

# Legacy Activity Tab Delimited File Upload Instructions

## For Joint Accreditation Reporting Year 2019 and Greater

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# Legacy Activity Tab Delimited File Upload Instructions

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### Introduction

The tab delimited batch upload function in the Joint Accreditation Program and Activity Reporting System (JA-PARS) offers providers the ability to add or update 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 CME tracking system and are able to map the fields in their system to the fields in JA-PARS. The tab delimited batch upload cannot be used to register activities for MOC points. Please see the [XML batch upload](#) function or [Web Services](#) for reporting options that do accommodate MOC registration.

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.

[Appendix A](#) describes the fields that are necessary for the upload. Other appendices supply details about how JA-PARS works and lists of entries expected in certain fields.

Below is a discussion of some key concepts about the way JA-PARS manages data. Understanding these concepts will be helpful throughout your work with the system.

### Activity Status

**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.

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

**Ready to Close:** An active activity with an end date that has passed. Once an activity is ready to close and all fields required to close the activity are completed, this activity can be marked as closed.

**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.

**Adding or Updating activity records:** During the upload process, JA-PARS will check each record in the file to determine whether it relates to a new activity record or to an existing activity record. To add a new activity record, a minimal set of fields must contain data (see [Appendix A](#) for the fields that must

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contain data in order to Open an activity record). If the record being uploaded matches an existing activity record, it is treated as an update to the record, and the data in the new record will overwrite the data in the existing activity record.

With the changes made to JA-PARS, this legacy batch upload will make automatic mapping changes to account for new fields such as the activity end date. For more information about this mapping, see [Appendix D](#).

**Getting help with JA-PARS:** If you can't find what you're looking for in this information, you can submit your questions by clicking on "Contact Support" within JA-PARS. You may also contact us at [info@jointaccreditation.org](mailto:info@jointaccreditation.org) with your questions.

### Changes to JA-PARS in Summer/Fall 2021

In an effort to streamline and improve our data collection and technology systems, the ACCME made a number of changes to JA-PARS.

### Board of Certification for the Athletic Trainer

Please note that jointly accredited providers looking to offer continuing education activities and profession-specific credit for Athletic Trainers, should use the Excel batch upload. This tab delimited template does not have the required information for uploading into JA-PARS. Alternatively, you can use this tab delimited tab delimited template to get the basic information into JA-PARS and then manually add the information for Athletic Trainers.

With the changes made to JA-PARS, this legacy batch upload will make automatic mapping changes to account for new fields such as end date. For more information about this mapping, see [Appendix D](#).

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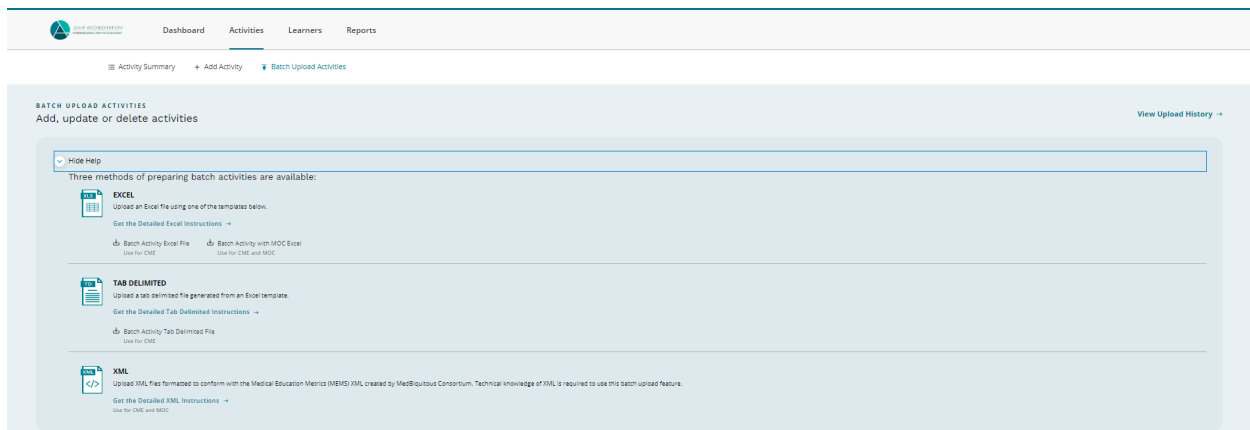
### Creating a Tab Delimited File Using the Excel File Template

The JA-PARS MS Excel file template is offered as a tool to facilitate entry of activity data in a structured format. Once the data is in this template, it is then easy to save it as a tab-delimited text file, which can be uploaded into JA-PARS.

It is not necessary to use this template to create a tab-delimited text file. Other applications and database 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 to set up this export. For detailed information about the fields required in the tab-delimited file, please refer to [Appendix A](#).

