

## Help for distance learning programmes

- Please carefully complete the following application and submit it to EBAC at least 3 months before the Distance Learning Programme is released.
- Your application will be reviewed by EBAC and you will receive a first decision with recommended changes to be made to your Distance Learning Programme.
- Once the requested changes have been performed, the EBAC evaluators will release their final decision on accreditation (with final number of credits granted) within 4 weeks after receipt of your modified CME programme.


### Important advice

It may take some time to complete the application form. You can choose between two options:

- Download and print an empty form, complete it off-line, and come back to this website to fill it in on-line (Use the last option of the left menu to download the form).
- Complete the application form directly on-line. We advise you to save the form, from time to time (by clicking on the "save" button on the left menu). You can easily re-open it from your home page to continue to fill it in.

**Saving the form will prevent you from losing all your entries in case of computer or Internet connection problems.**

### 1 - General information

Type :  CD-Rom  
 Title : CDROM  
 AF ID : USERID-6AKHN510U  
 Created on : 17 Mar 2005 14:20 CET  
 Society / Institution : Scientific or Academic Institution Name  
 Provider ID : USERID  
 Status : Draft  
 Evaluation date :

### 2 - Contacts

Contact person responsible for this application :

\* Title :  Mr  Ms

\* First name: \_\_\_\_\_

\* Last name: \_\_\_\_\_


\* Job title: \_\_\_\_\_

\* Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* City: \_\_\_\_\_

\* Code:

Province / State: \_\_\_\_\_

\* Country: <Select from the list...> 

\* Telephone: \_\_\_\_\_

\* Fax: \_\_\_\_\_

\* **E-mail 1:** \_\_\_\_\_  
 \_\_\_\_\_

E-mail 2: \_\_\_\_\_

\* Web site: \_\_\_\_\_

#### Help :

Address same as the one of the contact person entered in your registration form ?  
[Click here.](#)

#### Help :

Tel & Fax: Please do not use any symbols like "/"  
 () - + " enter only numbers

**VERY IMPORTANT :**  
**This e-mail will be used everytime we contact you about this event.**

**Course Director appointed by the scientific institution**

(Person responsible for the scientific content of the programme, for CME articles/texts = Journal Editor)

\* Title :  Mr  Ms

\* Medical Doctor :  Yes  No

\* First name: \_\_\_\_\_

\* Last name: \_\_\_\_\_

\* Job title: \_\_\_\_\_

\* Academic appointment :  Yes  No

**If yes, specify :** \_\_\_\_\_

\* Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* City: \_\_\_\_\_

\* Code:

Province / State: \_\_\_\_\_


\* Country:

\* Telephone: \_\_\_\_\_

\* Fax: \_\_\_\_\_

\* E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_

 **Help :**  
 Address same as above ?  
[Click here.](#)

 **Help :**  
 Tel & Fax: Please do not use any symbols like "/"  
 ( ) - + " enter only numbers

**3 - The programme submitted for accreditation - CD-Rom**

\* Title of the CD-Rom: \_\_\_\_\_

\* The Accreditation will concern:

**The entire CD-Rom**

**A part of the content**

If only a part of the content, please specify which part: \_\_\_\_\_

\_\_\_\_\_

\* How many copies will be produced? \_\_\_\_\_

\* What will the CD-Rom selling price be?

\* What will be the way of distributing the CD-Rom ? (Check one or more boxes)

**Sales**

**Gifts**

**Through Healthcare industry**

**Free copies**

**Other (please specify) :** \_\_\_\_\_

- \* Will you provide technical support to users of the CD-Rom?  Yes  No  
If yes, in what form? (manual, hotline number to call, online support, etc.)

#### 4 - Educational objectives and target audience

 [Glossary](#)

- \* Please describe the educational objectives/expected learning outcomes of the programme:


- \* Please indicate how the educational needs for this programme were determined:

 [Glossary](#)

- \* Please indicate the target audience (click on one or more boxes):

- Trained Cardiologists  
 Cardiologists in training  
 Other physicians  
 Nurses and technicians  
 Non-physicians  
 Others (please specify) : \_\_\_\_\_

 [Glossary](#) : Cardiologists in training

 [Glossary](#) : Trained cardiologists

#### 5 - Scientific content of the programme

##### Duration of the course

- \* The accredited CME Course lasts: \_\_\_\_\_ minutes

##### Structure of the content

- \* Is the content divided in several sections/sessions/modules?  Yes  No

If yes, for which of the sessions do you wish to obtain accreditation?

- All of them  For selected ones (see below)

Please list the sessions/modules of the course **that you wish to accredit:**  
**For each of them, please specify the title, duration and content.**

|  |
|--|
| Title: _____   |
| Duration: _____ minutes  |
| Content: <input type="checkbox"/> Voice<br><input type="checkbox"/> Video<br><input type="checkbox"/> Slides<br><input type="checkbox"/> Text<br><input type="checkbox"/> Other (please specify) : _____ |

Add to list

 **Help :**

- To add a module, fill in the fields and click on the "Add to list" button.

\*









- Please give an easy to understand name to the file.

### Evaluation of the participants' knowledge:

 [Glossary](#)

- \* EBAC requires that every CME course includes an evaluation section that will allow evaluation of knowledge acquired by participants during the programme.  
Note that the evaluation method and content (MCQ for ex.) must be defined by the scientific course director (or by the author(s) for CME articles).

**EBAC recommends the use of a Multiple Choices Questionnaire. The MCQ should contain a minimum of 6 questions par 30 minutes of educational activity.**

- \* Will you be using a MCQ?  Yes  No
- \* If Yes, will comments / explanations to participants' answers be displayed?
  - Correct answers
  - Incorrect answers
  - No explanation to any answers
- \* If No, please describe alternative method used:

- \* Please describe how you will assess the participants progress (if you plan to use a MCQ, the minimum score of correct answers necessary to obtain CME accreditation is 60%)

**Please attach your MCQ form below :**

Click on the button below to select a file on your disk.

#### **Help :**

- Once the form has been submitted, attached files can be seen at the bottom of the form.
- Click [here](#) to go to the end of the form to see previously attached files (if any).
- Please give an easy to understand name to the file.

### 8 - The life cycle of the Distance Learning CME Programme

- \* How long will the scientific content of the accredited CME course (CD-Rom, Internet-based or Article) be valid (from the day of release)?

Please note: EBAC accreditation is valid for 2 years only.

- One year
- Two years
- Three years
- Four years
- More - Please justify: \_\_\_\_\_

- \* Are you planning any update or new editions of the accredited CME course (CD-Rom, Internet-based or Article)?

Yes  No

If yes, please specify:

Please note that EBAC accreditations is valid only for the first edition / version of the CD-Rom / Internet based course!  
In order to benefit from the EBAC accreditation for further updates / editions, you must notify EBAC and provide information on the changes effected.

**Please add any further information concerning your CD-Rom / Internet based course which may help the EBAC**

