



PARS Learner Tab Delimited File Upload Instructions

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.

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Version History

Version	Date	Notes
3.0	11/16/2021	Updated document to combine reporting learners for CME and MOC into one document.
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.

About this Template

This template is intended for use as a guide for entering CME and MOC learner participation in PARS. You can report CME credit for any physician in support of their State Licensing Requirements. The ACCME currently has collaborations in place with the [State Medical Boards listed here](#). Those Boards will directly access the data you report on behalf of physicians licensed in their states. You can report MOC credit for the participating certifying boards listed below, as long as those activities are 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

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 or the header row.
- 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 template from the batch upload page within PARS and save a copy to your computer.
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 should 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.

- 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.**
- Enter participant data into this file according to the rules found in [Appendix A](#). PARS will accept up to 5,000 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. This includes reporting the same learner for MOC as well as CME credit. You will create two separate lines, one for MOC and one for CME. If you want to report all on one line, you can use the [Excel learner template](#) instead.

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					

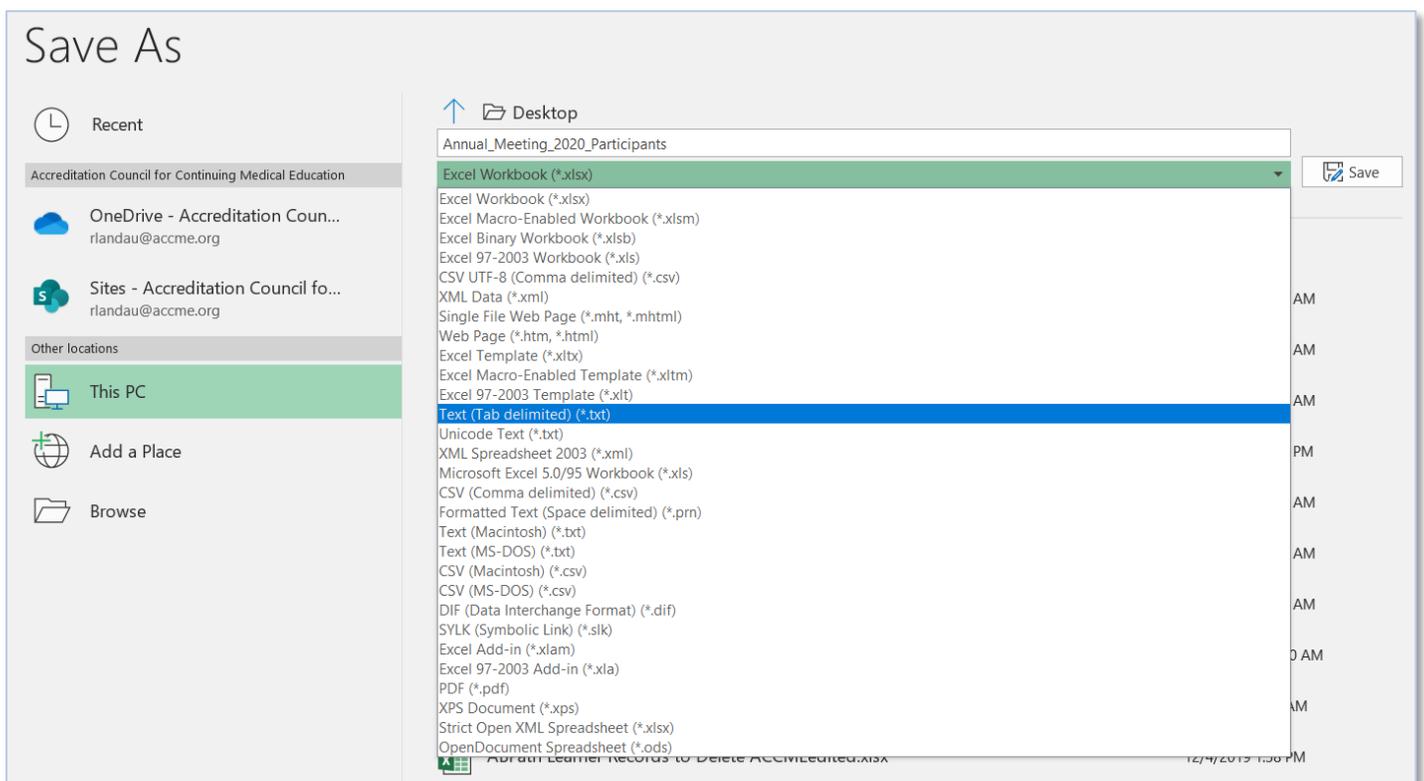
- Below is an example of what your Excel template (with sample data) could look like after you have finished entering in the learners ABA're looking to upload. You can save a copy of this template in the event you need to make edits.

