Activity Excel File Upload Instructions

For Joint Accreditation Reporting 2021 and Beyond

Contents

929_20250102_JA_PARS_Activity_Excel_Instructions

Introduction

The Excel batch upload function in Joint Accreditation Program and Activity Reporting System (JA-PARS) offers providers the ability to add, update or delete multiple activity records at one time. Although this function is available for use by all providers, it will be particularly useful to organizations that already have their own CE tracking system and can map the fields in their system to the fields in JA-PARS.

The main section of these instructions describes how to use a Microsoft Excel template to organize your data in such a way that it can be uploaded into JA-PARS and the fields/values that are necessary for the upload. Additional appendices supply lists of entries expected in certain fields. Certain fields are required to assign a certain status to an activity.

Draft: The activity has enough information to save a record in JA-PARS. In this batch method, Record Action, Internal ID, Activity Title, Activity Format, Activity Start Date, and Activity End Date are required to initially save an activity record. More information can be added as necessary with subsequent Update actions.

Record Action	ACCME Activity ID	Internal ID	Activity Title	Activity Format	Delivery Method - In-Person	Delivery Method - Livestreamed	Delivery Method - Online	Delivery Method - Print/Other	Activity Start Date	Activity End Date
Add		Example1-1	Diabetes Management Strategies	Enduring Material					1/1/2021	12/31/2023

Active: The activity has enough information to display on CME Passport. Any column with Yes indicated in the values table is required to achieve this status.

Ready to Close: An active activity with an end date that has passed. Once learner totals and commercial support details have been reported, this activity can be marked as closed via an update action.

Closed: Once an activity is marked as closed no additional updates can be made. A provider can re-open a closed activity up to 30 days after it has been marked as closed in the JA-PARS interface if edits need to be made.

Getting help with JA-PARS: If you can't find what you're looking for in these instructions, you can submit your questions to the ACCME using the contact support interface within JA-PARS. You may also contact Joint Accreditation at info@jointaccreditation.org with your questions.

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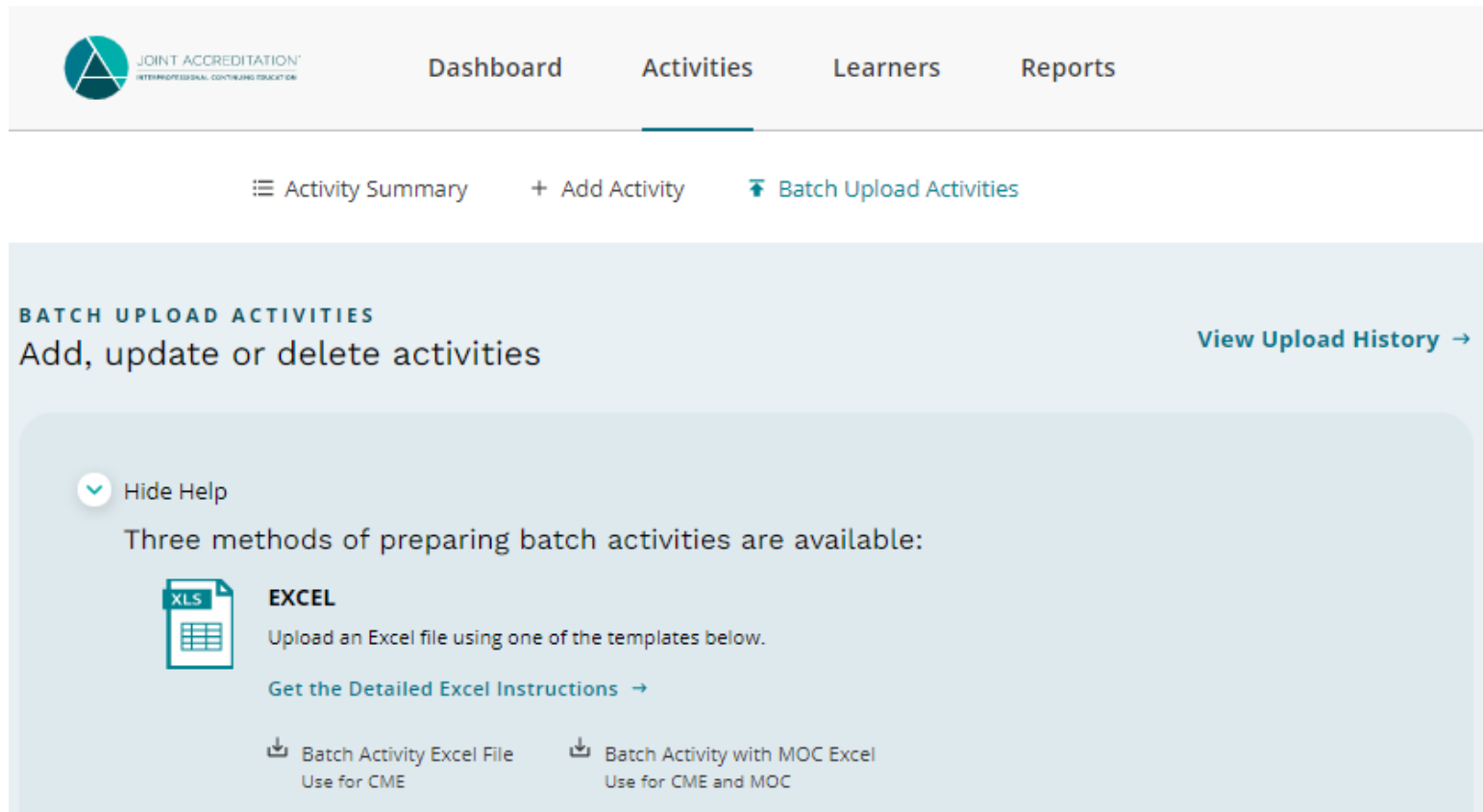
Change Log

