01/11/2019     | 1/1 | 999925       | N/A | ACCEPTED | 0.25           |     |     |    |
| Susan      | O'Laughlin | 03/12/2019     | 1/1 | 999925       | N/A | ACCEPTED | 0.25           | Yes | Yes | No |

**SPECIALTY BOARDS** STATE BOARDS PROGRAMS

ABIM American Board of Internal Medicine

ABPATH American Board of Pathology

[DETAILS](#)

**Step 6:** Click on the **+ Add Learners Manually** button to bring up entry fields.

### An Other is an Other

ACCME Activity ID: 200930149, Provider Activity ID: TO-20190405, RPC ID: N/A

| ACTIVITY TYPE | ACTIVITY DATE | ACTIVITY END DATE | REPORTING YEAR | AMA PRA CATEGORY 1 CREDITS™ |
|---------------|---------------|-------------------|----------------|-----------------------------|
| Other         | 01/01/2019    | 12/31/2019        | 2019           | 500                         |

---

**Learner Data** Showing lines 0 - 0 of 0 result(s) found FILTER OPTIONS ▾

**ABPATH** American Board of Pathology SELECT BOARD OR PROGRAM ▾

Board Points/Credits: 500.00

**6**

+ **ADD LEARNERS MANUALLY**

In submitting learner completion data for this CME activity, you: 1) attest that you have obtained permission from each learner to provide ACCME with the completion data; 2) agree to allow ACCME to release information about this activity and its learners to the authorized entities for their unrestricted use; 3) understand that ACCME may publish information about this activity and/or aggregate information about the learners.

**EXPORT ALL**

You will now see blank fields that will you will use to input your data. Complete one line for each learner completion. To add a row, click on the **+ Add Learners Manually** button. To delete a record or an extra row before submitting, click on the **⊗** button at the beginning of that row.

**NOTE:** While NPI will appear as an entry field, it is not required for learner reporting.

Back to Activity Results / Activity Detail

### An Other is an Other

ACCME Activity ID: 200930149, Provider Activity ID: TO-20190405, RPC ID: N/A

| ACTIVITY TYPE | ACTIVITY DATE | ACTIVITY END DATE | REPORTING YEAR | AMA PRA CATEGORY 1 CREDITS™ |
|---------------|---------------|-------------------|----------------|-----------------------------|
| Other         | 01/01/2019    | 12/31/2019        | 2019           | 500                         |

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**Learner Data** Showing lines 0 - 0 of 0 result(s) found ABPATH American Board of Pathology Board Points/Credits: 500.00

| FIRST NAME                             | LAST NAME                              | DATE COMPLETED                          | DOB                                | LEARNER ID #                            | NPI   | STATUS | CREDITS/POINTS       | LIFELONG LEARNING                                     | IMPROVEMENT IN MEDICAL PRACTICE                          |
|--|--|---|------------------------------------|---|---|--------|----------------------|---|--|
| <input type="text" value="First Nar"/> | <input type="text" value="Last Name"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="mm/dd"/> | <input type="text" value="Learner ID"/> | <input type="text" value="NPI (optional)"/> |        | <input type="text"/> | <input checked="" type="checkbox"/> Lifelong learning | <input type="checkbox"/> Improvement in Medical Practice |

[OTHER BOARDS](#)

In submitting learner completion data for this CME activity, you: 1) attest that you have obtained permission from each learner to provide ACCME with the completion data; 2) agree to allow ACCME to release information about this activity and its learners to the authorized entities for their unrestricted use; 3) understand that ACCME may publish information about this activity and/or aggregate information about the learners.

**Step 7:** Once you have added the learner(s) that should receive credit for the activity, click on the **Save** button at the bottom of the page. You may also choose to add one learner, click **Save**, and then add another learner.

**Learner Data** Showing lines 0 - 0 of 0 result(s) found ABPATH American Board of Pathology Board Points/Credits: 500.00

| FIRST NAME                         | LAST NAME                             | DATE COMPLETED                          | DOB                                | LEARNER ID #                         | NPI   | STATUS | CREDITS/POINTS                     | LIFELONG LEARNING                                     | IMPROVEMENT IN MEDICAL PRACTICE                                     |
|------------------------------------|---------------------------------------|---|------------------------------------|--------------------------------------|---|--------|------------------------------------|---|---|
| <input type="text" value="Test2"/> | <input type="text" value="Account2"/> | <input type="text" value="01/05/2019"/> | <input type="text" value="03/01"/> | <input type="text" value="1000106"/> | <input type="text" value="NPI (optional)"/> |        | <input type="text" value="3.5"/>   | <input checked="" type="checkbox"/> Lifelong learning | <input type="checkbox"/> Improvement in Medical Practice            |
| <input type="text" value="Test3"/> | <input type="text" value="Account3"/> | <input type="text" value="05/25/2019"/> | <input type="text" value="04/01"/> | <input type="text" value="1000107"/> | <input type="text" value="NPI (optional)"/> |        | <input type="text" value="59.25"/> | <input checked="" type="checkbox"/> Lifelong learning | <input checked="" type="checkbox"/> Improvement in Medical Practice |
| <input type="text" value="Test4"/> | <input type="text" value="Account4"/> | <input type="text" value="12/31/2019"/> | <input type="text" value="05/01"/> | <input type="text" value="1000108"/> | <input type="text" value="NPI (optional)"/> |        | <input type="text" value="4"/>     | <input checked="" type="checkbox"/> Lifelong learning | <input checked="" type="checkbox"/> Improvement in Medical Practice |

