



# Guide for CME Providers applying for EBAC Accreditation and using the on-line system

In order to make the application process as simple and provider-friendly as possible, EBAC created a special system that will assist you in the application process.

## 1 - EBAC On-line Accreditation Services

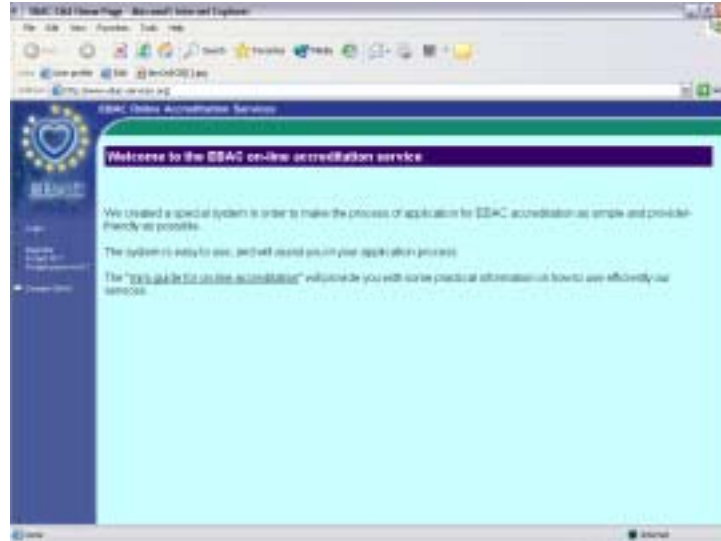
To access the on-line accreditation system you need to

- Log into the EBAC web site: <http://www.ebac-cme.org>  
On the home page you will be able to access the EBAC accreditation on-line services by simply clicking on the button: Accreditation Services

The screenshot shows the EBAC website interface. The top navigation bar includes 'About Ebac', 'Physicians', 'CME Providers', 'Accredited Programmes', and a search box. A blue arrow points to the 'Accreditation Services' link in the left sidebar. The main content area features a 'Welcome on the new EBAC Web Site!' message, sections for 'Physicians' and 'CME Providers', and a 'Recently Accredited' section with 'Events' and 'Web CME' sub-sections. The footer shows 'Done' and 'Internet' icons.

- You will access the EBAC **on-line services system** (<http://www.ebac-services.org>)

For both, new users or already registered providers the screen home page will always be the same. It is the procedure to enter the secured area that will differ.