Change Date	Change Description
01/02/2025	Updated link to the ABA MOCA Content Outline.
01/25/2024	ABPATH: changing the language for the "Part IV" activities from "Improvement in Medical Practice" IMP to "Improvement in Health and Healthcare" IHCC.
11/15/2023	Added information to support registering activities for the American Board of Thoracic Surgery (ABTS).
10/2/2023	Removed "coming soon" from ABOS since they have launched.
07/11/2023	Added information to support registering activities for the American Board of Orthopaedic Surgery (ABOS), including new error code 322 specific to ABOS activity registration. Added information about maximum batch size of 5,000 records.
03/03/2023	Removed references to the American Board of Ophthalmology (ABO) who withdrew from the CME for MOC Collaboration as of 3/1/2023.
01/31/2023	Updated link to the ABA MOCA Content Outline.
11/30/2022	Added Bariatric Surgery as a practice area for ABS; clarified mapping for outcome measures; updated available pharmacy activity types and pharmacy topic designators; clarified rules for pharmacy activities.
03/23/2022	Added Neurocritical Care as a practice area/specialty for ABA, ABIM and ABS.

How to use this template

1. Download the Excel activity file from the JA-PARS application.

2. The Excel activity file displays heading rows with general instructions followed by sample data rows. After reviewing the sample data, be sure to remove it from your file prior to uploading. **Do not remove the two column headers.** Limit the number of rows of data to 5,000 rows maximum.

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3. One row is needed per activity, and all data on the same row must relate to the same activity. You can copy and paste the number of rows needed to enter all your activities in the batch. This will copy the cell validation/valid values into each row.

4. Certain columns can be copied and repeated within the file – Commercial Support sources if there are multiple sources, and MOC board registration if there are multiple certifying boards.

		Repeat these three columns as a group for each source of commercial support			Repeat these three columns as a group for each source of commercial support			
Commercial Support Received?	**Commercial Support Type**	**Commercial Support Source**	**Amount Received**	**Commercial Support Type**	**Commercial Support Source**	**Amount Received**	**Reg**
Yes	Monetary	Abbott (Any division)	25000	Monetary	AbioMed	10000	No
Yes	In-kind	Abbott (Any division)					Yes

5. Log into the Joint Accreditation Program and Activity Reporting System (JA-PARS). Click the Program and Activity Data button, then select the Activities tab and click the "Batch Upload Activities" option.

6. Drag and drop or choose your Excel file to upload into JA-PARS.

7. Once the file has finished uploading, click on View Upload History to see the status of the file's processing.

8. If there are rejected activity records, download the rejected activities to view and edit any errors within the file directly. The rejection reason is added to the last column in the file. This edited file can then be uploaded again to address any activities that were not added, updated or deleted properly the first time.

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Jan 8, 2020

⬇ ACCME Batch Activity Excel_Rightpoint_9.28.xlsx

> File Processing...

⬇ ACCME Batch Activity Excel_Rightpoint_9.28_(2).xlsx

44 Activities Added   44 Activities Updated   28 Activities Deleted

Successful Activities_9-26-20

Jan 2, 2020

⬇ ACCME Batch Activity Excel_Rightpoint_8.28.xlsx

44 Activities Updated   13 Activities Rejected

Successful Activities_9-26-20 | Rejected_Activities_10-12-21

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Excel File Format Fields

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
A	Record Action	Add Update Delete	Yes	Yes	Yes	Adding an activity must have a unique combination of Internal ID **(C)**, Format **(E)**, Start Date **(J)**, and End Date **(K)** Updating an activity can use either the ACCME ID **(B)** or a combination of the Internal ID **(C), Activity Format (E), Activity Start Date (J), and Activity End Date (K)** to identify an existing record to edit Deleting an activity can use either the ACCME ID **(B)** or a combination of the Internal ID **(C), Activity Format (E), Activity Start Date (J), and Activity End Date (K)** to identify an existing record to remove	Add
B	ACCME Activity ID	9 digit assigned Number	No	Yes	Yes	ACCME Activity ID is a unique, automatically generated number from PARS once the activity is initially added. This field should be blank when a new activity record is being added.	201012345
C	Internal ID	Text	Yes	Yes	Yes	Cannot be the organization's 7-digit organization ID	RSS20-21
D	Activity Title	Text	Yes	Yes	Yes		Administering CPR
E	Activity Format	Live Course Enduring Material Regularly Scheduled Series Journal CME/CE Performance/Quality Improvement Committee Learning Manuscript Review Test-Item Writing Learning from Teaching Internet Searching and Learning Other/Blended Learning	Yes	Yes	Yes		Live Course
F	Delivery Method – In-Person	Yes No	No	Yes if applicable	Yes if applicable	Only complete for **Live Course** or **Regularly Scheduled Series**. Otherwise leave blank	Yes