[OTHER BOARDS](#)

In submitting learner completion data for this CME activity, you: 1) attest that you have obtained permission from each learner to provide ACCME with the completion data; 2) agree to allow ACCME to release information about this activity and its learners to the authorized entities for their unrestricted use; 3) understand that ACCME may publish information about this activity and/or aggregate information about the learners.

## 2) Batch Upload Methods

In addition to the manual method listed above, providers have the option to upload a file with up to 2,000 learner records. PARS accepts both tab delimited (.txt) or .XML file types. These files must be specifically formatted for PARS to accept the data. **This document is meant as an overview of the upload process; file templates and detailed instructions for how to create these files are available on the ACCME's [website](#).**

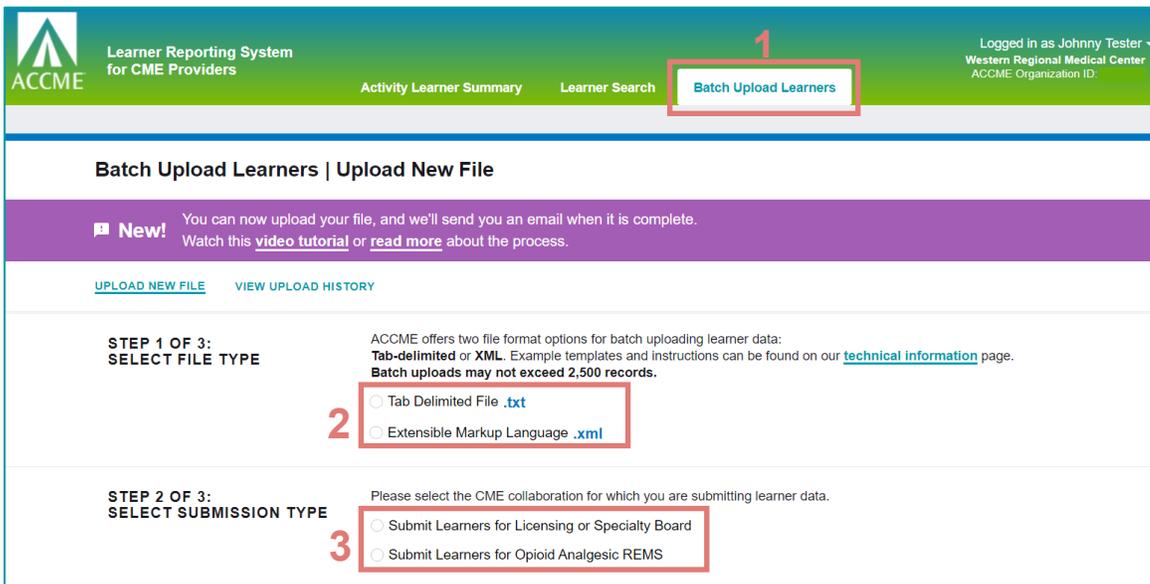
The batch upload process for learners is an asynchronous process. The upload processing will happen in the background and you will receive an email once the upload has completed. A few notes about the batch upload process:

- Providers can now upload up to 2,500 learners in a file (previously only up to 1,000 records could be submitted in each file).
- PARS will not reject entire files due to data entry errors. The upload will process all correct records in the file, and only those that have mis-matched information will not process. PARS will provide an error report of the not-processed records with explanations of the errors.
- Providers can make changes directly in the downloaded error file, re-save as a tab delimited file, and upload back into PARS.
- PARS has duplicate file monitoring in place to help detect files which may already have uploaded.
- PARS provides a batch upload history for the last 30 days. You can view the files and learners that were successfully uploaded during this time frame, as well as download a list of rejected records.

**Step 1:** Click on the Batch Upload Learners tab.

**Step 2:** Click on the button for the tab delimited or the XML upload, then select Next. This page also includes a link to the ACCME's technical information page, which contains descriptions of each batch uploading method, instructions about the process, a template for the tab delimited format, and schema for the XML format.

