



## Frequently Asked Questions about the Joint Accreditation Program and Activity Reporting System (JA-PARS)

Last updated January 2019

### General JA-PARS Questions

**Q: Now that our organization is jointly accredited, will we still have to submit annual reports to each of the accreditors?**

All activity data (with learner data) will be reported into a centralized, online database – JA-PARS. This fulfills the annual activity/learner reporting required by ACCME, ACPE and ANCC. If you choose to offer activities that include optometrists, you will also be required to submit activity data and a brief report to COPE. For more information about the COPE report, please contact: [arbo@arbo.org](mailto:arbo@arbo.org).

**Q: How do I login to JA-PARS?**

You may access JA-PARS via the Joint Accreditation “[About JAPARS page](#)”, or via the following link: <http://pars.accme.org>. Specific instructions for logging into JA-PARS can be found [here](#).

**Q: By what date must I complete my year-end reporting requirements for Joint Accreditation?**

Year-end reporting requirements, including reporting data about all activities (single profession and interprofessional) you provided during the Reporting Year, and completing the Program Summary and the Attestation must be done by March 31 of each year. If March 31 falls on a weekend, the due date is adjusted to the following Monday.

**Q: What is the significance of Reporting Year?**

Annually, the activity data that is reported by providers is aggregated and published as an Annual Report that provides information to the community. The “Reporting Year” indicates in which Annual Report the activity belongs.

The Reporting Year in which an activity is reported is based on when the activity concludes. As an example, a one-day course that occurs in May 2019 would be reported in the 2019 Reporting Year. In contrast, a Regularly Scheduled Series that begins September 1, 2019 and ends June 1, 2020 would be reported in the 2020 Reporting Year.

A provider can report on a calendar year, fiscal year, or academic year basis, as long as they are consistent from year to year.

**Q: Are we only entering IPCE activities into JA-PARS or all activities we provide?**

Beginning with the 2018 Reporting Year, jointly accredited provider should enter all activities being offered into JA-PARS, whether single profession or interprofessional.

**Q: Is there a way to add user accounts in JA-PARS?**

Yes, providers can add user accounts to JA-PARS. To add a user to JA-PARS, login to the system and click on “Profile”, then “Contacts”. Click on the “New” button in the top right portion of the Contacts screen and complete all required fields to add a new user to your organization’s account. If you have questions about how to add accounts, please send an email to [info@accme.org](mailto:info@accme.org).



**Q: Can I register an activity for MOC credit (as well as single profession and IPCE credit) and report physician learners completion data into ACCME via JA-PARS? And, can I also report pharmacists' data for that same activity into CPE Monitor via JA-PARS?**

Yes. Activities can be registered for MOC credit, physicians reported as having completed the activity, and pharmacists earning credit via JA-PARS. Links to the ACCME's learner reporting system and ACPE's CPE Monitor will be available through your activity record in JA-PARS. Both ACCME and ACPE also have webservice available if your learner management system has that capability.

**Q: How do I indicate if an activity is designed for a single profession (but might have other professions attend) or is interprofessional?**

JA-PARS allows you to indicate your target audience in the activity record, indicate which types of credit you are offering, and then report your learners by health profession. If the activity is interprofessional, please indicate that you are offering IPCE credit. In the near future, we will be adding a "yes/no" question that will also allow you to indicate the activity is interprofessional.

**Q: Do I report learners by their profession or as "other learners" if the activity is designed for a single profession?**

Please report learners by profession regardless if the activity is designed for a single profession or is interprofessional. Only report learners as "other learners" if they are professions that are not individually called out as part of Joint Accreditation, e.g., nurses, optometrists, pharmacists, physician assistants, physicians, psychologists, social workers.

### Questions Related to Pharmacy Credit and CPE Monitor®

**Q: Do we need to have UAN numbers printed in brochures if pharmacy credit is being offered?**

No, this is not a requirement for Joint Accreditation.