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Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
G	Delivery Method – Livestreamed	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series**. Otherwise leave blank	Yes
H	Delivery Method – Online	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Enduring Material**. Otherwise leave blank.	No
I	Delivery Method – Print/Other	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Enduring Material**. Otherwise leave blank.	No
J	Activity Start Date	MM/DD/YYYY	Yes	Yes	Yes		1/1/2022
K	Activity End Date	MM/DD/YYYY	Yes	Yes	Yes		12/31/2022
L	Location – Country	Valid 3-letter country code. See Appendix A for a list of country codes.	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	USA
M	Location - City	Text	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	Chicago
N	Location - State	Valid USPS two-letter U.S. abbreviation. See Appendix B for a list of state/territory codes.	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person** and a **Country** of USA. Otherwise leave blank.	IL
O	Location – Zip Code	Text	No	No	No	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	60601
P	Is this an IPCE Activity?	Yes No	No	No	Yes	Indicates an interprofessional activity.	Yes
Q	IPCE credits	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of IPCE Credits designated for the activity.	5.5
R	Dentistry Credits	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of Dentistry Credits designated for the activity.	5.5
S	Dietetic CPEUs	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of Dietetic CPEUs designated for the activity.	5.5

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
T	Nursing Credits	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of Nursing Credits designated for the activity.	5.5
U	Optometry Credits	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of Optometry Credits designated for the activity.	5.5
V	Pharmacy Credits	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The number of Pharmacy Credits designated for the activity.	5.5
W	*AMA PRA Category 1™ Credits*	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of AMA PRA Category 1™ Credits designated for the activity.	5.5
X	*AAPA Category 1™ Credits*	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of AAPA Category 1™ Credits designated for the activity.	5.5
Y	Psychology Credits	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of Psychology Credits designated for the activity.	5.5
Z	Social Work Credits	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	The maximum number of Social Work Credits designated for the activity.	5.5
AA	Athletic Training CEUs	Decimal (00.00)	No	Yes	Yes	The maximum number of Athletic Training CEUs designated for the activity.	5.5
AB	Include on CME Finder?	Yes No	No	Yes, if applicable	Yes, if applicable	Determines whether the activity will appear on CME Passport (formerly CME Finder) for physicians to view/register. Only activities offering *AMA PRA Category 1™ Credits* or IPCE credits are eligible to include on CME Passport.	Yes
AC	Activity Description	Text	No	Yes	Yes	2,500 characters maximum	An intensive review of ACLS techniques through simulation exercises.
AD	Activity URL	Web Address starting with http:// or https://	No	Yes, if listing on CME Passport or registering for MOC	Yes, if listing on CME Passport or registering for MOC	For display to physicians on CME Passport	https://www.accme.org/register/

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
AE	**Who Can Register?**	Open to all Limited	No	Yes, if listing on CME Passport or registering for MOC	Yes, if listing on CME Passport or registering for MOC	For display to physicians on CME Passport	Limited
AF	**Fees for Learners?**	Yes No, it's free Variable	No	Yes, if listing on CME Passport or registering for MOC	Yes, if listing on CME Passport or registering for MOC	For display to physicians on CME Passport	No, it's free
AG	**Providership**	Direct Joint	No	Yes	Yes		Joint
AH	**Joint Provider Name**	Text	No	Yes, if applicable	Yes, if applicable	If you entered **Joint** in Providership then enter the name(s) of the joint providers in this field. Separate the name of each organization with a semicolon. If you entered **Direct** in Providership then leave this field blank.	County Hospital; CPR Education Group
AI	**Measured Outcomes - Learner Competence**	Yes No	No	No	Yes	At least one outcome must be selected to close an activity (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**). NOTE: When saved, the valid options will be mapped as follows automatically by the system: Learner Competence => Learner/Team Competence	Yes
AJ	**Learner Competence Measurement - Objective**	Yes No	No	No	No	Measurements are optional at this time	Yes
AK	**Learner Competence Measurement - Subjective**	Yes No	No	No	No	Measurements are optional at this time	No

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Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
AL	**Measured Outcomes - Learner Performance**	Yes No	No	No	Yes	At least one outcome must be selected to close an activity (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**) NOTE: When saved, the valid options will be mapped as follows automatically by the system: Learner Performance => Learner/Team Performance	No
AM	**Learner Performance Measurement - Objective**	Yes No	No	No	No	Measurements are optional at this time	No
AM	**Learner Performance Measurement - Subjective**	Yes No	No	No	No	Measurements are optional at this time	No
AO	**Measured Outcomes - Patient Health**	Yes No	No	No	Yes	At least one outcome must be selected to close an activity (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	Yes
AP	**Patient Health Measurement - Objective**	Yes No	No	No	No	Measurements are optional at this time	No
AQ	**Patient Health Measurement - Subjective**	Yes No	No	No	No	Measurements are optional at this time	Yes
AR	**Measured Outcomes - Community/Population Health**	Yes No	No	No	Yes	At least one outcome must be selected to close an activity (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	No
AS	**Community/Population Health Measurement - Objective**	Yes No	No	No	No	Measurements are optional at this time	No

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Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
AT	Community/Population Health Measurement - Subjective	Yes No	No	No	No	Measurements are optional at this time	No
AU	Measured Outcomes - Learner Knowledge	Yes No	No	No	No	Learner Knowledge is optional. This field does not count towards the selected outcome requirement	Yes
AV	Learner Knowledge Measurement - Objective	Yes No	No	No	No	Measurements are optional at this time	Yes
AW	Learner Knowledge Measurement - Subjective	Yes No	No	No	No	Measurements are optional at this time	Yes
AX	Pharmacy audience – Pharmacists	Yes No	No	Yes, if activity offers pharmacy credit	Yes, if activity offers pharmacy credit	Activities offering pharmacy credit must have a target audience of Pharmacists or Pharmacy Technicians	
AY	Pharmacy audience – Pharmacy Technicians	Yes No	No	Yes, if activity offers pharmacy credit	Yes, if activity offers pharmacy credit	Activities offering pharmacy credit must have a target audience of Pharmacists or Pharmacy Technicians	
AZ	Pharmacy sequence number		No	No	No	If blank when adding a new activity, JA-PARS will assign the next available sequence number. If updating, the sequence number for the existing activity must be included.	
BA	Pharmacy activity type	Valid Entries: Knowledge Application Certificate Program	No	Yes, if activity offers pharmacy credit	Yes, if activity offers pharmacy credit	Required for activities offering pharmacy credit.	Knowledge