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	18. Activity Certification (4th)
Learner Template B	ABIM	0951458	ABIM	990016	Joe	ACCFME	01/01	01/14/2020	Add	10.00	ABIM MOC		ABIM MOC Patient Safety				
Learner Template B	ABO	200941999	ABO	999333	Scott	Joplin	11/24	01/23/2020	Add	10.00	ABO MOC Part II		ABO MOC SAM		ABO MOC Part IV		ABO MOC Patient Safety
Learner Template B	CA	200941999	CA	43009812	Rebecca	Test	05/12	01/23/2020	Add	10.00	AMA PRA Category 1						

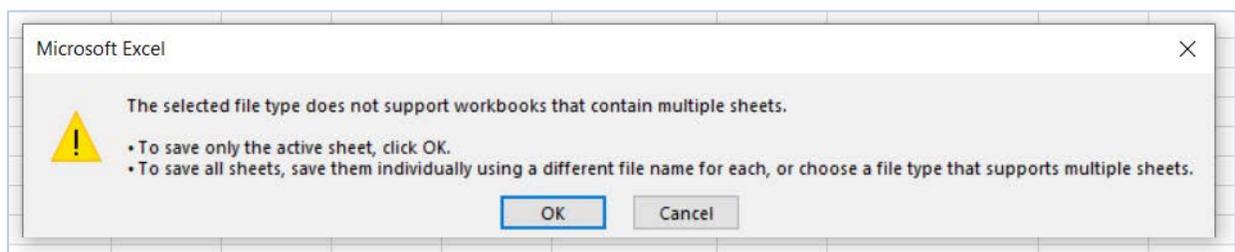
How to Create a Tab delimited Text File from the Excel Template

It is important to note that it is not possible to upload data directly from the Excel file into PARS using this template. This template is provided in Excel 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. If you want to enter and submit using an Excel template, you can use [this template](#). 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.



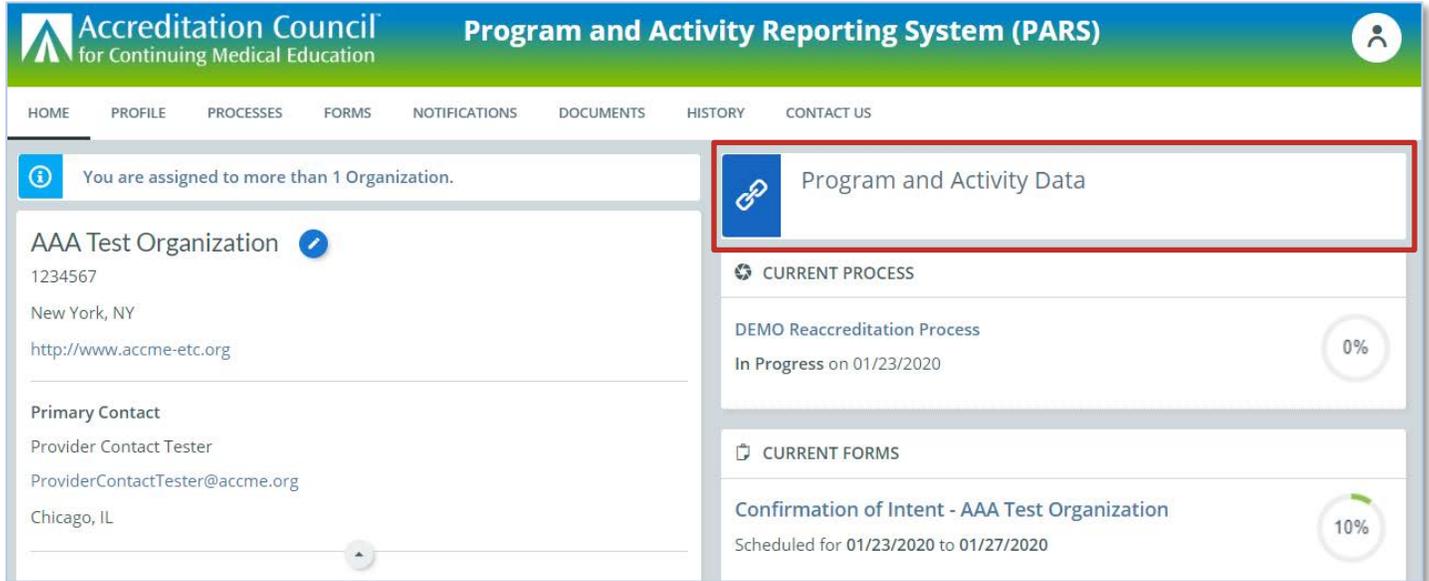
2. After clicking Save, you may see a prompt in Excel that the selected file type does not support multiple sheets. This is just an indication that only the information on the active sheet in your template will be saved. Click the "OK" button to continue.