### How to Enter Activities Using the MS Excel File Template

1. Download the Tab Delimited file from JA-PARS.



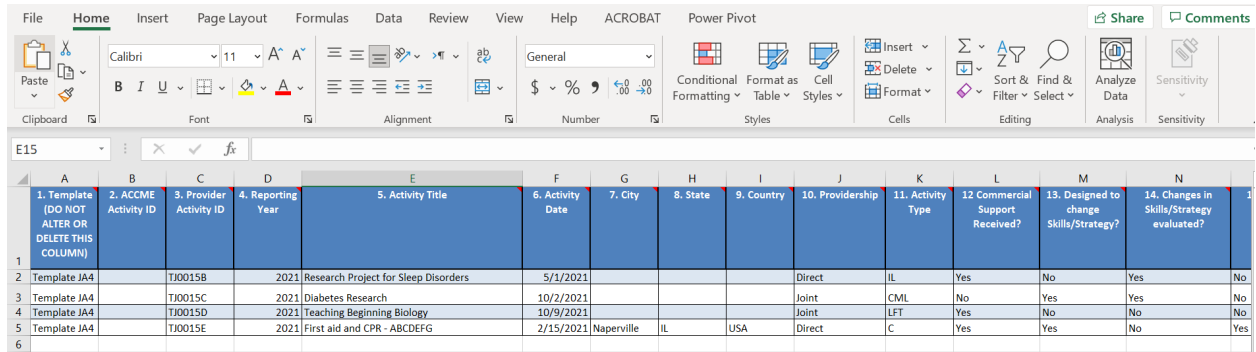
2. This template displays a heading row followed by sample data rows. After reviewing the sample data, Clear Contents of the sample data rows. You can Clear Contents by highlighting the rows, right clicking with the mouse, and then choosing Clear Contents.

*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 Activities spreadsheet from other sources, or if you plan to use Excel formulas to add data to the Activities spreadsheet, it is recommended that you delete the sample data rows instead of clearing them.*

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1. Template (DO NOT ALTER OR DELETE THIS COLUMN)	2. ACCME Activity ID	3. Provider Activity ID	4. Reporting Year	5. Activity Title	6. Activity Date	7. City	8. State	9. Country	10. Providership	11. Activity Type	12. Commercial Support Received?	13. Designed to change Skills/Strategy?	14. Changes in Skills/Strategy evaluated?
2. Template JA4	TJ0015B	2021	Research Project for Sleep Disorders	5/1/2021					Direct	IL	Yes	No	Yes
3. Template JA4	TJ0015C	2021	Diabetes Research	10/2/2021					Joint	CML	No	Yes	Yes
4. Template JA4	TJ0015D	2021	Teaching Beginning Biology	10/9/2021					Joint	LFT	Yes	No	No
5. Template JA4	TJ0015E	2021	First aid and CPR - ABCDEFG	2/15/2021	Naperville	IL	USA	Direct	C	Yes	Yes	No	Yes

3. One row is needed per activity. From the rows you cleared in Step 2, copy and paste the rows needed for entering all the activities. This will copy the cell validation into the rows.

4. The example Excel file currently has columns to accommodate details for up to three commercial support sources.

*Note: If an activity has more than three commercial support sources, then you will need to copy columns 48 through 55 and paste these columns after the last column in the current Excel file so you can report all commercial support sources.*

5. Enter Activity data into this file. There should be one row for each activity, and all data on the same row must relate to the same activity.

See the Appendix A - File Format section of this document for specific data requirements.

A few tips about entering activities in the Excel file:

- Number values cannot include commas. Currency amounts cannot include \$ characters.
- If you are not reporting an optional field, do not delete it from the spreadsheet. The column must appear in the file, even if it is always left empty.
- Do not re-arrange the order in which the columns appear.

6. Save the Excel file in the Excel .xls or .xlsx format. This .xls or .xlsx version can be used if further changes are needed to the file.

#### How to Create a Tab-Delimited Text File from the Excel File

7. Delete the heading row (first row) in the Excel file that you saved in the previous step.

8. Choose the Save As option and save the Excel file as type Text (Tab delimited) (\*.txt).

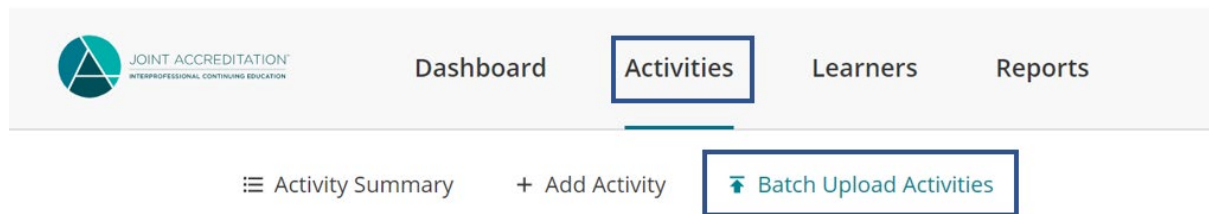
# Legacy Activity Tab Delimited File Upload Instructions