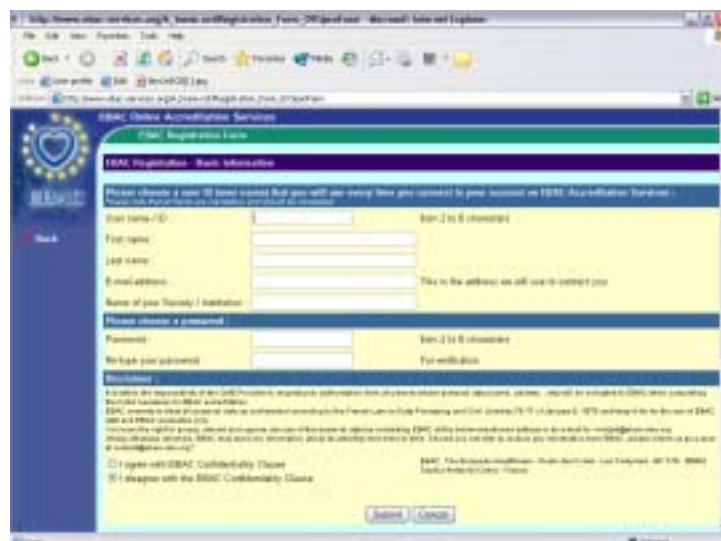


## 2 - Registering as a CME Provider

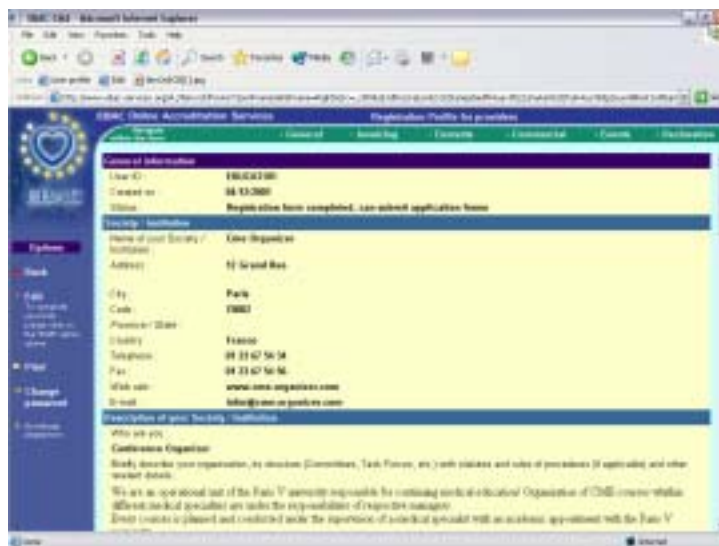
If you are a new provider of CME programmes, EBAC requires a formal registration in order to learn to know your organization or institution.

**The registration form contains questions concerning the provider's status, activities, and contact information.**

- You will be asked to provide EBAC with an ID and a password. This will identify you as a provider of CME services.



- You will also need to indicate the relevant information about your institution or organization



**An organisation or institution can register only once, and the assigned ID and password should be used by all members of this entity applying for EBAC accreditation.**

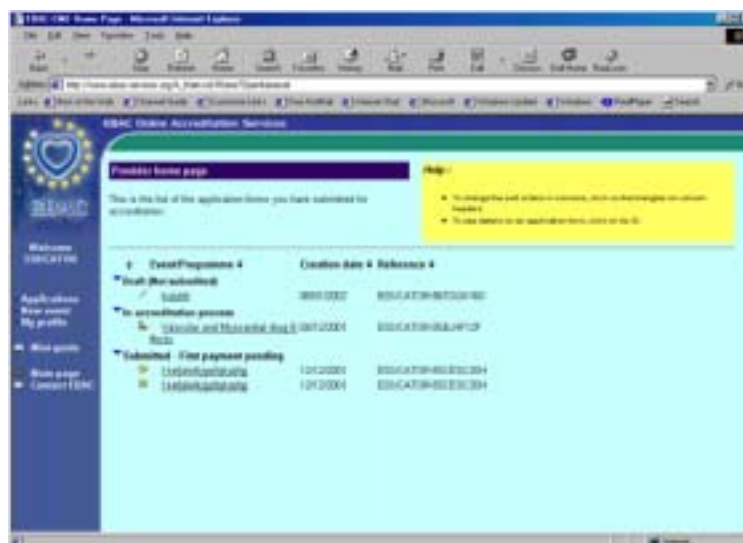
- Contact information concerning the registered provider should be correct and **updated**. The contact person indicated in the registration form should be the person responsible for all CME issues in the society/ institution.
- To make the information flow easier for every single application form submitted by the same provider, you can indicate a different contact person responsible for this particular application form. E-mails, telephone and fax number of this person should be valid and indicated correctly.
- Once the registration as a cme provider is complete, your ID and password are valid to submit application forms.

### 3 – Your summary page

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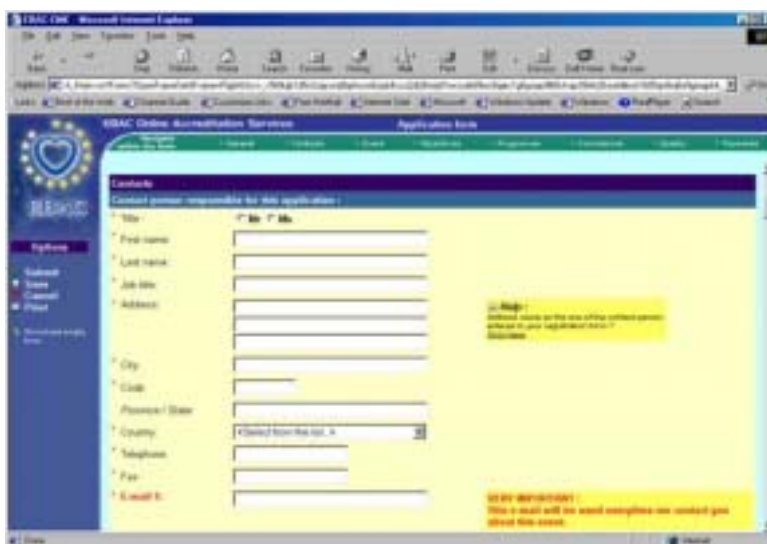
As a registered provider you will have your own page to your disposition on which you will be able to consult and verify all requests you made for EBAC accreditation, as well as save application forms that you might wish to complete later. You will also be able to verify the status of your application form.