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.

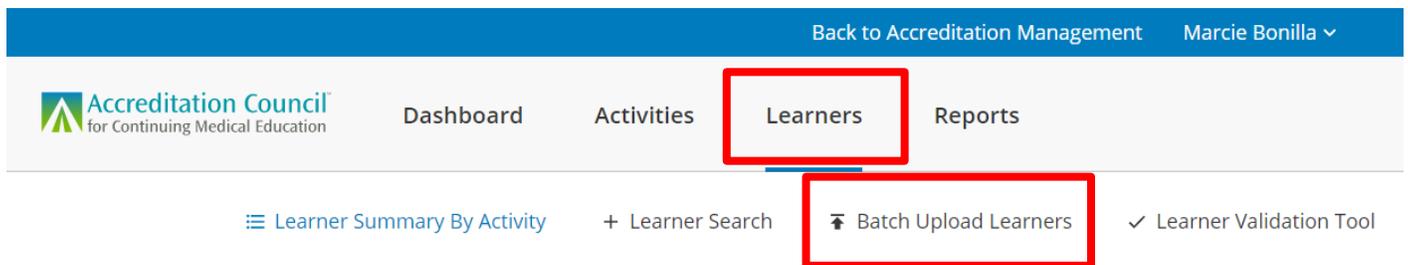
How to Upload the Tab delimited Text File into PARS

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



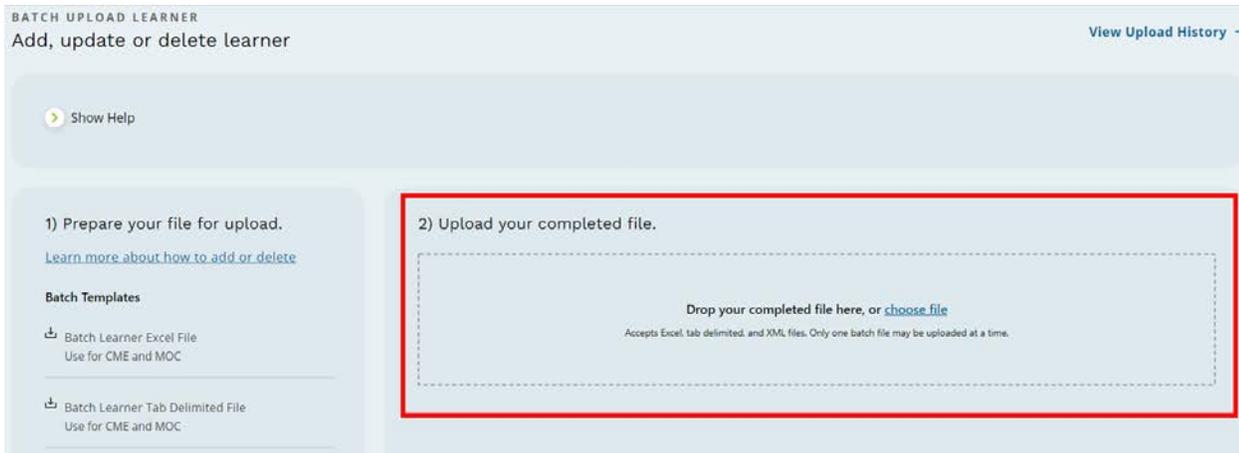
The screenshot shows the ACCME Program and Activity Reporting System (PARS) dashboard. The header includes the ACCME logo and the text 'Program and Activity Reporting System (PARS)'. A navigation menu contains links for HOME, PROFILE, PROCESSES, FORMS, NOTIFICATIONS, DOCUMENTS, HISTORY, and CONTACT US. A notification banner states 'You are assigned to more than 1 Organization.' The main content area is divided into two columns. The left column displays organization details for 'AAA Test Organization', including ID 1234567, location (New York, NY), website (http://www.accme-etc.org), and primary contact information (Provider Contact Tester, ProviderContactTester@accme.org, Chicago, IL). The right column features a 'Program and Activity Data' button, which is highlighted with a red box. Below this button are sections for 'CURRENT PROCESS' (DEMO Reaccreditation Process, In Progress on 01/23/2020, 0% progress) and 'CURRENT FORMS' (Confirmation of Intent - AAA Test Organization, Scheduled for 01/23/2020 to 01/27/2020, 10% progress).