## For Joint Accreditation Reporting Year 2019 and Greater

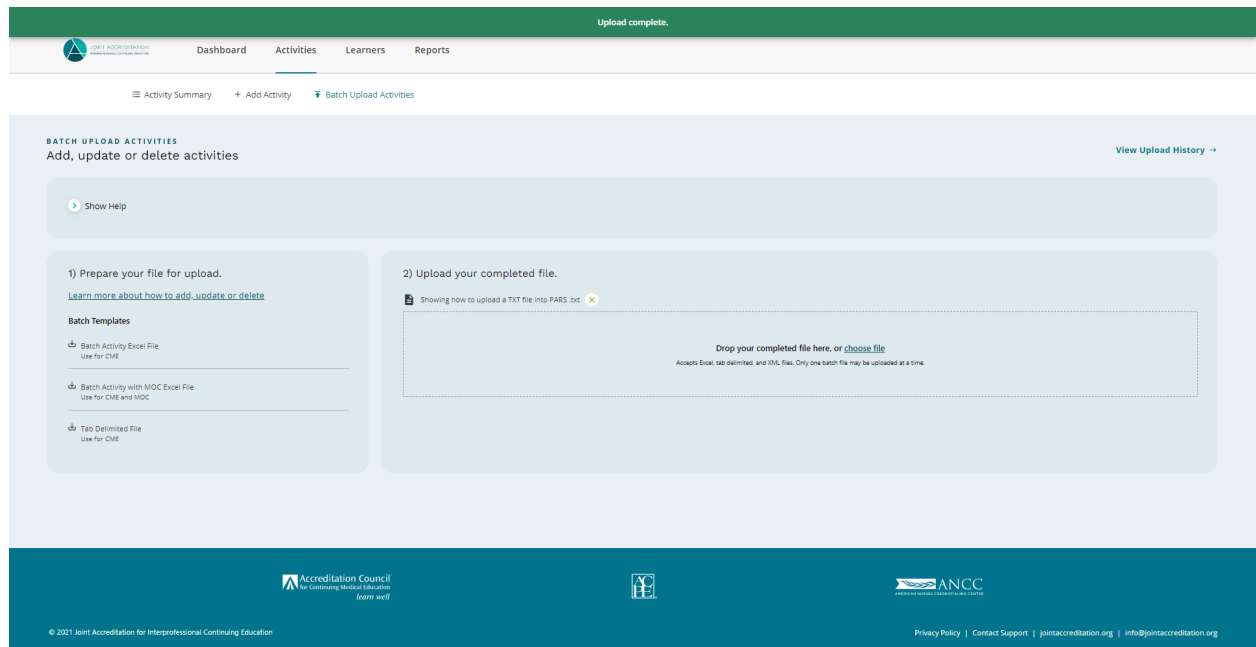
*Note: The Excel file saved in Step 6 is only used for updating the file if changes are needed. The actual file that will be uploaded is the Tab delimited file saved within this step.*

### How to Upload the Tab-Delimited Text File

9. Log into the Joint Accreditation Program and Activity Reporting System (JA-PARS). Click on the Activities tab and then click the “Batch Upload Activities” button.

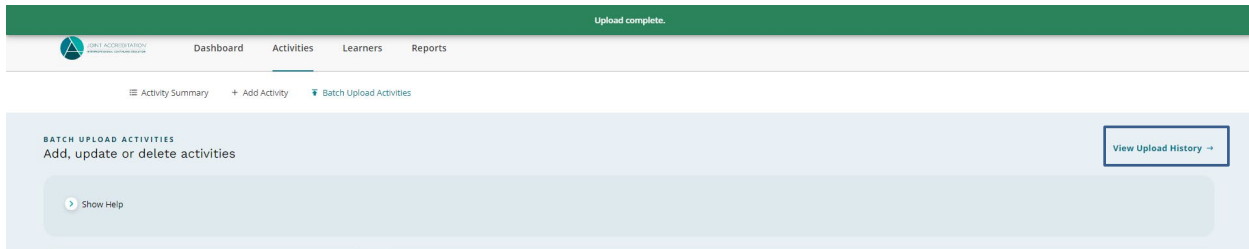


9. Select the file that you would like to upload. Drag or drop your TXT file into JA-PARS.



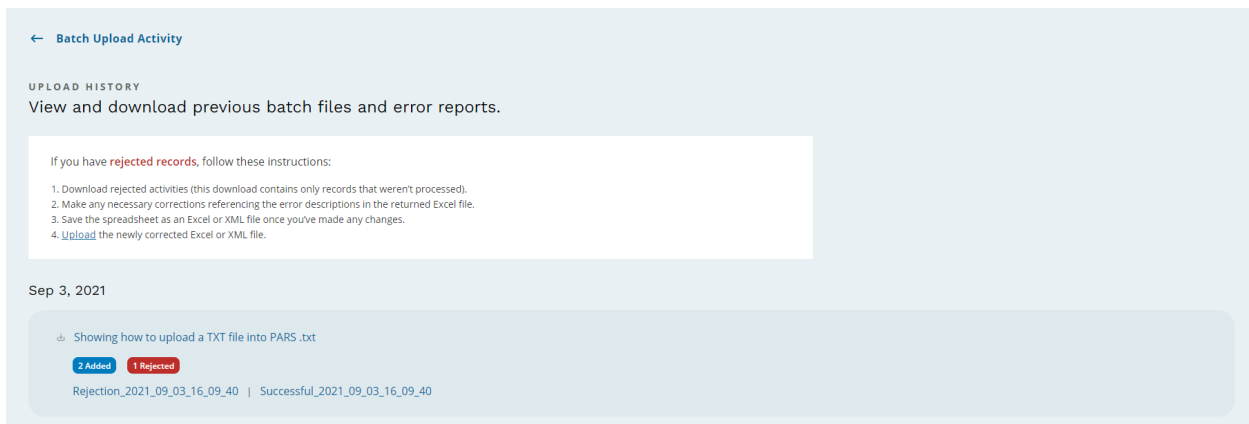
## Legacy Activity Tab Delimited File Upload Instructions For Joint Accreditation Reporting Year 2019 and Greater

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



11. On the upload history page, you can view and download previous batch files and error reports. The files that were added are available for download via Excel, and will include the assigned ACCME activity ID.