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	**To Save Activity as Active**	**To Close Activity**		
BB	**Pharmacy Topic Designator**	Valid Entries: 01-Disease State Management/Drug Therapy 02-AIDS Therapy 03-Law Related to Pharmacy Practice 04-Pharmacy Administration 05-Patient Safety 06-Immunizations 07-Compounding 08-Pain Management 99-Additional Topic Areas	No	Yes, if activity offers pharmacy credit	Yes, if activity offers pharmacy credit	Required for activities offering pharmacy credit.	04- Pharmacy Administration
BC	**Pharmacy Live Date**	Date in the format MM/DD/YYYY	No	Yes, if activity offers pharmacy credit	Yes, if activity offers pharmacy credit	Required for activities offering pharmacy credit when the activity format is Live Course or Regularly Scheduled Series. Separate multiple live dates with a semi-colon (;)	01/23/2022
BD	**Is Pharmacy Certificate Program?**	Yes No	No	No	Yes		No
BE	**Register for MIPS**	Yes No	No	No	No	If left blank this value will default to No	No
BF	**Commercial Support Received?**	Yes No	No	No	Yes		Yes
The following three columns can be repeated to indicate multiple commercial support sources							
BG	**Commercial Support Type**	Monetary In-kind	No	No	Yes, if the activity received commercial support	If you entered **Yes** in Commercial Support Received, then the source should be reported If you entered **No** in Commercial Support Received, leave this field blank.	Monetary
BH	**Commercial Support Source**	Commercial support sources can be found in Appendix C	No	No	Yes, if the activity received commercial support	If you entered **Yes** in Commercial Support Received? (column AN), then the source should be reported If you entered **No** in Commercial Support Received? (column AN), leave this field blank.	Abbott (Any Division)

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Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	**To Save Activity as Active**	**To Close Activity**		
BI	**Amount Received**	US dollar amount (00.00)	No	No	Yes, if the support type is monetary	If you entered **Yes** in Commercial Support Received and **Yes** in Commercial Support Type - Monetary If you entered **No** in Commercial Support Received? (column AN), please leave this field blank.	1000.00
BJ	**Register for MOC?**	Yes No [blank]	No	No	No	If **Yes**, all additional MOC fields must be completed in order to fully register the activity for MOC	Yes
BK	**MOC Credit Deadline Date**	MM/DD/YYYY	No	No	Yes, if registered for MOC	Must be on or after the listed **Activity End Date**	12/31/2022
The following 9 columns can be repeated to register the activity for multiple certifying boards							
BL	**Certifying Board**	ABA ABIM ABOHNS ABOS ABPATH ABP ABS ABTS	No	Yes if registered for MOC	Yes if registered for MOC	If registering for more than one board, columns AU through BA can be repeated for additional board registration	ABIM
BM	**MOC Credit/Points**	Decimal (00.00)	No	Yes if registered for MOC	Yes if registered for MOC	Must be in increments of 0.25. Must be equal to, or in some cases less than the AMA credit amount.	12.75
BN	**MOC Credit Types**	See Appendix D for values	No	Yes, if registered for MOC	Yes, if registered for MOC	Certifying boards have between 1 and 4 credit types. If you are only registering an activity for one credit type, the remaining fields may be left blank	Medical Knowledge
BO	**Additional MOC Credit Type**	See Appendix D for values	No	Yes, if registered for MOC	Yes, if registered for MOC		Patient Safety
BP	**Additional MOC Credit Type**	See Appendix D for values	No	Yes, if registered for MOC	Yes, if registered for MOC		[Blank]

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	**To Save Activity as Active**	**To Close Activity**		
BQ	**Additional MOC Credit Type**	See Appendix D for values	No	Yes, if registered for MOC	Yes, if registered for MOC		[Blank]
BR	**Practice or Specialty Area(s)**	See Appendix D for values	No	Yes, if registered for MOC	Yes, if registered for MOC	Separate multiple practice or specialty areas with a semi-colon.	Hospital Medicine; Hematology
BS	**ABA Content Tag 1**	Number. See ABA Content outline for values	No	Yes, ABA only	Yes, ABA only	Use the level 3 or 4 number when tagging ABA content outlines. Leave blank for any other boards.	5556
BT	**ABA Content Tag 2 (optional)**	Number. See ABA Content outline for values	No	No	No	If choosing an "Other" tag, free text may be entered following the tag number with a semi-colon	211; Geriatric Care
BU	**Total Learners – Dentists**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Dentists that participated in the activity.	10
BV	**Total Learners – Allied Dental Staff**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Allied Dental Staff that participated in the activity.	10
BW	**Total Learners – Dieticians**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Dieticians that participated in the activity.	10
BX	**Total Learners – Dietetic Technicians**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Dietetic Technicians that participated in the activity.	10
BY	**Total Learners – Nurses**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Nurses that participated in the activity.	10