- Your ID will be displayed on the left hand side of the screen
- New Events will take you to a new blank application form
- My profile will display your registration form, which you may amend any time.
- Applications will enable you to view all the applications you submitted to EBAC and their current status.
- You can also send e-mails to EBAC secretariat from this page.

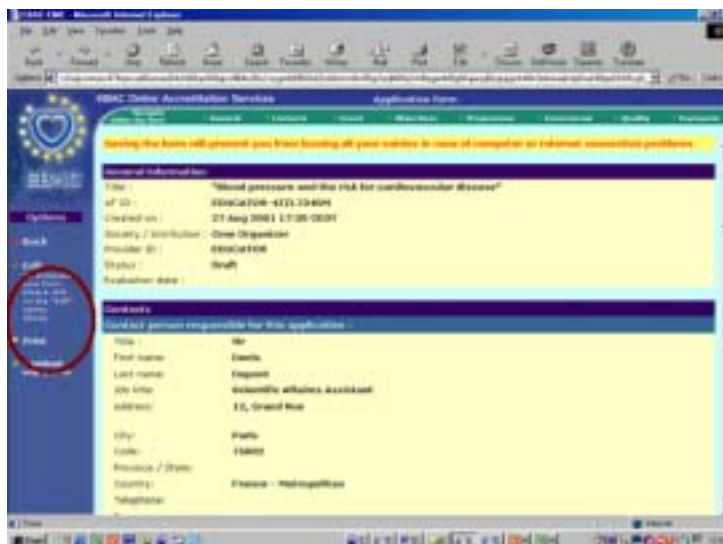


#### 4 – The Application Form

To obtain CME accreditation for forthcoming educational events in cardiology, EBAC requires that you complete an application form. The information you indicate to EBAC through the application form will be the basic document by the means of which the quality of your event will be assessed. The application form has been designed with care, and contains questions on issues important for quality assessment. Most of the fields are obligatory and you cannot submit an incomplete form. On the other hand, carelessly completed forms might be unsuccessful during the review process.



- The application form can be modified any time until it has been submitted for accreditation:



- You can attach documents to the application form such as: Final programmes, faculty list, etc. You will be able to view the attachments at the bottom of the application form. **Please use PC base format such as Word, Power Point and Excel. All the Apple Mac documents will need to be converted prior to submission.** To make your task as easy as possible, the application form is accompanied by its glossary.

## 5 - Administrative Cost and Accreditation Fee

Administrative costs (150 Euros + VAT) should be paid at the same time as the submission of the application form. The accreditation fee should be paid once the accreditation is awarded. The pricing for EBAC services can be obtained from EBAC, [contact@ebac-cme.org](mailto:contact@ebac-cme.org).

You may pay either by: credit card, bank transfer or check. We recommend the use of the credit card.

## 6 - Decision on Accreditation

The decision on accreditation and the number of credits awarded will be communicated to the contact person responsible for the application from via e-mail. The Certificate on Accreditation will be delivered via e-mail once the accreditation fee is settled.

## **7 - Number of CME credits awarded**

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CME credits will be awarded according to the EBAC accreditation system. The average number is up to 6 CME credits for one full day of educational activities. This is based on recommendations of the EACCME (European Council for Continuous Medical Education).

Please find more details in the “Recommendations for CME Providers” on <http://www.ebac-cme.org/library/index.php>

## **8 - Using the EBAC Name and Logo**

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The use of the EBAC Name and Logo should comply with EBAC regulations. To find out more about those regulations, please refer to the document library pages of our website: <http://www.ebac-cme.org/library/index.php>  
The EBAC logo text will provide you with all the necessary information.

## **9 - Communicating with the EBAC Office**

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EBAC encourages you to send comments, suggestion concerning the on-line accreditation system. We will do as much as possible to improve our services and make the application process efficient and least time consuming.

### **EBAC Office**

The European Heart House  
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