JA-PARS will also return an Excel file with activities that were rejected. This Excel file will include a column with the rejection reason. You can simply make updates to this Excel file that addresses the errors, and reupload as Excel into JA-PARS. You do not need to convert this file into a TXT (tab delimited file).



← Batch Upload Activity

UPLOAD HISTORY  
View and download previous batch files and error reports.

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

1. Download rejected activities (this download contains only records that weren't processed).
2. Make any necessary corrections referencing the error descriptions in the returned Excel file.
3. Save the spreadsheet as an Excel or XML file once you've made any changes.
4. [Upload](#) the newly corrected Excel or XML file.

Sep 3, 2021

Showing how to upload a TXT file into PARS.txt

2 Added 1 Rejected

Rejection\_2021\_09\_03\_16\_09\_40 | Successful\_2021\_09\_03\_16\_09\_40

## Legacy Activity Tab Delimited File Upload Instructions

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#### Appendix A – Tab Delimited File Format

- The tab delimited text file must be saved and uploaded as a .txt file.
- There must be at least 122 columns/fields present in each activity 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). When left empty, the cells will create the appropriate blank (or null) values automatically when you save the file as a tab-delimited .txt file.

*Note: It is possible for a record to exceed 122 fields if fields 99-106 are repeated for multiple sources of commercial support. See the sample Excel file where fields 99-106 have been repeated twice to accommodate up to three sources of commercial support.*

- When you are reporting details about your activities' sources of commercial support, and an activity receives commercial support from multiple sources, columns 99-106 must be repeated for each source of commercial support. It is important to include ALL of the columns for EVERY source of commercial support, even if they must be left blank because they were not applicable to the support received from that source.
- When you prepare the Excel file that will be used to create a tab-delimited .txt file for upload to JA-PARS, there are certain characters that should be avoided in the text entries. These characters, known as control codes, 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, and you will receive validation errors when you attempt to upload the file. Control characters should be removed from text in Excel before you create the .txt file for upload.
- The following table provides the details on the File Format specification.



## Legacy Activity Tab Delimited File Upload Instructions For Joint Accreditation Reporting Year 2019 and Greater

### List of Tab-Delimited File Format Fields

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
1	<b>Template</b>	Text	Yes	Yes	Yes	The text “Template JA4” must appear in this field for all activities for Reporting Years 2019 and greater.  Activities for other Reporting Years cannot be included on this version of the template.	Template JA2
2	<b>ACCME Activity ID</b>	Number (unique numeric Joint Accreditation Activity ID)	No	Yes	Yes	Activity ID is assigned by JA-PARS. This field should be blank when a new activity record is being added.	200000000
3	<b>Provider Activity ID</b>	Text (unique Provider Activity ID)	Yes	Yes	Yes	Cannot be the organization’s 7-digit organization ID  In the newly redesigned JA-PARS, this is now called Internal ID	8213C
4	<b>Reporting Year</b>	4-digit year	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	2021
5	<b>Activity Title</b>	Text	Yes	Yes	Yes		Administering CPR



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
6	<b>Activity Date</b>	Date in the format of MM/DD/YYYY	Yes	Yes	Yes	Enter the start date of the activity.	02/01/2019
7	<b>City</b>	Text	No	Yes if applicable	Yes if applicable	Only complete for Course or Regularly Scheduled Series with a delivery method of In-Person. Otherwise leave blank.	
8	<b>State</b>	Valid United States Postal Service two-letter U.S. State abbreviation	No	Yes if applicable	Yes if applicable	Only complete for Course or Regularly Scheduled Series with a delivery method of In-Person. Otherwise leave blank.  <a href="#">See Appendix C</a> for a list of U.S. territories/regions codes.	IL
9	<b>Country</b>	Valid 3-letter country code	No	Yes if applicable	Yes if applicable	Only complete for Course or Regularly Scheduled Series with a delivery method of In-Person. Otherwise leave blank.  <a href="#">See Appendix C</a> for a list of U.S. territories/regions codes.	USA
10	<b>Providership</b>	Valid entries: Direct Joint	No	Yes	Yes		Joint



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
11	<b>Activity Type</b>	One of the following Activity Type Codes: C RSS IL EM IEM JN MR TIW CML PI ISL LFT O	Yes	Yes	Yes	This field is now called Activity Format. Activity types will map to the following activity formats in JA-PARS:  C → Live Course RSS → Regularly Scheduled Series IL → Live Course EM → Enduring Material IEM → Enduring Material JN → Journal CME/CE MR → Manuscript Review TIW → Test-Item Writing CML → Committee Learning PI → Performance/Quality Improvement ISL → Internet Searching and Learning LFT → Learning from Teaching O → Other/Blended Learning	C
12	<b>Commercial Support Received?</b>	Valid entries: Yes No	No	No	Yes	Commercial support is financial or in-kind contributions given by a commercial interest that is used to pay all or part of the costs of a CME activity.	Yes
13	<b>Designed to change Skills/Strategy?</b>	Valid Entries: Yes No	No	No	Yes	This will be mapped to the new outcome field: Learner Competence.	Yes