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
BZ	Total Learners – Optometrists	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Optometrists that participated in the activity.	10
CA	Total Learners - Pharmacists	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Pharmacists that participated in the activity. NOTE: this information no longer automatically populates based on what is entered in CPE Monitor.	10
CB	Total Learners – Pharmacy Technicians	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Pharmacy Technicians that participated in the activity. NOTE: this information no longer automatically populates based on what is entered in CPE Monitor.	10
CC	Total Learners – Physicians	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Physicians that participated in the activity.	10
CD	Total Learners – Physician Assistants	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Physician Assistants that participated in the activity.	10
CE	Total Learners - Psychologists	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Psychologists that participated in the activity.	10

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
CF	Total Learners – Social Workers	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Social Workers that participated in the activity.	10
CG	Total Learners – Athletic Trainers	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of Athletic Trainers that participated in the activity.	10
CH	Total Learners – Other Learners	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past The number of learners not counted in any of the other available learner categories.	10
CI	Close Activity?	Yes No	No	No	Yes	An activity can only be closed once all required data fields are completed and the end date for the activity is in the past	No

Appendix A – List of Country Codes

Country	Code	Country	Code	Country	Code	Country	Code
Afghanistan	AFG	Dominican Republic	DOM	Liberia	LBR	Saint Lucia	LCA
Aland Islands	ALA	Ecuador	ECU	Libyan Arab Jamahiriya	LBY	Saint Pierre and Miquelon	SPM
Albania	ALB	Egypt	EGY	Liechtenstein	LIE	Saint Vincent and the Grenadines	VCT
Algeria	DZA	El Salvador	SLV	Lithuania	LTU	Saint-Barthélemy	BLM
Andorra	AND	Equatorial Guinea	GNQ	Luxembourg	LUX	Saint-Martin (French part)	MAF
Angola	AGO	Eritrea	ERI	Macao Special Administrative Region of China	MAC	Samoa	WSM
Anguilla	AIA	Estonia	EST	Madagascar	MDG	San Marino	SMR
Antigua and Barbuda	ATG	Ethiopia	ETH	Malawi	MWI	Sao Tome and Principe	STP
Argentina	ARG	Faeroe Islands	FRO	Malaysia	MYS	Saudi Arabia	SAU
Armenia	ARM	Falkland Islands (Malvinas)	FLK	Maldives	MDV	Senegal	SEN
Aruba	ABW	Fiji	FJI	Mali	MLI	Serbia	SRB
Australia	AUS	Finland	FIN	Malta	MLT	Seychelles	SYC
Austria	AUT	France	FRA	Martinique	MTQ	Sierra Leone	SLE
Azerbaijan	AZE	French Guiana	GUF	Mauritania	MRT	Singapore	SGP
Bahamas	BHS	French Polynesia	PYF	Mauritius	MUS	Slovakia	SVK
Bahrain	BHR	Gabon	GAB	Mayotte	MYT	Slovenia	SVN
Bangladesh	BGD	Gambia	GMB	Mexico	MEX	Solomon Islands	SLB
Barbados	BRB	Georgia	GEO	Monaco	MCO	Somalia	SOM
Belarus	BLR	Germany	DEU	Mongolia	MNG	South Africa	ZAF
Belgium	BEL	Ghana	GHA	Montenegro	MNE	Spain	ESP
Belize	BLZ	Gibraltar	GIB	Montserrat	MSR	Sri Lanka	LKA
Benin	BEN	Greece	GRC	Morocco	MAR	Sudan	SDN
Bermuda	BMU	Greenland	GRL	Mozambique	MOZ	Suriname	SUR
Bhutan	BTN	Grenada	GRD	Myanmar	MMR	Svalbard and Jan Mayen Islands	SJM
Bolivia (Plurinational State of)	BOL	Guadeloupe	GLP	Namibia	NAM	Swaziland	SWZ
Bosnia and Herzegovina	BIH	Guatemala	GTM	Nauru	NRU	Sweden	SWE
Botswana	BWA	Guernsey	GGY	Nepal	NPL	Switzerland	CHE
Brazil	BRA	Guinea	GIN	Netherlands	NLD	Syrian Arab Republic	SYR
British Virgin Islands	VGB	Guinea-Bissau	GNB	Netherlands Antilles	ANT	Tajikistan	TJK
Brunei Darussalam	BRN	Guyana	GUY	New Caledonia	NCL	Thailand	THA
Bulgaria	BGR	Haiti	HTI	New Zealand	NZL	The former Yugoslav Republic of Macedonia	MKD
Burkina Faso	BFA	Holy See	VAT	Nicaragua	NIC	Timor-Leste	TLS
Burundi	BDI	Honduras	HND	Niger	NER	Togo	TGO
Cambodia	KHM	Hong Kong Special Administrative Region of China	HKG	Nigeria	NGA	Tokelau	TKL
Cameroon	CMR	Hungary	HUN	Niue	NIU	Tonga	TON
Canada	CAN	Iceland	ISL	Norfolk Island	NFK	Trinidad and Tobago	TTO
Cape Verde	CPV	India	IND	Norway	NOR	Tunisia	TUN
Cayman Islands	CYM	Indonesia	IDN	Occupied Palestinian Territory	PSE	Turkey	TUR
Central African Republic	CAF	Iran (Islamic Republic of)	IRN	Oman	OMN	Turkmenistan	TKM