**Step 3:** Choose the program for which you are looking to upload learners. *If you are not a provider participating in the REMS program, the second option will be unavailable.*



ACCME Learner Reporting System for CME Providers

Activity Learner Summary Learner Search **1** Batch Upload Learners

Logged in as Johnny Tester  
Western Regional Medical Center  
ACCME Organization ID:

### 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.**

**2**

Tab Delimited File **.txt**

Extensible Markup Language **.xml**

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

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

**3**

Submit Learners for Licensing or Specialty Board

Submit Learners for Opioid Analgesic REMS

**Step 4:** Click on the **Choose File** button and browse to the file that you will be uploading.

**Step 5:** Click on the **Upload File** button.

### 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

**4**   [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.

**5**

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

**Step 6:** If your file is in the correct format you will receive a “file processing” message. You will be unable to upload an additional file until the current file has completed processing. Once the file has completed processing, PARS will send an email message to the email address associated with the user who uploaded the file. You may navigate away from this page while processing is running.

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

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

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

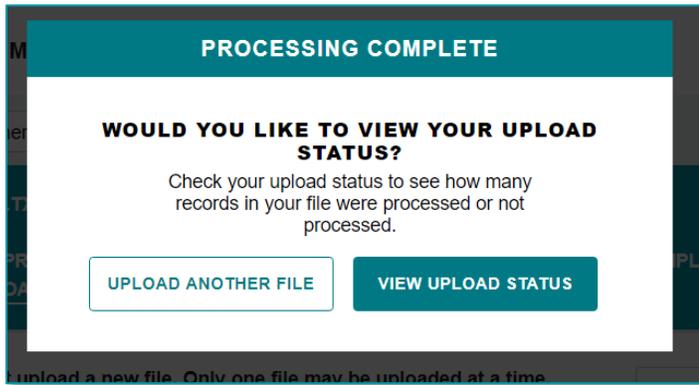
**YOUR FILE (200930149\_MAY\_LEARNERS.TXT) IS PROCESSING. THIS MAY TAKE UP TO 10 MINUTES.**

**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.

If you do not navigate away from this screen, once the file has finished processing the following message will pop-up. You may choose at this time to view your submission or to upload additional files.



You can view recent submissions under the **View Upload History** tab in the batch upload section. Here you can see when files were uploaded, how many records successfully processed, and if there were any records with errors upon processing. You can download a list of learners which were not able to be processed by the system. Please see the errors section of this document for more information on troubleshooting batch uploads. The [tab delimited](#) and [XML](#) specific instructions also go into greater detail into error resolution and formatting requirements.

**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 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      | 7 Records Processed<br>3 Records Not Processed ( <a href="#">Download Errors</a> )                            |
| 01/02/2020   4:29 pm | 01_02_small batch delete.txt              | 122     | 113 Records Processed ( <a href="#">View</a> )<br>9 Records Not Processed ( <a href="#">Download Errors</a> ) |
| 01/02/2020   4:22 pm | 01_02_small batch add.txt                 | 122     | 120 Records Processed ( <a href="#">View</a> )<br>2 Records Not Processed ( <a href="#">Download Errors</a> ) |
| 01/02/2020   2:31 pm | rejected_learners_2020_01_02_20_28_55.txt | 20      | 8 Records Processed ( <a href="#">View</a> )<br>12 Records Not Processed ( <a href="#">Download Errors</a> )  |

If you drill into the activity via the **Activity Learner Summary** tab you will see all the learners who have been Submitted or Accepted within the activity over time and their current status.

### 3) ACCME PARS Web Services

A web service is available to enable CME providers' software applications, such as learning management systems, to submit activity and participant completion data directly to PARS. The goal of these services is to reduce the need for CME provider staff to use manual data entry or batch upload methods. To use these web services, your IT professionals will need to make modifications to your current software. For more information please see the **PARS Web Services** section of our [Technical Information](#) web page.

In order to gain access to report through web services you will need to contact [info@accme.org](mailto:info@accme.org) in order to provision web service credentials and access to the testing environment (Sandbox PARS)

## Learner Reporting Errors and Troubleshooting

Errors can happen in PARS when data does not match what is in the system, or if the data being entered does not follow expected reporting rules. PARS has basic data validation in place in order to ensure that the information being entered into the system can be matched to the correct physician, that the amount of credit does not exceed that of the activity, as well as a few other check points to ensure that data is being loaded in the correct format.

If a record does not pass this initial PARS validation, it will not be processed in the system and provided to the applicable board. There will be no record of the completion in PARS. PARS will provide an error code as to why the learner was rejected, along with messaging explaining the error. The information can be corrected, and you can attempt to resubmit the learner record with this new information.

Once the record is successfully loaded into PARS it will appear in the system with either a Submitted (for boards that do additional validation) or Accepted status. Records with a status of Submitted will be updated to either Accepted or Rejected typically within 24 hours of initial submission. Rejected records will also prompt an error code with error description

If the information provided to you by the physician prompts a data error, you should reach out to that learner to ensure that the correct information was provided. If you have confirmed that the information is correct and you still receive errors, the physician should reach out to their board to confirm that everything is correct in their account.