**Q: I usually report to JA-PARS once the activity concludes. So, if I need to assign a UAN for ACPE I have to create the activity before its conclusion, then come back to the activity to report the participation numbers. Is this correct?**

Not necessarily; what is described is one way, however a provider can also assign a UAN in JA-PARS retroactively but before uploading credit to CPE Monitor®.

**Q: How can you enter an activity after the date, if you are required to show the UAN on the accreditation statement?**

Joint Accreditation does not include a UAN in the provider accreditation statement and does not require the UAN to be included on marketing/promotional materials. A provider can enter an ACPE activity to JA-PARS after the date.

**Q: Are UAN's generated by JA-PARS, and do we still need to enter participants in CPE monitor?**

Yes, UANs are generated in JA-PARS when the appropriate content is input. Providers will need to award credit to pharmacy/pharmacy technician learners into CPE Monitor®.



**Q: We offer leadership education to all healthcare providers and therefore would always include pharmacists in our education. Does that mean that we need to report this information within 60 days of each session?**

If you are awarding credit to pharmacists, the credit will need to be uploaded into CPE Monitor® within 60 days of the date of participation.

**Q: For a pharmacy RSS, do you enter each session date?**

Yes. RSS are entered into JA-PARS as one activity, with each additional date being entered into the date text field.

**Q: Do pharmacists know they can claim partial credit if provided by JA providers?**

Jointly Accredited providers will be able to inform their learners of the ability to claim partial credit. Please contact [info@jointaccreditation.org](mailto:info@jointaccreditation.org) for additional instructions if awarding partial credit.

**Q: If an activity will be available for multiple years, e.g., an enduring material, do I need to create a new activity record and generate a new UAN in each year that the activity is available?**

Joint Accredited providers do have to report multi-year activities in each year the activity is available. However, if the activity includes pharmacists or pharmacy technicians, the provider can choose to indicate that the first year the activity is available, include all the dates (into future years) in the date selection field, and generate one UAN that can be used for a maximum three years to report pharmacists or pharmacy technicians into CPE Monitor. The provider might also choose, if it is easier to manage with your own system, to generate a new UAN each year – with each activity record to report pharmacists into CPE Monitor.

It is important to report multi-year activities in JA-PARS for each year the activity is available in the event that you wish to also report physician learners for MOC credit or into a medical licensing board pilot. (If you have questions, please do not hesitate to contact ACPE or ACCME for additional clarification.)

**Q: Do I need to add multiple live dates for an activity that spans multiple days? For example, a course that takes place on Friday and Saturday.**

For the Activity Date field, the provider would enter the activity start date. If this is a live activity to be considered as a conference and the target audience is pharmacist or pharmacy technicians, providers can enter the one date. When credit is uploaded into CPE Monitor, the JA provider may upload partial credit. If the CE activity repeats itself on multiple dates, then the JA provider would enter the amount of credit for the one session and insert multiple live dates by entering the date and selecting “+” next to the Live Date field. The JA provider would then upload the date of the specific activity date into CPE Monitor.

**Q: What if an activity is not a live training but rather a durable training (i.e., enduring material)? What would you enter for live date?**

If the activity is registered for pharmacist or pharmacy technicians, but it is not a live activity, then the Live Date field will not appear. As a durable training/enduring material, the start date would be the date of release. Such activities are generally only good for three years without additional review of the content.



**Q: To clarify, pharmacy/pharmacy technician activities do not need to be entered into ACPE's Provider Web Tool but only in JA-PARS?**

All CE activities for all professions must be entered into JA-PARS beginning in 2018. If awarding ACPE pharmacy credit, the pharmacists & pharmacy technician learners who were awarded that credit must then be submitted to CPE Monitor. CPE Monitor is accessed via a link in JA-PARS.

**Q: Our LMS auto-reports to CPE Monitor (we do not do a manual upload) will this change?**

No, but your learning management system (LMS) will need to make sure it has the JA UANs during this transition. Please email [info@jointaccreditation.org](mailto:info@jointaccreditation.org) for further discussion.

**Q: If only one date of an RSS is going to get pharmacy credit, how would that be reported in JA-PARS?**

The provider would add the live date for pharmacists in the pharmacy section of JA-PARS.