Country	Code	Country	Code	Country	Code	Country	Code
Chad	TCD	Iraq	IRQ	Pakistan	PAK	Turks and Caicos Islands	TCA
Chile	CHL	Ireland	IRL	Panama	PAN	Tuvalu	TUV
China	CHN	Isle of Man	IMN	Papua New Guinea	PNG	Uganda	UGA
Colombia	COL	Israel	ISR	Paraguay	PRY	Ukraine	UKR
Comoros	COM	Italy	ITA	Peru	PER	United Arab Emirates	ARE
Congo	COG	Jamaica	JAM	Philippines	PHL	United Kingdom of Great Britain and Northern Ireland	GBR
Cook Islands	COK	Japan	JPN	Pitcairn	PCN	United Republic of Tanzania	TZA
Costa Rica	CRI	Jersey	JEY	Poland	POL	United States of America	USA
Cote d'Ivoire	CIV	Jordan	JOR	Portugal	PRT	Uruguay	URY
Croatia	HRV	Kazakhstan	KAZ	Qatar	QAT	Uzbekistan	UZB
Cuba	CUB	Kenya	KEN	Republic of Korea	KOR	Vanuatu	VUT
Cyprus	CYP	Kiribati	KIR	Republic of Moldova	MDA	Venezuela (Bolivarian Republic of)	VEN
Czech Republic	CZE	Kuwait	KWT	Réunion	REU	Viet Nam	VNM
Democratic People's Republic of Korea	PRK	Kyrgyzstan	KGZ	Romania	ROU	Wallis and Futuna Islands	WLF
Democratic Republic of the Congo	COD	Lao People's Democratic Republic	LAO	Russian Federation	RUS	Western Sahara	ESH
Denmark	DNK	Latvia	LVA	Rwanda	RWA	Yemen	YEM
Djibouti	DJI	Lebanon	LBN	Saint Helena	SHN	Zambia	ZMB
Dominica	DMA	Lesotho	LSO	Saint Kitts and Nevis	KNA	Zimbabwe	ZWE

Appendix B – U.S. States / Territories / Regions

State/Territory	Code	State/Territory	Code	State/Territory	Code	State/Territory	Code
Alabama	AL	Idaho	ID	Montana	MT	Puerto Rico	PR
Alaska	AK	Illinois	IL	Nebraska	NE	Rhode Island	RI
American Samoa	AS	Indiana	IN	Nevada	NV	South Carolina	SC
Arizona	AZ	Iowa	IA	New Hampshire	NH	South Dakota	SD
Arkansas	AR	Kansas	KS	New Jersey	NJ	Tennessee	TN
California	CA	Kentucky	KY	New Mexico	NM	Texas	TX
Colorado	CO	Louisiana	LA	New York	NY	U.S. Virgin Islands	VI
Connecticut	CT	Maine	ME	North Carolina	NC	Utah	UT
Delaware	DE	Marshall Islands	MH	North Dakota	ND	Vermont	VT
District of Columbia	DC	Maryland	MD	Northern Mariana Islands	MP	Virginia	VA
Federated States of Micronesia	FM	Massachusetts	MA	Ohio	OH	Washington	WA
Florida	FL	Michigan	MI	Oklahoma	OK	West Virginia	WV
Georgia	GA	Minnesota	MN	Oregon	OR	Wisconsin	WI
Guam	GU	Mississippi	MS	Palau	PW	Wyoming	WY
Hawaii	HI	Missouri	MO	Pennsylvania	PA		

Appendix C – Commercial Support Sources

Commercial Support Source	Commercial Support Source	Commercial Support Source	Commercial Support Source
Abbott (Any division)	ConMed	Jazz Pharmaceuticals, Inc.	Roche (Any division)
AbbVie (Any division)	Cook Medical, Inc.	Johnson & Johnson	Salix Pharmaceuticals, Inc.
AbioMed	CooperSurgical, Inc.	Karl Storz Endoscopy	Sanofi S.A.
Actelion Pharmaceuticals	CSL Behring, LLC	Kowa Pharmaceuticals	Seattle Genetics
Alcon (Any division)	Daiichi Sankyo, Inc.	Lilly (Any division)	Shire Pharmaceuticals
Allergan (Any division)	DePuy (Any division)	Lundbeck, Inc.	Siemans (Any division)
Amarin Pharmaceuticals, Inc.	Edwards Lifesciences Corporation	Mallinckrodt Pharmaceuticals	Smith & Nephew (Any division)
Amgen, Inc.	Eisai, Inc.	Mead Johnson Nutrition Company	SonoSite
Arthrex	Ethicon (Any division)	Medtronic (Any division)	St. Jude Medical, Inc.
Astellas (Any division)	Exelixis	Merck (Any division)	Stryker (Any division)
AstraZeneca (Any division)	Fujifilm (Any division)	Merz (Any division)	Sunovion Pharmaceuticals, Inc.
Bard Peripheral Vascular, Inc.	Galderma (Any division)	Millennium Pharmaceuticals, Inc.	Taiho Pharmaceutical
Bausch & Lomb (Any division)	GE Healthcare	Mindray	Takeda Pharmaceuticals (Any division)
Baxter International, Inc.	Genentech (Any division)	Myriad (Any division)	Teleflex Medical
Bayer (Any division)	Genomic Health, Inc.	Novartis Corporation Pharmaceuticals	Terumo (Any division)
Biogen	Genzyme Corporation	Novo Nordisk (Any division)	Tesaro
Biosense Webster, Inc.	Gilead Sciences, Inc.	Novocure	Teva Pharmaceutical Industries
BIOTRONIK, Inc.	Globus Medical, Inc.	NuVasive	UCB
Boehringer Ingelheim Pharmaceuticals, Inc.	Grifols	Olympus Corporation	United Therapeutics
Boston Scientific Corporation	Hitachi (Any division)	Otsuka America Pharmaceutical, Inc.	Valeant Pharmaceuticals (Any division)
Bristol-Myers Squibb Company	Hologic, Inc.	Pfizer (Any division)	Vertex Pharmaceuticals
BTG International, Inc.	Incyte Corporation	Philips (Any division)	ViiV Healthcare
Celgene Corporation	Integra LifeSciences Corporation	Prometheus Laboratories, Inc.	W. L. Gore & Associates, Inc.
Chiesi	Ipsen	Regeneron Pharmaceuticals, Inc.	Zimmer (Any division)
Clovis Oncology	Janssen (Any division)	REMS Program Companies (RPC)	Zoll (Any division)