2. On Dashboard in the Program and Activity Reporting screen, click on **Learners** and then **Batch Upload Learners**.



The screenshot shows the ACCME PARS dashboard with the 'Learners' and 'Batch Upload Learners' buttons highlighted with red boxes. The header includes 'Back to Accreditation Management' and 'Marcie Bonilla'. The navigation menu contains links for Dashboard, Activities, Learners, and Reports. The 'Learners' button is highlighted with a red box. Below the navigation menu, there are several options: 'Learner Summary By Activity', '+ Learner Search', 'Batch Upload Learners' (highlighted with a red box), and 'Learner Validation Tool'.

- From this page you can choose the .txt file you want to upload or drag and drop the file in the box shown below. Once the file has been selected click **Upload File**.



- The system will then begin processing the file. This process will happen in the background. You can only upload one file at a time.
- You may choose to navigate away from this page while the file is processing in the background. You can view the status of the file you uploaded on the Upload History page (see next step). 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.
- 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 an Excel file of records that were not successfully entered into PARS due to error.

☰ Learner Summary By Activity + Learner Search ⚡ Batch Upload Learners ✓ Learner Validation Tool



UPLOAD HISTORY

View and download previous batch files and error reports.

If you have **rejected records**, follow these instructions:

1. Download rejected learners (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 and upload the newly corrected Excel file.

Aug 10, 2021

↓ CCT Downstream Learner Templates 2.2 (1).xlsx

1 Rejected

Rejection_2021_08_10_14_17_38

↓ CCT Downstream Learner Templates 2.2 (1).xlsx

1 Added

Successful_2021_08_10_13_40_44

7. You can view the current status of any submitted records in the Learner Summary by Activity and clicking into the specific activities.

The screenshot shows the ACCME PARS interface. At the top, there's a navigation bar with 'Back to Accreditation Management' and 'Marcie Bonilla'. Below that, the 'Accreditation Council for Continuing Medical Education' logo is visible, along with navigation tabs for 'Dashboard', 'Activities', 'Learners', and 'Reports'. The 'Learners' tab is active, and a sub-tab 'Learner Summary by Activity' is selected. The main content area shows a search bar and a list of activities. The first activity, 'UA Test - Live Course', is highlighted with a red box. It shows '155 Activities' and 'Show: 10 Per Page'. The activity details include 'Test Provider for Asynchronous Batch Testing | Organization ID: 0008197', 'Live Course Activity ID: 210015486 | Internal ID: asldkjf876', and 'Submitted: 0 Accepted: 8 Rejected: 0'. Other activities like 'ABOHNS again - no IMP this time' are partially visible below.

Learners for UA Test - Live Course

Live Course | Activity ID: 210015486 | Internal ID: asldkjf876

8/7/2021-8/8/2021 | Credit Claim Date: 8/13/2021

Collaborations: MOC, REMS, MIPS | Certifying Boards: ABOHNS, ABP, ABIM | 4.75 AMA PRA Category 1 Credit™ Credits