## Manual Entry Errors

If you enter in information that does not match the information provided by the board (1) and you click Save (2), you will receive an error upon submission (3), and the record will not be saved into the system.

**Learner Data** Showing lines 0 - 0 of 0 result(s) found FILTER OPTIONS ▼ NC North Carolina Medical Board Board Points/Credits: 500.00 SELECT BOARD OR PROGRAM ▼

| FIRST NAME | LAST NAME | DATE COMPLETED | DOB   | LEARNER ID # | NPI            | STATUS | CREDITS/POINTS | AMA PRA CAT 1                                     | CONTROLLED SUBSTANCE                          |
|------------|-----------|----------------|-------|--------------|----------------|--------|----------------|---|---|
| Traci      | Test      | 05/25/2019     | 07/01 | 999998       | NPI (optional) |        | 5              | <input checked="" type="checkbox"/> AMA PRA Cat 1 | <input type="checkbox"/> Controlled Substance |

+ ADD LEARNERS MANUALLY
 SAVE
EXPORT ALL

*In submitting learner completion data for this CME activity, you: 1) attest that you have obtained permission from each learner to provide ACCME with the completion data; 2) agree to allow ACCME to release information about this activity and its learners to the authorized entities for their unrestricted use; 3) understand that ACCME may publish information about this activity and/or aggregate information about the learners.*

**Errors:**  
999998 - 664: Diplomat date of birth does not match Board record for this diplomate ID.

By changing the field with the incorrectly entered Learner ID, and clicking Save, the learner will successfully be entered into the system with either an Accepted or Submitted status.

**Learner Data** Showing lines 1 - 1 of 1 result(s) found FILTER OPTIONS ▼ NC North Carolina Medical Board Board Points/Credits: 500.00 SELECT BOARD OR PROGRAM ▼

| FIRST NAME | LAST NAME | DATE COMPLETED | DOB | LEARNER ID # | NPI | STATUS   | CREDITS/POINTS | AMA PRA CAT 1 | CONTROLLED SUBSTANCE |
|------------|-----------|----------------|-----|--------------|-----|----------|----------------|---------------|----------------------|
| Traci      | Test      | 05/25/2019     | 7/1 | 999993 ✓     | N/A | ACCEPTED | 5              | Yes           | No                   |

[DETAILS](#)

## Tab Delimited and XML Batch Upload errors

If you attempt to upload a file that is formatted incorrectly or is the incorrect type of file you will receive an error upon submission and the file will not process.

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

CHOOSE FILE

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.

BACK
REUPLOAD FILE

STEP 3 OF 3: CHOOSE XML FILE

CHOOSE FILE

20930149\_May\_Learners.txt

[Download XML Schema](#)

THE FILE SELECTED IS NOT A .XML FILE. PLEASE UPLOAD A .XML 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.

BACK

REUPLOAD FILE

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

Once your file has been formatted correctly, you may reupload the file for processing.

When a file has uploaded, you can view the learner record processing results by clicking on the View Upload History tab. You can see if the file had any records that were not processed. If you click on Download Errors, this will prompt a .csv file download right in your browser containing any records which were rejected from the system.

**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 37 Uploads**

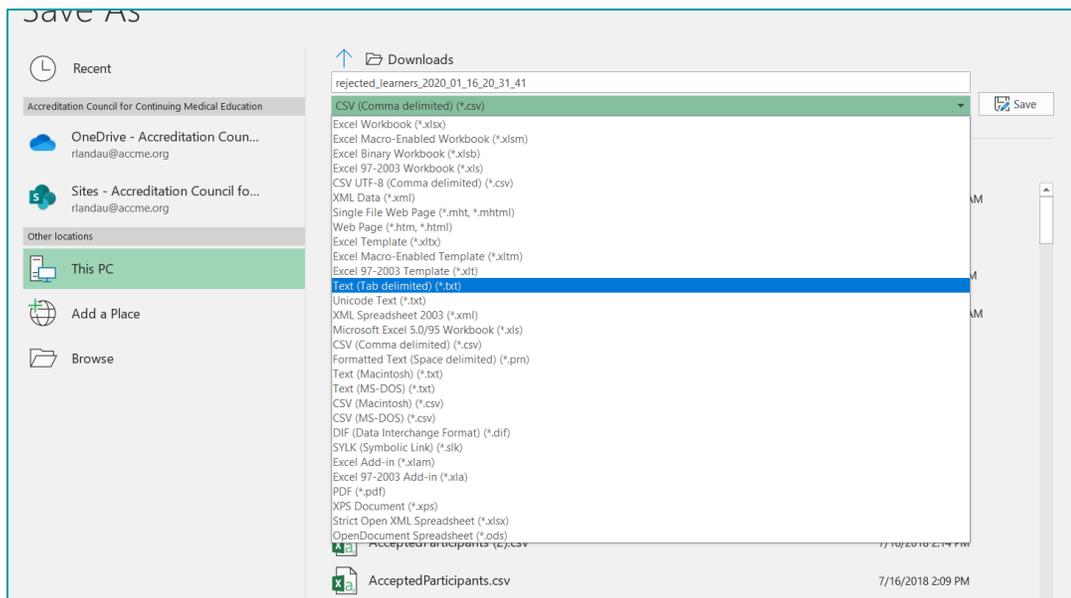
If you have **not processed records**, follow these instructions: 1. Download errors (this download contains only records that weren't processed)  
2. Make any necessary corrections referencing the error descriptions in the returned Excel file.  
3. Save the spreadsheet as a tab-delimited file once you've 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      | 7 Records Processed<br>3 Records Not Processed ( <a href="#">Download Errors</a> )                            |
| 01/02/2020   4:29 pm | 01_02_small batch delete.txt              | 122     | 113 Records Processed ( <a href="#">View</a> )<br>9 Records Not Processed ( <a href="#">Download Errors</a> ) |
| 01/02/2020   4:22 pm | 01_02_small batch add.txt                 | 122     | 120 Records Processed ( <a href="#">View</a> )<br>2 Records Not Processed ( <a href="#">Download Errors</a> ) |
| 01/02/2020   2:31 pm | rejected_learners_2020_01_02_20_28_55.txt | 20      | 8 Records Processed ( <a href="#">View</a> )<br>12 Records Not Processed ( <a href="#">Download Errors</a> )  |