Appendix D – MOC Values

Board	Board Value	Credit Amount Values	Valid Credit Type Values
American Board of Anesthesiology	ABA	Equal to AMA credit	Lifelong Learning
			Patient Safety
American Board of Internal Medicine	ABIM	Equal to or less than AMA credit	Medical Knowledge
			Practice Assessment
			Patient Safety
American Board of Otolaryngology – Head and Neck Surgery	ABOHNS	Equal to or less than AMA credit	Self-Assessment
			Improvement in Medical Practice
			Patient Safety
American Board of Orthopaedic Surgery	ABOS	Equal to or less than AMA credit	Accredited CME
			Self-Assessment Examination
American Board of Pathology	ABPath	Equal to AMA credit	Lifelong Learning
			Improvement in Health and Healthcare
American Board of Pediatrics	ABP	Equal to or less than AMA credit	Lifelong Learning and Self-Assessment
American Board of Surgery	ABS	Equal to AMA credit	Accredited CME
			Self-Assessment
American Board of Thoracic Surgery	ABTS	Equal to AMA credit	Accredited CME
		Equal to or less than AMA credit	Self-Assessment
			Performance in Practice
			Patient Safety

ABA Practice Area Valid Values				
Ambulatory/Outpatient	General Operative Anesthesia	Neurocritical Care	Pediatric Anesthesia	Thoracic Anesthesia
Cardiac Anesthesia	Hospice and Palliative Medicine	Obstetric Anesthesia	Regional Anesthesia/Acute Pain	Trauma
Critical Care Medicine	Neuro Anesthesia	Pain Medicine	Sleep Medicine	

ABIM Practice Areas Valid Values				
Adolescent Medicine	Critical Care Medicine	Hospice and Palliative Medicine	Medical Oncology	Sleep Medicine
Adult Congenital Heart Disease	Endocrinology, Diabetes, and Metabolism	Hospital Medicine	Nephrology	Sports Medicine
Advanced Heart Failure and Transplant Cardiology	Gastroenterology	Infectious Disease	Neurocritical Care	Transplant Hepatology
Cardiovascular Disease	Geriatric Medicine	Internal Medicine	Pulmonary Disease	
Clinical Cardiac Electrophysiology	Hematology	Interventional Cardiology	Rheumatology	

ABOHNS Practice Areas Valid Values				
Allergy	Head & Neck	Otology	Pediatric Otolaryngology	Sleep Medicine
Facial Plastic & Reconstructive Surgery	Laryngology	Neurotology	Rhinology	General Otolaryngology

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ABOS Practice Areas Valid Values				
Adult Reconstruction	General Orthopaedics	Orthopaedic Sports Medicine	Pediatric Orthopaedic Surgery	Surgery of the Hand
Foot and Ankle	Musculoskeletal Oncology	Orthopaedic Trauma	Shoulder and Elbow	Surgery of the Spine

ABPATH Practice Areas Valid Values				
All Practice Areas (e.g. ethics)	Cytopathology	Hematology (Blood, BM)	Neuropathology (incl. Neuromuscular)	Surgical Pathology
Blood Bank/Transfusion Medicine	Dermatopathology	Hematopathology (LN, Spleen)	Patient Safety	Transplant Pathology
Breast	Endocrine	Hemostasis & Thrombosis/Coagulation	Pediatric Pathology	Urinary Tract
Cardiovascular	Female Reproductive	Lab Management	Placenta	
Chemical Pathology	Forensic Pathology	Male Genital	Pulmonary, Mediastinum	
Clinical Informatics	GI (incl. Liver, Pancreas, Bilary)	Medical Director	Renal/Medical Renal	
Clinical Pathology	Head & Neck/ Oral	Molecular Genetic Pathology	Soft Tissue & Bone	

ABP Practice Areas Valid Values				
Adolescent Medicine	Hospital Medicine	Pediatric Critical Care Medicine	Pediatric Infectious Diseases	Pediatric Transplant Hepatology
Child Abuse Pediatrics	Medical Toxicology	Pediatric Emergency Medicine	Pediatric Nephrology	Sleep Medicine
Developmental-Behavioral Pediatrics	Neonatal-Perinatal Medicine	Pediatric Endocrinology	Pediatric Neurology	Sports Medicine
General Pediatrics	Neurodevelopmental Disabilities	Pediatric Gastroenterology	Pediatric Pulmonology	Professionalism/Patient Safety/Other Skills
Hospice & Palliative Medicine	Pediatric Cardiology	Pediatric Hematology-Oncology	Pediatric Rheumatology	

ABS Practice Areas Valid Values				
Bariatric Surgery	Complex General Surgical Oncology	Hospice & Palliative Medicine	Neurocritical Care	Vascular Surgery
General Surgery	Hand Surgery	Pediatric Surgery	Surgical Critical Care	

ABTS Practice Areas Valid Values				
Adult Cardiac	Cardiothoracic	Critical Care	Non-Thoracic Surgery	
General Thoracic	Congenital Cardiac	Cardiovascular		

Appendix E – Error Codes

Code	Error Message
101	Activity record action was not specified.
102	Activity record action invalid.
103	Add action has duplicate of existing activity ID.

