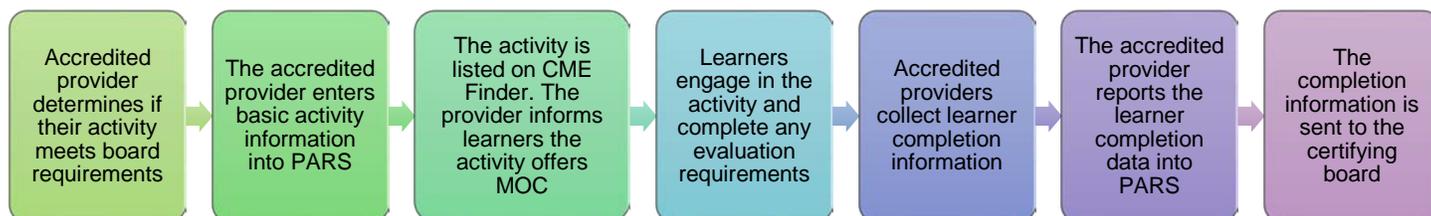# CME for Maintenance of Certification (MOC)
Beginner's Guide

Thank you for your interest in offering CME for Maintenance of Certification (MOC)! This guide will walk you through the basics of integrating MOC into your organization's currently existing CME program. This beginner's guide is meant to be a primer to be used in conjunction with the CME for MOC Program Guide, which goes into depth on specific requirements for each board.

What is Maintenance of Certification?

Maintenance of Certification (MOC) — also known as Continuing Certification — is the process by which physicians maintain their board certification by participating in robust continuous professional development. CME providers can register their CME activities as offering MOC credit towards these learners' requirements.

Accredited provider determines if their activity meets board requirements	The accredited provider enters basic activity information into PARS	The activity is listed on CME Finder. The provider informs learners the activity offers MOC	Learners engage in the activity and complete any evaluation requirements	Accredited providers collect learner completion information	The accredited provider reports the learner completion data into PARS	The completion information is sent to the certifying board

How is this different from CME?

As part of the ACCME's CME for MOC collaboration with the certifying boards, by virtue of offering accredited CME activities you are most likely meeting many MOC requirements already. However, there may be a few process alterations your organization will need to adjust in order to meet the requirements for offering and reporting MOC:
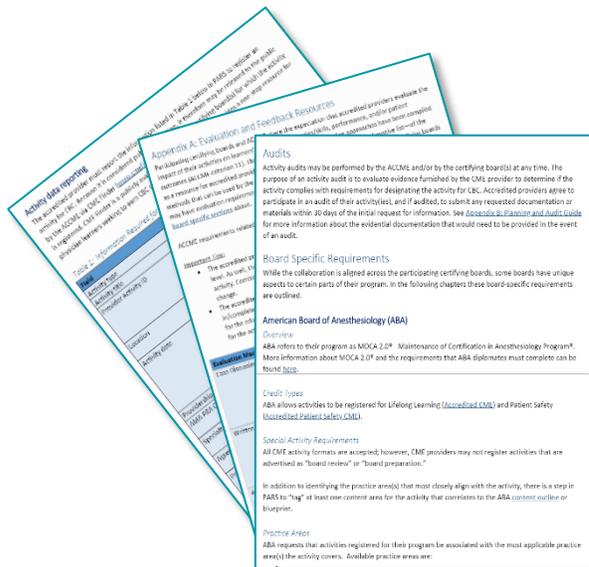
- Activities offering MOC should be entered in PARS *prior* to the activity taking place. Activities should be entered before they are advertised and promoted as offering MOC.
- The process for entering in activities in PARS is the same as for CME, however there are a few additional fields to fill out with information specific to MOC.
- Activities registered for MOC must include an evaluation which measures individual learner change in knowledge, skill, or performance. Learners must engage in the evaluation (and "pass") to earn MOC.
- Learner completion is reported directly into PARS on an individual, identifiable basis. Providers must collect information and consent from their learners in order to report their participation.

Why should I offer this?

Offering MOC in conjunction with your CME activities adds value to your organization's education program. We have found that offering MOC credit boosts participation and engagement in CME activities. This also reduces burden for your physician learners as they can earn both CME required for licensure and MOC credit required for certification by completing the same activity.

How do I get started?

It may be helpful to first look at your existing CME program and the types of audiences who typically engage in your activities. As you explore integrating MOC for relevant boards, you may find that you only need to make slight adjustments to your current practices to meet requirements. The CME for MOC Program Guide outlines all the requirements that the boards and ACCME share in offering CME for MOC.

This comprehensive guide details:

- Different types of MOC credit types
- Additional information needed to enter in your CME activities in PARS as offering MOC credit
- Evaluation and Feedback resources and examples
- How to advertise/communicate your MOC activities to learners
- Information you will need to collect from learners to report to the boards
- Specific board requirements
- MOC Planning Guide

How do I do this?

Before the activity: After you have decided that your activity meets the requirements outlined in the program guide, the process for registering your activity is done through PARS. You are already using PARS to report activity information as part of your year-end reporting requirements. The biggest change is that you should enter the activity *before* it takes place, rather than at the end of the year. There are MOC-specific fields to fill out in PARS, and we have created a step by step MOC activity registration tutorial to assist you in this process.

Once the activity is registered in PARS, you can advertise and promote your activity as offering MOC for specific boards using the language provided in the program guide.

During the activity: You will want to make sure that you have a mechanism in place to collect information from your learners who would like to claim MOC credit in addition to CME. You will also want to ensure that the evaluation mechanism you have chosen is implemented either within the activity or provided to learners at the end of the activity, depending on how it aligns best with the educational format.

After the activity: Once the learners have engaged in the evaluation component and met requirements set by you in order to earn MOC credit, you should report their individual completion into PARS. Both the ACCME and the boards share the expectation that learners should have their points reported into PARS within 30 days after the learner completes the evaluation satisfactorily.

Where can I learn more?

The ACCME has several resources available on http://www.accme.org for further learning. If you have any additional questions, please contact the ACCME at info@accme.org.

- Guide: CME for MOC Program Guide
- Guide: CME for MOC Activity Planning Worksheet
- FAQ: CME that Counts for MOC
- FAQ: ACCME's Program and Activity Reporting System (PARS)
- PDF: CME for MOC Crosswalk
- PDF: CME for MOC Evaluation Guide
- Tutorial: How to register CME activities for MOC credit
- Tutorial: How to submit learner data in PARS for MOC
- Web Resources: Technical Information for Submitting Data via Batch Upload or Web Services
- Web Resources: CME for MOC Training Topics
- Events: CME for MOC Webinars