The downloaded .csv file will provide an error code and description for any records which did not pass PARS validation.

| 1. Template (DO NOT ALTER OR) | 2. Activity Registration | 3. ACCME Activity ID | 4. Learner ID | 5. Learner ID Type | 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 (3rd) | 15. Activity Certification (4th) | 16. Activity Certification (5th) | 17. Activity Certification (6th) | 18. Error Code | 19. Error Message  |
|-------------------------------|--------------------------|----------------------|---------------|--------------------|---------------|--------------|------------------|-----------------------|------------|-----------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------|--|
| Learner Template B            | ABPATH                   | 200608132            | ABPATH        | 1000109            | Test5         | Account5     | Jun-70           | 10/6/2019             | Add        |                       | 12                               | ABPath MOC Part II               |                                  |                                  |                                  |                                  | 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               |                                  |                                  |                                  |                                  | 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               |                                  |                                  |                                  |                                  | 690            | ACCME activity ID does not exist   |

You can make any changes directly in the .csv file, resave it as a tab delimited file, and upload it into PARS. You do not need to remove the columns with the Error Code and Error Message as PARS will ignore these upon resubmission.



## Web Services Errors

See the [Web Services Guide](#) for more information on this form of submission as it is mostly technical in nature.

In order to submit learner completions via the web service, you will want to ensure that the web service credentials you are using are accurate for the correct environment. The ACCME will provision web service specific credentials to your organization upon request. This access is different from any existing PARS access in the interface. If you receive the following error, please check that the credentials provided are entered correctly. If they are, please reach out to your vendor, or [info@accme.org](mailto:info@accme.org) for additional troubleshooting.

## Errors from the Board

If a record is successfully entered into PARS and has a “Submitted” status, it has been sent to the board for further processing. The board will send a response back to PARS letting the provider know if the record was “Accepted” or “Rejected”.

If a learner was rejected by the board, you will receive an email from PARS with a list of any learners who were rejected and error messages. When logging into PARS, you can hover over the Rejected status of the record to view the error as well.

|        |           |            |      |         |     |  |   |     |
|--------|-----------|------------|------|---------|-----|--|---|-----|
| Test9  | Account9  | 12/01/2019 | 10/1 | 1000113 | N/A | <b>REJECTED</b>  | 2 | Yes |
| Test9  | Account9  | 12/01/2019 | 10/1 | 1000113 | N/A | <b>LEARNER RECORD ERROR</b>  | 2 | Yes |
| Test11 | Account11 | 12/01/2019 | 1/1  | 1000104 | N/A | Diplomate Date Of Birth Does Not Match Board Record For This Diplomate ID. | 2 | Yes |
| Test11 | Account11 | 12/01/2019 | 1/1  | 1000104 | N/A | CODE: 664  | 2 | Yes |
| Test10 | Account10 | 12/01/2019 | 2/1  | 1000105 | N/A | <b>ACCEPTED</b>  | 2 | Yes |

A Rejected record cannot be updated. A new record with corrected information must be submitted into PARS via one of the submission methods. You can choose to leave the rejected record in the system as it does not count towards a learner's total points earned, or you may remove it by clicking on the "Details" link to the right of the record to delete the record from the interface. Again, removing the rejected record is optional.