8 Learners

Download Learners ▾

+ Add Learners

Show: 10 Per Page ▾

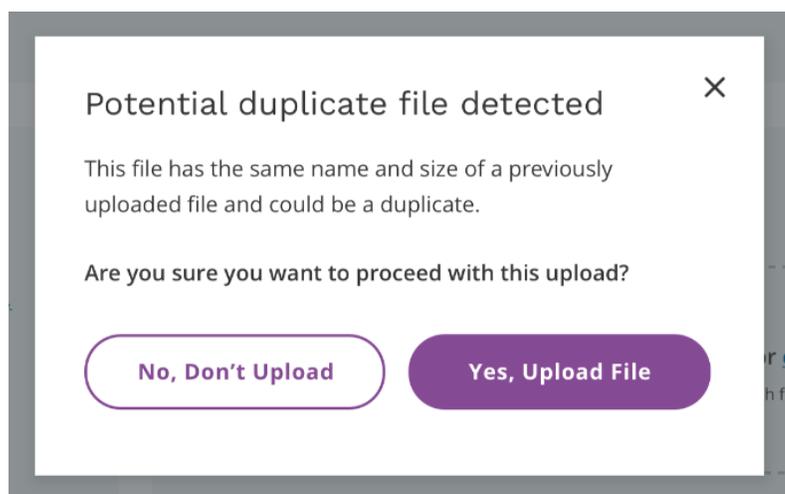
Sort by: Board ▾



<input type="checkbox"/>	Board	Name	DOB	Learner ID	Completion	Credits Awarded	Status
<input type="checkbox"/>	ABOHNS	Harper Benton	11/11	19927	8/07/21	2 Total Earned 2 Patient Safety 2 Improvement in Medical Practice 2 Self-Assessment	Accepted
<input type="checkbox"/>	SC	Harper Benton	11/11	LL31550	8/07/21	2 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	LA	Harper Benton	11/11	MD.205357	8/07/21	2 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	MycOREMS	--	--	UATest0807	8/07/21	--	Accepted
<input type="checkbox"/>	WI	Harper Benton	11/11	47643-20	8/07/21	2 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	OAREMS	--	--	UATest0807	8/07/21	--	Accepted
<input type="checkbox"/>	GA	Harper Benton	11/11	60935	8/07/21	2 AMA PRA Category 1 Credit™	Accepted
<input type="checkbox"/>	TX	Harper Benton	11/11	N3180	8/07/21	2 AMA PRA Category 1 Credit™	Accepted

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.



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**. Locate the rejection file, and click the link to download the file.

UPLOAD HISTORY

View and download previous batch files and error reports.

If you have **rejected records**, follow these instructions:

1. Download rejected learners (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 and upload the newly corrected Excel file.

Aug 10, 2021

📄 CCT Downstream Learner Templates 2.2 (1).xlsx

1 Rejected

[Rejection_2021_08_10_14_17_38](#)

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 .xlsx file directly, save the file as a tab delimited and reupload back into the system.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13	14.	15	16.	17.	18.	19.
Template (DO NOT ALTER OR	Activity Registration	ACCME Activity ID	Learner ID Type	Learner ID	First Name	Last Name	Date of Birth	Date of Completion	Action	Number of Credits	Activity Certification (1st)	Activity Certification (2nd)	Ac	Pro	Code	Error	Message	
Learner Template B	ABPATH	200608132	ABPATH	1000109	Test5	Account5	Jun-70	10/6/2019	Add	12	ABPath MOC Part II	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				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				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. **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	Template	Text	Yes	The text “Learner Template B” must appear in this field for each row there is a record.	Learner Template B
2	Activity Registration	Text	Yes	Indicates the board to whom the learner data should be sent. For the certifying boards, this should be the board abbreviation. For CME, this should be the abbreviation for the learner’s state of licensure.	<u>Certifying Boards:</u> ABA, ABIM, ABP, ABPATH, ABOHNS, ABO, ABS <u>Licensing Boards:</u> ex: CA
3	ACCME Activity ID	Number (unique numeric ACCME Activity ID)	Yes	ACCME Activity ID is assigned by PARS and can be found on the activity detail screen in PARS.	200123456
4	Learner ID Type	Text	Yes	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.	<u>Certifying Boards:</u> ABA, ABIM, ABP, ABPATH, ABOHNS, ABO, ABS <u>Licensing Boards:</u> ex: CA
5	Learner ID	Number	Yes <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	Learner First Name	Text	Yes	The first name of the learner for whom participant data is being submitted.	Jane
7	Learner Last Name	Text	Yes	The last name of the learner for whom participant data is being submitted.	Smith
8	Learner DOB	Text formatted as MM/DD	Yes <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	Date of Completion	Date in the format of MM/DD/YYYY	Yes	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 (for CME) or is between the listed start date and credit claim date (for MOC).	03/30/2020
10	Action	Text	Yes	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	Number of Credits	Decimal (00.00)	Yes	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	Activity Certification (1st)	Text	Yes	The type of credit that the learner is claiming for this activity. Use only the credit types that are available through the drop-down menu in the excel template.	<u>Certifying Boards:</u> 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 <u>CME/State Licensing Boards:</u> AMA PRA Category 1
13	Provider Credit ID (1st)	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	Activity Certification (2nd)	Text	No	Optional field for including a second type of credit that the learner can claim. Use only the credit types that are available through the drop-down menu in the excel template. Leave this field empty if only one type of credit is being claimed.	<u>Certifying Boards:</u> 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
15	Provider Credit ID (2nd)	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	Activity Certification (3rd)	Text	No	Optional field for including a third type of credit that the learner can claim. Use only the credit types that are available through the drop-down menu in the excel template. Leave this field empty if a third type of credit is not claimed.	<u>Certifying Boards:</u> ABIM MOC Patient Safety; ABOHNS MOC Patient Safety; ABO MOC Part IV; or ABO MOC Patient Safety
17	Provider Credit ID (3rd)	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	Activity Certification (4th)	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
17	Provider Credit ID (4th)	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 a rejection file with error code 999 indicated.