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
14	<b>Changes in Skills/Strategy evaluated?</b>	Valid Entries: Yes No	No	No	Yes	This will be mapped to the new outcome field: Learner Competence.	No
15	<b>Designed to change Performance?</b>	Valid Entries: Yes No	No	No	Yes	This will be mapped to the new outcome field: Learner Performance.	No
16	<b>Changes in Performance evaluated?</b>	Valid Entries: Yes No	No	No	Yes	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
17	<b>Designed to change Patient Outcomes?</b>	Valid Entries: Yes No	No	No	Yes	This will be mapped to the new outcome field: Patient Outcomes.	No
18	<b>Changes in Patient Outcomes evaluated?</b>	Valid Entries: Yes No	No	No	Yes	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	No
19	<b>Sub-category: Case based discussion</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
20	<b>Sub-category: Lecture</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	No



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
21	<b>Sub-category: Panel</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	No
22	<b>Sub-category: Simulation</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
23	<b>Sub-category: Skill-based training</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
24	<b>Sub-category: Small group discussion</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	No
25	<b>Sub-category: Other</b>	Text (description of the Other Subcategory)	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Internship



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
26	<b>Joint Provider</b>	Text - name(s) of Joint Provider(s). Names of multiple Joint Providers should be separated by a semicolon.	No		Yes	<p>If you entered "Joint" in Providership (field 10) then enter the name(s) of the joint providers in this field. Separate the name of each organization with a semicolon.</p> <p>If you entered "Direct" in Providership (field 10) then leave this field blank.</p>	County Hospital; State Hospital
27	<b>Description of Content</b>	Text (maximum is 2500 characters)	No	Yes	Yes	2,500 characters maximum. If this field is left blank, JA-PARS will default to the activity title.	Diet and its impact on both preventing and contributing to adult onset Diabetes.
28	<b>ABMS/ACGME-Patient Care and Procedural Skills</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
29	<b>ABMS/ACGME-Medical Knowledge</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
30	<b>ABMS/ACGME- Practice-based Learning and Improvement</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
31	<b>ABMS/ACGME- Interpersonal and Communication Skills</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
32	<b>ABMS/ACGME- Professionalism</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
33	<b>ABMS/ACGME- Systems-based Practice</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
34	<b>Institute of Medicine- Provide patient-centered care</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
35	<b>Institute of Medicine- Work in interdisciplinary teams</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
36	<b>Institute of Medicine- Employ evidence-based practice</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
37	<b>Institute of Medicine- Apply quality improvement</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
38	<b>Institute of Medicine- Utilize informatics</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
39	<b>Interprofessional Education Collaborative- Values/Ethics for Interprofessional Practice</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes





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			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
40	<b>Interprofessional Education Collaborative-Roles/ Responsibilities</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
41	<b>Interprofessional Education Collaborative-Interprofessional Communication</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
42	<b>Interprofessional Education Collaborative-Teams and Teamwork</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
43	<b>Center for the Advancement of Pharmacy Education (CAPE) - Communication</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
44	<b>Center for the Advancement of Pharmacy Education (CAPE) – Cultural Sensitivity</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
45	<b>Center for the Advancement of Pharmacy Education (CAPE) - Educator</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
46	<b>Center for the Advancement of Pharmacy Education (CAPE) – Health and wellness</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
47	<b>Center for the Advancement of Pharmacy Education (CAPE) – Innovation and entrepreneurship</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
48	<b>Center for the Advancement of Pharmacy Education (CAPE) - Interprofessional collaboration</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
49	<b>Center for the Advancement of Pharmacy Education (CAPE) – Leadership</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



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			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
50	<b>Center for the Advancement of Pharmacy Education (CAPE) - Learner</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
51	<b>Center for the Advancement of Pharmacy Education (CAPE) – Medication use systems management</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
52	<b>Center for the Advancement of Pharmacy Education (CAPE) – Patient Advocacy</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
53	<b>Center for the Advancement of Pharmacy Education (CAPE) – Patient-centered care</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
54	<b>Center for the Advancement of Pharmacy Education (CAPE) – Population-based care</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



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Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
55	<b>Center for the Advancement of Pharmacy Education (CAPE) – Problem Solving</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
56	<b>Center for the Advancement of Pharmacy Education (CAPE) - Professionalism</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
57	<b>Center for the Advancement of Pharmacy Education (CAPE) – Self-awareness</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
58	<b>Pharmacy Technician Certification Board (PTCB) - Medication order entry</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
59	<b>Pharmacy Technician Certification Board (PTCB) - Medication safety</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
60	<b>Pharmacy Technician Certification Board (PTCB) - Pharmacology</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
61	<b>Pharmacy Technician Certification Board (PTCB) – Pharmacy billing and reimbursement</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
62	<b>Pharmacy Technician Certification Board (PTCB) – Pharmacy information systems</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
63	<b>Pharmacy Technician Certification Board (PTCB) – Pharmacy inventory management</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
64	<b>Pharmacy Technician Certification Board (PTCB) – Pharmacy law and regulations</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
65	<b>Pharmacy Technician Certification Board (PTCB) – Pharmacy quality assurance</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
66	<b>Pharmacy Technician Certification Board (PTCB) – Sterile and non-sterile compounding</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
67	<b>Pharmacy Technician Certification Board (PTCB) – Verbal communication skills</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
68	<b>Other Competencies- Competencies other than those listed were addressed</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
69	<b>Target Audience - Nurse</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
70	<b>Target Audience - Pharmacist</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	No
71	<b>Target Audience – Pharmacy Technician</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
72	<b>Target Audience – Physician</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
73	<b>Target Audience - Physician Assistant</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
74	<b>Target Audience - Psychologist</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
75	<b>Target Audience - Optometrist</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
76	<b>Target Audience - Social Worker</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
77	<b>Target Audience - Dentist</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
78	<b>Target Audience - Allied Dental Staff</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
79	<b>Target Audience - Registered Dietitians</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes





## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
80	<b>Target Audience - Dietetic Technicians Registered</b>	Valid Entries: Yes No	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Yes
81	<b>Target Audience – Other</b>	Valid Entries: Free text field of description	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	Radiologist
82	<b>Hours of Instruction</b>	Decimal (00.00)	No	No	No	This field is no longer required. If included, this information will be ignored by JA-PARS and will not display on the activity.	5.5
83	<b>Allow IPCE Credits</b>	Valid Entries: Yes No	Yes	Yes	Yes		Yes
84	<b>Number of IPCE Credits</b>	Decimal (00.00)	Yes	Yes	Yes	The maximum number of IPCE Credits designated for the activity.	5.5
85	<b>Number of AMA PRA Category 1 Credits™ Designated</b>	Decimal (00.00)	Yes	Yes	Yes	The maximum number of AMA-PRA Category 1 Credits designated for the activity.	5.0
86	<b>Number of Nursing Credits</b>	Decimal (00.00)	No	No	Yes	The maximum number of Nursing Credits designated for the activity.	5.25
87	<b>Number of Pharmacy Credits</b>	Decimal (00.00)	No	No	Yes	The maximum number of Pharmacy Credits designated for the activity.	5.0



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
88	<b># of Physicians Assistant Credits</b>	Decimal	No	No	Yes	The maximum number of Pharmacy Credits designated for the activity.	6.0
89	<b># of Psychologist Credits</b>	Decimal	No	No	Yes	The maximum number of Psychologist Credits designated for the activity.	10.0
90	<b># of Optometrist Credits</b>	Decimal	No	No	Yes	The maximum number of Optometrist Credits designated for the activity.	5.0
91	<b># of Social Worker Credits</b>	Decimal	No	No	Yes	The maximum number of Social Worker Credits designated for the activity.	4.0
92	<b># of Dentist Credits</b>	Decimal	No	No	Yes	The maximum number of Dentist Credits designated for the activity.	6.0
93	<b># of Dietetic CPEUs Credits</b>	Decimal	No	No	Yes	The maximum number of Dietetic CPEUs Credits designated for the activity.	5.0
94	<b># of Physicians who completed the activity.</b>	Number. Do not use commas in the number.	No	No	Yes	The number of physicians that participated in the activity.	110
95	<b># of Nurses who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of nurses that participated in the activity.	158



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
96	<b># of Other Learners</b>	Number. Do not use commas in the number.	No	No	Yes	The number of learners not counted as physicians, physician assistants, psychologists, optometrists, social workers, nurses, pharmacists, or pharmacy technicians, dentists, allied dental staff, dietitians, registered dietitians, such as lab technicians, administrators, law enforcement personnel, etc. <a href="#">See the ACCME's website for information about how to report other learners for each activity type.</a>	12
97	<b># of Physician Assistants who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of physician assistants that participated in the activity.	120
98	<b># of Psychologists who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of psychologists that participated in the activity.	110
99	<b># of Optometrists who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of optometrists that participated in the activity.	105
100	<b># of Social Workers who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of social workers that participated in the activity.	97



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
101	<b># of Dentists who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of dentists that participated in the activity.	32
102	<b># of Allied Dental Staff who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of allied dental staff that participated in the activity.	14
103	<b># of Registered Dietitians who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of registered dietitians that participated in the activity.	19
104	<b># of Registered Dietetic Technicians who completed the activity</b>	Number. Do not use commas in the number.	No	No	Yes	The number of registered dietetic technicians that participated in the activity.	101
105	<b>Pharmacy Activity Type</b>	Valid Entries: Knowledge Application Practice	Yes *Required for Pharmacist or Pharmacy Technician	Yes	Yes	*Required for Pharmacist or Pharmacy Technician	Knowledge
106	<b>Pharmacy Activity Topic</b>	Valid Entries: 01-Disease State Management/Drug Therapy 02-AIDS Therapy 03-Law Related to Pharmacy Practice 04-General Pharmacy 05-Patient Safety 06-Immunizations 07-Compounding	Yes *Required for Pharmacist or Pharmacy Technician	Yes	Yes	*Required for Pharmacist or Pharmacy Technician	03-Law



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
107	<b>Live Date</b>	Date in the format MM/DD/YYYY	Yes *Required for Pharmacist or Pharmacy Technician and if it's a Live Activity	Yes	Yes		10/01/2018
108	<b>Pharmacy Sequence Number</b>	Numeric - between 1 and 9999.	No	Yes	No	Optional field. If left blank, the system will automatically assign a number to the activity  Cannot be used previously. Only needed for Pharmacist and Pharmacy technician audience.	012
<b>If you are reporting commercial support source details, the fields 109 to 116 below must be repeated if your activities have multiple sources of commercial support. Repeat these fields enough times to accommodate the maximum number of commercial supporters associated with any of the activities.</b>							
109	<b>Commercial Support Source</b>	Text (name of Support Source)	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.	Abbott