Code	Error Message
104	Record not found. Update action has unknown activity ID.
105	Record not found. Delete action has unknown activity ID.
106	Activity could not be deleted. Participant records exist for this activity.
107	Activity record is a duplicate for an activity submitted to Board through non-ACCME methods and cannot be reported through PARS.
200	Missing number of AMA credits
202	Missing ACCME Activity ID.
203	Missing Activity title.
204	No specialties included in record.
205	Missing Activity start date.
206	Missing MOC points.
207	Missing Variable MOC points.
208	Missing Patient safety approval status.
209	Missing reporting start date.
210	Missing reporting end date.
211	Missing activity format.
212	Missing providership.
213	Missing provider name.
214	Missing joint provider name.
215	Missing activity end date.
216	Missing Provider Activity ID.
217	Missing content outline elements
218	Missing Medical Knowledge approval status
219	Missing Practice Assessment approval status
220	Missing activity URL
302	ACCME Activity ID not valid.
303	Activity title not valid.
304	Specialty not valid.
305	Activity start date not valid.
306	MOC points not valid.
307	Variable MOC points not valid.
308	Patient safety approval status not valid.
309	Reporting start date not valid.
310	Reporting end date not valid.
311	Activity format not valid.
312	Providership not valid.
313	Provider name not valid.
314	Joint provider name not valid.
315	Activity start date format is invalid. Expected yyyy-mm-ddT:00:00:00
316	Activity end date format is invalid. Expected yyyy-mm-ddT:00:00:00
317	Medical Knowledge approval status not valid.
318	Practice Assessment approval status not valid.
319	MOC points not in increment of 0.25
320	Activity specialty/licensing board registration cannot be removed. Learner completion records exist for {Board acronym} and must be deleted before the activity registration can be removed.
322	Activity is not pre-approved by ABOS to offer self-assessment examination credit.

Code	Error Message
456	MEMS Element: entry: [XML Identifier], - Invalid data value/format for [Element Name]: [Data Value]
457	MEMS Element: entry:[XML Identifier], Element name: [Element Name] - Missing required field: [Field Name]
458	MEMS Element: entry: [XML Identifier], Element name: ActivityDescription/lom:lom:lom:general/lom:identifier/lom:catalog/lom:entry - ACCME ActivityID is invalid/does not exist
459	MEMS Element: entry:[XML Identifier], Element name: mem:ActivityDescription/lom:lom/hx:healthcareMetadata/hx:healthcareEducation/hx:activityFormat - Invalid data value for Activity Type: [Activity Type]
460	MEMS Element: entry: [XML Identifier], Element name: mem:ActivityDescription/lom:lom/hx:healthcareMetadata/hx:healthcareEducation/hx:activityFormat - At least one subcategory is required for a Course or Internet Live Course
461	MEMS Element: entry: [XML Identifier], Element name: [Element Name] - Invalid value for Reporting Year: [Data Value]. You cannot add or update activities for [Data Value] because the data for this year has already been attested as complete.
462	MEMS Element: entry: [XML Identifier], Element name: [Element Name] - Invalid value for Reporting Year: [Data Value].
463	MEMS Element: identifier: entry:[XML Identifier], Element name: [Element Name] - Invalid element.
464	MEMS Element: Update Reporting Year from [Existing Reporting Year] to [New Reporting Year] not permitted.
465	MEMS Element: entry: [XML Identifier], Element name: [Element Name]: This activity record is assigned to a reporting year that is not currently available for entry of records.
466	MEMS Element: entry: [XML Identifier], - Failed to add the activity
467	MEMS Element: entry: [XML Identifier], - Failed to update the activity
468	MEMS Element: entry: [XML Identifier], - Invalid data value/format for Credits Offered:[Credits Offered].
469	Activity end date cannot be earlier than activity start date.
472	Keyword element(s) not valid for MOCA content outline.
473	MEMS Element: entry: [XML Identifier], Element name: [Element Name] - This activity is already closed and cannot be updated.
474	Internal ID cannot be the Organization ID. Please enter a unique value for this field.
475	Credit Claim data cannot be before the activity end date listed for the activity
476	An activity matching this ID already exists. Existing activities may not use the 'Add' record action.
477	Duplicate Entry. Two or more activity records in this submission have the same ID. Please ensure all activities in this file have unique IDs.
478	Pharmacy sequence number already in use.
479	Invalid data value/format for Commendation Tag:
481	Closed activities may not be edited.
482	Learners may not be reported for activities in the future.
483	This activity cannot be closed. Activities must have all required fields completed and an end date in the past to be closed.
484	Missing default credit type:
485	Invalid template
486	Activity Format cannot be changed when individual learners have been reported
487	Activity credit type cannot be submitted alone
488	Invalid delivery method(s):
489	Invalid count of Keyword element(s): {Count}
490	At least one practice area or specialty is required
491	Invalid practice area or specialty
492	Activity cannot be deleted.
754	No new learner counts were entered for this activity
999	General activity record processing error.
999	Fatal Error: Please contact IT Support.