## List of Error codes

Below is a list of learner submission errors from PARS and the Boards, and a short description of what the error means and how to resolve. Some errors may only occur depending on the submission method you are utilizing or the board that is validating the record.

| Error Code | Error Message   | Description  |
|------------|---|--|
| 601        | Learner record action was not specified.                    | Record action must exist.  |
| 602        | Learner record action is not valid.                         | The record action must be indicated as "Add" or "Delete". No other actions will be accepted.   |
| 603        | Duplicate record (Credit ID was same as a previous record). | The creditID must be unique in each learner record with a record action of "Add"   |
| 605        | Record not found. Delete action has unknown credit ID.      | The delete record submitted cannot be matched to an existing record. Make sure you are deleting a record that has already been entered and accepted into the system. |
| 621        | Missing diplomate ID.                                       | The learner ID is not included in the upload. Please make sure a valid value is entered.   |
| 622        | Missing diplomate first name.                               | The first name is not included in the upload. Please make sure a valid value is entered.   |
| 623        | Missing diplomate last name.                                | The last name is not included in the upload. Please make sure a valid value is entered.  |
| 624        | Missing diplomate date of birth                             | The date of birth is not included in the upload. Please make sure a valid value is entered if required.  |
| 630        | Missing ACCME activity ID.                                  | The ACCME Activity ID is not included in the upload. Please make sure a valid value is entered.  |

|     |   |   |
|-----|---|---|
| 631 | Missing activity completion date.   | The completion date is not included in the upload. Please make sure a valid value is entered.   |
| 632 | Missing MOC points.   | The point element is not included in the upload. Please make sure a valid value is entered.   |
| 650 | Missing ACCME credit ID.  | The ACCME credit ID element is not included in the upload. Please make sure a valid value is entered.   |
| 661 | Diplomate ID not found in Board records.  | The ID entered does not exist in the board records. You will need to confirm that the correct ID is entered.  |
| 664 | Diplomate date of birth does not match Board record for this diplomate ID.  | Either the date of birth or the ID is entered incorrectly.  |
| 665 | Diplomate name does not batch Board record.   | Either the name of the learner or the board ID is entered incorrectly.  |
| 670 | Activity ID does not match with a registered MOC activity.  | Learner data can only be submitted for activities that have been registered as offering MOC credit. Confirm that the activity has been registered accurately in PARS. Learners can be submitted immediately after it has been registered as offering MOC. |
| 671 | Activity completion date not valid  | The date entered is not valid. The completion date must be entered between the start and end dates listed for the activity and must be formatted as MM-DD-YYYY.   |
| 672 | Activity completion date proceeds activity start date.  | Learners cannot be entered before the activity date listed in PARS. You should confirm that the activity date listed in PARS is correct and make any changes if necessary, or you should resubmit with the correct completion date.                       |
| 673 | MOC points not valid.   | The credit awarded is not formatted correctly.  |
| 674 | MOC points awarded are greater than amount listed for activity.   | For most activity types, the amount of credit earned by a learner must be less than what the activity is worth.   |
| 675 | MOC points not in increment of .25  | Points must be awarded ending in values of .00, .25, .50, or .75. No other decimal values will be accepted.   |
| 676 | Invalid activityCertification value.  | The credit types submitted are not formatted correctly. Please ensure that you are reporting credits as per the specifications of the boards.   |
| 677 | Missing creditCertificate element.  | At least one creditCertificate element must be reported per learner completion.   |
| 678 | Invalid activity credit certificate. Activity certificate [Activity Certificate Name] allowed once per learner submission record. | A record cannot contain two of the same activityCertification values within the same learner record.  |
| 680 | Patient safety credit not available for activity.   | The activity has not been registered as offering Patient Safety credit.   |
| 681 | Practice assessment credit not available for activity   | The activity has not been registered as offering Practice Assessment (Improvement in Medical Practice) credit.  |

|     |  |  |
|-----|--|--|
| 690 | ACCME activity ID does not exist   | There is no 9-digit ACCME activity ID listed by the accredited provider. Ensure that you are reporting on the correct activity.  |
| 705 | Due date for reporting participant data has passed. PARS will not accept participant records after the deadline set by the specialty board for the reporting year. | The completion date of the record is too far in the past to be accepted in PARS. If you receive this error you should contact the certifying board directly in order to award the learner credit.  |
| 706 | Deadline for deleting participant data has passed. PARS will not accept deletions of participant records past the date set by the specialty board.                 | You cannot delete a record for a previous year (the deadline for deletes is 12/31 of each year)  |
| 709 | Record is a duplicate for learner completion previously reported to Board.   | Used for duplicate of learner record report previously through a non-PARS method.  |
| 710 | Maximum MOC points already granted.  | The learner has already earned the amount of points available for the activity.  |
| 711 | MOC points reported exceed maximum available to this learner for this activity.  | The amount of credit submitted would push the total amount of earned credit over the maximum available for the activity.   |
| 712 | Learner ID type is not valid.  | The identification type does not exist or does not correlate with the correct board.   |
| 713 | Activity registration type is not valid.   | The activity registration type does not exist or does not correlate with the correct board.  |
| 717 | Learner cannot receive MOC credit for multiple completions of this activity on a single date.  | Certain boards only allow for one completion per activity per learner per day.   |
| 718 | Unable to match a learner with the information provided  | If the board does not require the board ID as part of the validation, this error indicates that PARS found more than one match, and the learner should be resubmitted with the board ID included. (Currently only ABS does not require the board ID) |
| 998 | General learner record processing error.   | Contact the ACCME for more information regarding this error. This is typically a processing error.   |