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
110	<b>Monetary Amount Received (from Commercial Support)</b>	U.S. dollar amount (00.00)	No	No	Yes, if the activity received commercial support	<p>If you entered Yes in Commercial Support Received and Monetary in Commercial Support Type, this field should be completed</p> <p>If you entered Yes in Commercial Support Received and In-kind in Commercial Support Type, leave this field blank.</p> <p>If you entered No in Commercial Support Received, leave this field blank.</p>	598.00
111	<b>In-Kind Support Received - Durable equipment? (from Commercial Support)</b>	Valid Entries: Yes No	No	No	Yes, if the activity received in-kind support	<p>If you entered "Yes" in Commercial Support Received (field 12), then use fields 87 to 92 to report the nature of any In-Kind Commercial Support received.</p> <p>If you entered "No" in Commercial Support Received (field 12), please leave fields 50 to 55 blank.</p>	Yes
112	<b>In-Kind Support Received - Facilities/Space? (from Commercial Support)</b>	Valid Entries: Yes No	No	No	Yes, if the activity received in-kind support		No



## Legacy Activity Tab Delimited File Upload Instructions For Joint Accreditation Reporting Year 2019 and Greater

Col	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as a Draft	To Save Activity as Active	To Close Activity		
113	<b>In-Kind Support Received - Disposable supplies (Non-biological)? (from Commercial Support)</b>	Valid Entries: Yes No	No	No	Yes, if the activity received in-kind support		Yes
114	<b>In-Kind Support Received - Animal parts or tissue? (from Commercial Support)</b>	Valid Entries: Yes No	No	No	Yes, if the activity received in-kind support		No
115	<b>In-Kind Support Received - Human parts or tissue? (from Commercial Support)</b>	Valid Entries: Yes No	No	No	Yes, if the activity received in-kind support		Yes
116	<b>In-Kind Support Received - Other? (from Commercial Support)</b>	Valid Entries: Yes No	No	No	Yes, if the activity received in-kind support		Yes

### Appendix B – Activity Updates and Additions

#### 1. Updating an Existing Activity

JA-PARS will update an existing activity is updated if a matching activity is found. JA-PARS finds matching activities by:

1. [ACCME Activity ID](#) ; OR
2. The combination of the following fields:
  - i. [Reporting Year\\*](#); AND
  - ii. [Provider Activity ID](#); AND

## Legacy Activity Tab Delimited File Upload Instructions For Joint Accreditation Reporting Year 2019 and Greater

- iii. [Activity Type](#); AND
- iv. [Activity Date](#)

\* *Reporting Year*: The Reporting Year in the file does NOT need to match the year of the Activity Date. The Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes.

If JA-PARS finds a matching activity, then the existing activity is updated based on the information within the file you are uploading.

### 2. Adding a New Activity

If JA-PARS does not find a matching activity (see previous section), it will add a new activity.





## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

#### Appendix C – List of Country Codes

Below is a list of the 3-letter country codes for the [Country](#) field.

*Note: Please see the [U.S. Territories / Regions section](#) for information regarding U.S. territory / region processing.*

Country	Code
Afghanistan	AFG
Aland Islands	ALA
Albania	ALB
Algeria	DZA
Andorra	AND
Angola	AGO
Anguilla	AIA
Antigua and Barbuda	ATG
Argentina	ARG
Armenia	ARM
Aruba	ABW
Australia	AUS
Austria	AUT
Azerbaijan	AZE
Bahamas	BHS
Bahrain	BHR
Bangladesh	BGD
Barbados	BRB

Country	Code
Belarus	BLR
Belgium	BEL
Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia (Plurinational State of)	BOL
Bosnia and Herzegovina	BIH
Botswana	BWA
Brazil	BRA
British Virgin Islands	VGB
Brunei Darussalam	BRN
Bulgaria	BGR
Burkina Faso	BFA
Burundi	BDI
Cambodia	KHM
Cameroon	CMR
Canada	CAN

Country	Code
Cape Verde	CPV
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN
Colombia	COL
Comoros	COM
Congo	COG
Cook Islands	COK
Costa Rica	CRI
Cote d'Ivoire	CIV
Croatia	HRV
Cuba	CUB
Cyprus	CYP
Czech Republic	CZE
Democratic People's Republic of Korea	PRK

Country	Code
Democratic Republic of the Congo	COD
Denmark	DNK
Djibouti	DJI
Dominica	DMA
Dominican Republic	DOM
Ecuador	ECU
Egypt	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Eritrea	ERI
Estonia	EST
Ethiopia	ETH
Faeroe Islands	FRO
Falkland Islands (Malvinas)	FLK
Fiji	FJI
Finland	FIN
France	FRA



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Country	Code
French Guiana	GUF
French Polynesia	PYF
Gabon	GAB
Gambia	GMB
Georgia	GEO
Germany	DEU
Ghana	GHA
Gibraltar	GIB
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guatemala	GTM
Guernsey	GGY
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
Haiti	HTI
Holy See	VAT
Honduras	HND
Hong Kong Special Administrative	HKG

Country	Code
Region of China	
Hungary	HUN
Iceland	ISL
India	IND
Indonesia	IDN
Iran (Islamic Republic of)	IRN
Iraq	IRQ
Ireland	IRL
Isle of Man	IMN
Israel	ISR
Italy	ITA
Jamaica	JAM
Japan	JPN
Jersey	JEY
Jordan	JOR
Kazakhstan	KAZ
Kenya	KEN
Kiribati	KIR
Kuwait	KWT
Kyrgyzstan	KGZ
Lao People's Democratic Republic	LAO