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 learner ID.	Each participant record must include a unique identifier used by the board.
Missing learner first name.	The learner's first name must be provided in the Learner First Name field.
Missing learner last name.	The learner's last name must be provided in the Learner Last Name field.
Missing learner date of birth.	The learner'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.

Error Message	Action Needed
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). Do not include the year.

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
Learner ID not found in Board records.	Verify the learner's ID number is a valid ID number.
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	ABA MOCA Part 2	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	ABP MOC Part 2	Known as <i>ABP Lifelong Learning and Self Assessment</i> . This credit counts towards ABP's part II requirements.
	Yes	ABPath MOC Part II	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	ABO MOC Part II	Known as <i>ABO Maintenance of Certification</i> . This credit is equivalent to CME earned.
	Yes	ABS CC	Known as <i>ABS CC</i> . This credit is equivalent to CME earned.
	Yes	AMA PRA Category 1	AMA credit earned. Use this to report CME credit for state licensing boards.
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.
	No	ABO MOC Part IV*	*ABO MOC Part IV credit must be submitted along with ABO MOC Part II credit.

Field	Is board default?	Activity Certification Value	Description
	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.
Activity Certification Value 3	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.
Activity Certification Value 4	No	ABO MOC Patient Safety*	*ABO MOC Patient Safety credit must be submitted along with ABO MOC Part II credit.

Appendix D – Error Codes

Code	Description
601	Learner record action was not specified.
602	Learner record action is not valid.
603	Duplicate record (Credit ID was same as a previous record).
605	Record not found. Delete action has unknown credit ID.
607	Learner record deletion cannot be accepted by Board.
621	Missing diplomate ID.
622	Missing diplomate first name.
623	Missing diplomate last name.
624	Missing diplomate date of birth.
630	Missing ACCME activity ID.
631	Missing activity completion date.
632	Missing MOC points.
650	Missing ACCME credit ID.
661	Diplomate ID not found in Board records.
664	Diplomate date of birth does not match Board record for this diplomate ID.
665	Diplomate name does not batch Board record.
670	Activity ID does not match with a registered MOC activity.
671	Activity completion date not valid.
672	Activity completion date preceeds activity start date.
673	MOC points not valid.
674	MOC points awarded are greater than amount listed for activity.
675	MOC points not in increment of .25
676	Invalid activityCertification value.
677	Missing creditCertificate element.
678	Invalid activity credit certificate. Activity certificate [Activity Certificate Name] allowed once per learner submission record.
680	Patient safety credit not available for activity.
681	Practice assessment credit not available for activity
690	ACCME activity ID does not exist

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.
706	Deadline for deleting participant data has passed. PARS will not accept deletions of participant records past the date set by the specialty board.
709	Record is a duplicate for learner completion previously reported to Board.
710	Maximum MOC points already granted.
711	MOC points reported exceed maximum available to this learner for this activity.
712	Learner ID type is not valid.
713	Activity registration type is not valid.
717	Learner cannot receive MOC credit for multiple completions of this activity on a single date.
718	Unable to match a learner with the information provided
719	Diplomate birth date not valid.
720	Licensing state and licensing ID must be specified together
721	Unknown Licensing Board
722	CME Credits not valid.
723	DEA Registration not valid
724	Practice Area not valid
725	Practice State not valid
726	Profession not valid
727	Time in Practice not valid
728	Unknown MOC Board
735	MOC Credit Type not valid
737	Record matches multiple Diplomates
746	Missing Activity completion date
747	Activity completion date is after activity end date.
748	Total AMA Credits cannot be higher than the credits offered
749	Learners may not be reported for draft activities
750	Learners may not be reported for activities in the future
751	Repeat participation is not allowed
998	General learner record processing error.