## Deleting Records

If a record has been submitted in error, or you need to make changes to a learner's existing completion you will need to first delete the record. PARS does not allow records to be updated or changed, only for records to be removed and re-uploaded into the system. A record with a status of "Submitted" will need to fully process before it can be deleted.

To remove a record manually in PARS, you can click on the "Details" link to the right of the learner record and select the intended record for removal.

|       |        |            |       |        |     |          |    |     |    |                         |
|-------|--------|------------|-------|--------|-----|----------|----|-----|----|-------------------------|
| Traci | Tester | 07/18/2019 | 11/10 | MD9966 | N/A | ACCEPTED | 14 | Yes | No | <a href="#">DETAILS</a> |
| Traci | Tester | 07/18/2019 | 12/7  | MD9966 | N/A | ACCEPTED | 14 | Yes | No | <a href="#">DETAILS</a> |

LEARNER RECORDS

**Traci Tester** Learner ID: MD9966 NPI: N/A

ACCME Activity ID: 200930280

**Thursday Testing - Maine State Pilot**

| SELECT TO DELETE                    | DATE COMPLETED | DATE SUBMITTED | AMA PRA CAT 1 | PRESCRIBING OF OPIOID EDUCATION | STATUS   | CREDITS/POINTS |          |
|-------------------------------------|----------------|----------------|---------------|---------------------------------|----------|----------------|----------|
|                                     |                |                |               |                                 |          | Entered        | Accepted |
| <input type="checkbox"/>            | 07/18/2019     | 07/18/2019     | Yes           | No                              | ACCEPTED | 14             | 14       |
| <input checked="" type="checkbox"/> | 07/18/2019     | 07/18/2019     | Yes           | No                              | ACCEPTED | 14             | 14       |

EXPORT ALL

DELETE

< 1 >

Total Credits/Points Earned: 28

For a tab delimited or XML upload, you would upload a file with the **same information as what was entered into PARS originally**, but with a record action of "Delete". The same can be done with records sent through the web service.

| A  | B                        | C                    | D                  | E             | F             | G            | H                          | I                     | J          | K                     | L                                |
|--|--------------------------|----------------------|--------------------|---------------|---------------|--------------|----------------------------|-----------------------|------------|-----------------------|----------------------------------|
| 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) |
| Learner Template B                               | ABO                      | 200931446            | ABO                | 98989         | Vincent       | Van Gogh     | 03/30                      | 2/10/2019             | Add        | 0.25                  | ABO MOC Part II                  |
| Learner Template B                               | ABO                      | 200931446            | ABO                | 97979         | Georgia       | O'Keeffe     | 11/15                      | 5/5/2019              | Delete     | 0.25                  | ABO MOC Part II                  |