Country	Code
Latvia	LVA
Lebanon	LBN
Lesotho	LSO
Liberia	LBR
Libyan Arab Jamahiriya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Macao Special Administrative Region of China	MAC
Madagascar	MDG
Malawi	MWI
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX

Country	Code
Monaco	MCO
Mongolia	MNG
Montenegro	MNE
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
Namibia	NAM
Nauru	NRU
Nepal	NPL
Netherlands	NLD
Netherlands Antilles	ANT
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
Norway	NOR
Occupied Palestinian Territory	PSE



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Country	Code
Oman	OMN
Pakistan	PAK
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn	PCN
Poland	POL
Portugal	PRT
Qatar	QAT
Republic of Korea	KOR
Republic of Moldova	MDA
Réunion	REU
Romania	ROU
Russian Federation	RUS
Rwanda	RWA
Saint Helena	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA

Country	Code
Saint Pierre and Miquelon	SPM
Saint Vincent and the Grenadines	VCT
Saint-Barthélemy	BLM
Saint-Martin (French part)	MAF
Samoa	WSM
San Marino	SMR
Sao Tome and Principe	STP
Saudi Arabia	SAU
Senegal	SEN
Serbia	SRB
Seychelles	SYC
Sierra Leone	SLE
Singapore	SGP
Slovakia	SVK
Slovenia	SVN
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
Spain	ESP

Country	Code
Sri Lanka	LKA
Sudan	SDN
Suriname	SUR
Svalbard and Jan Mayen Islands	SJM
Swaziland	SWZ
Sweden	SWE
Switzerland	CHE
Syrian Arab Republic	SYR
Tajikistan	TJK
Thailand	THA
The former Yugoslav Republic of Macedonia	MKD
Timor-Leste	TLS
Togo	TGO
Tokelau	TKL
Tonga	TON
Trinidad and Tobago	TTO
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM

Country	Code
Turks and Caicos Islands	TCA
Tuvalu	TUV
Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United Kingdom of Great Britain and Northern Ireland	GBR
United Republic of Tanzania	TZA
United States of America	USA
Uruguay	URY
Uzbekistan	UZB
Vanuatu	VUT
Venezuela (Bolivarian Republic of)	VEN
Viet Nam	VNM
Wallis and Futuna Islands	WLF
Western Sahara	ESH
Yemen	YEM
Zambia	ZMB
Zimbabwe	ZWE

Source: United Nations, April 15, 2009 list. <http://unstats.un.org/unsd/methods/m49/m49alpha.htm>

## Legacy Activity Tab Delimited File Upload Instructions For Joint Accreditation Reporting Year 2019 and Greater

### U.S. Territories / Regions:

For the following U.S. territories / regions, the country code of USA should be used along with the applicable U.S. State abbreviation in the [State](#) field.

Country	Country Code	U.S State Abbreviation
American Samoa	USA	AS
Federated States of Micronesia	USA	FM
Guam	USA	GU
Marshall Islands	USA	MH
Northern Mariana Islands	USA	MP
Puerto Rico	USA	PR
Palau	USA	PW
U.S. Virgin Islands	USA	VI

## Appendix D – Legacy Tab Delimited Template Mapping to New Fields in PARS



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

#### Mapping for new fields in PARS

New/newly required field	Legacy tab-delimited default value
Activity End Date	Enduring Material/Internet Enduring Material: Activity Start Date + 3 years Course/Internet Live Course: Activity Start Date + 30 days All Other Types: Activity Start Date + 1 year
List on CME Finder	No
Activity Description	If blank, Activity title will be entered as the description
Pharmacy Certificate Program	No

#### Mapping for activity formats

Legacy Value	Default Assigned New Value	Default Assigned Delivery method
Course	Live Course	In-Person (location details required)
Internet Live Course	Live Course	Livestreamed
Regularly Scheduled Series	Regularly Scheduled Series	In-Person (location details required)
Enduring Material	Enduring Material	Print/Other
Internet Activity Enduring Material	Enduring Material	Online
Journal Based CME	Journal CME/CE	N/A
Manuscript Review	Manuscript Review	N/A
Test-Item Writing	Test-Item Writing	N/A
Committee Learning	Committee Learning	N/A
Performance Improvement	Performance/Quality Improvement	N/A
Internet Searching and Learning	Internet Searching and Learning	N/A
Learning from Teaching	Learning from Teaching	N/A
Other	Other/Blended Learning	N/A

#### Mapping for new outcome fields

Legacy outcome field	New outcome field
Design to change competence/changes evaluated = Yes	Learner Competence
Design to change performance/changes evaluated = Yes	Learner Performance
Design to change patient outcomes/changes evaluated = Yes	Patient Health



## Legacy Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

#### Appendix E – List of Error Codes

Code	Description
101	Activity record action was not specified.
102	Activity record action invalid.
103	Add action has duplicate of existing activity ID.
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.
302	ACCME Activity ID not valid.
303	Activity title not valid.
305	Activity start date 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.
452	Invalid Reporting Year: Please enter in a valid year. Example: 2022
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]
474	Internal ID cannot be the Organization ID. Please enter a unique value for this field.
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.
485	Invalid template
486	Activity Format cannot be changed when individual learners have been reported
492	Activity cannot be deleted.
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.
999	General activity record processing error.
9999	Fatal Error: Please contact IT Support.