For XML submitted via batch or web service, please ensure that the credit ID sent for the delete matches the original credit ID as well as all additional learner completion fields.

```

- <ar:Module>
  <ar:ModuleName moduleID="200608492">Annual Meeting for Ophthalmology</ar:ModuleName>
  <ar>Status>Completed</ar>Status>
  <ar:CompletedDateTime>2020-01-02T16:15:00</ar:CompletedDateTime>
-
- <ar:CreditCertificate>
  -
  - <ar:CreditReceived>
    <hx:activityCertification>ABO MOC Part II</hx:activityCertification>
    <hx:creditUnit>Point</hx:creditUnit>
    <hx:numberOfCredits>4</hx:numberOfCredits>
  </ar:CreditReceived>
  <ar:CreditID>ccid:testProvider.org:123488</ar:CreditID>
</ar:CreditCertificate>
</ar:Module>
</ar:Activity>
-
- <ar:XtensibleInfo>
  <ex:learnerRecordAction>delete</ex:learnerRecordAction>
</ar:XtensibleInfo>
</ar:ActivityReport>

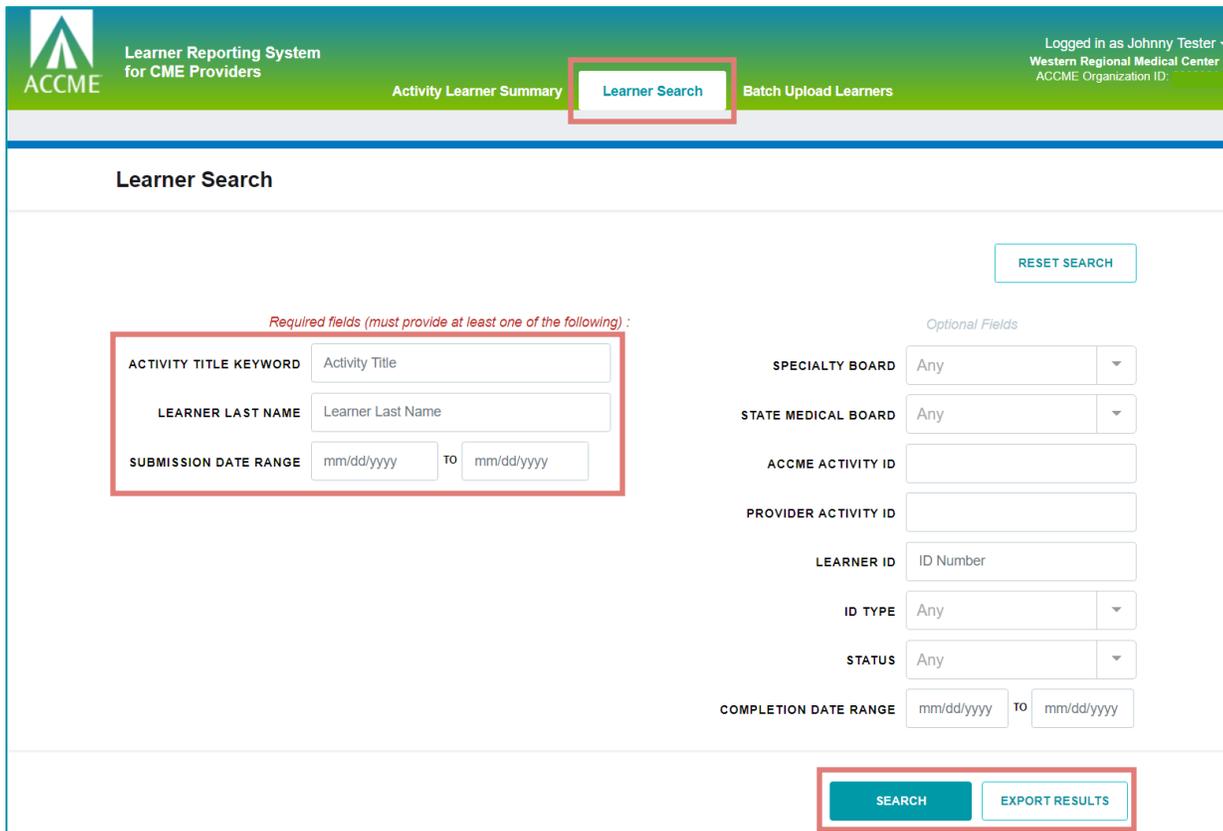
```

## Learner Search

The last tab in the PARS Learner Reporting System is the Learner Search tab. You can use this tab to locate the learner records for either a specific physician or for all the learners in a specific activity. You can choose Search to view the records in the system, or Export to download a .csv of these filtered records.

**To search for a specific physician:** Complete the required Learner Last Name field and any additional information you're looking to filter.

**To search for all the learners in a specific activity:** Fill in the required Activity Title field; you can also fill in the date range, if that information would be useful for you. You do not need to complete the Learner Last Name or Learner ID field, unless you are searching for a specific physician in a specific activity.



Learner Reporting System  
for CME Providers

Logged in as Johnny Tester  
Western Regional Medical Center  
ACCME Organization ID:

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

### Learner Search

RESET SEARCH

*Required fields (must provide at least one of the following):*

ACTIVITY TITLE KEYWORD Activity Title

LEARNER LAST NAME Learner Last Name

SUBMISSION DATE RANGE mm/dd/yyyy TO mm/dd/yyyy

*Optional Fields*

SPECIALTY BOARD Any

STATE MEDICAL BOARD Any

ACCME ACTIVITY ID

PROVIDER ACTIVITY ID

LEARNER ID ID Number

ID TYPE Any

STATUS Any

COMPLETION DATE RANGE mm/dd/yyyy TO mm/dd/yyyy

SEARCH EXPORT RESULTS

## Additional Resources

The following information and templates are available on our website:

[Tab Delimited Template](#): An excel file with built in formatted fields to enter learner completion data

[Tab Delimited Template Instructions](#): Formatting and submission instructions for the excel template above.

[XML Learner Submission Instructions](#): Describes the XML file format to be used for submitting learners.

[Sample XML Submission files](#): These sample files are useful to support both implementation of the web services (see below) and XML batch upload file development.

[Web Services Guide](#): Guide for IT professionals in support of web service implementation to communicate with ACCME PARS. This guide describes how to modify CME providers' software/learning management systems to submit learner completion data directly into PARS.

If you have any questions about the PARS learner reporting process, please email us at [info@accme.org](mailto:info@accme.org).