



# EBAC Accreditation Manual

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### Who can apply for EBAC accreditation?

- **EBAC** accepts applications from organizers of accredited education/ providers, who are a **legal entity** and **not under the influence of commercial interests** (according to the IACPDA definition) and for which a **scientific Course Director** has been appointed.
  - We offer either **activity accreditation** or **provider accreditation**.
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### Which educational programmes can be submitted for accreditation?

EBAC basically accredits two different types of programmes:

#### a) live educational programmes either on-site or online

- **verification of attendance is mandatory**
- 1 CE credit/ point will be awarded for 1 hour of education, containing 45 minutes of presentation and 15 minutes for discussion
- per hour of education one CE credit/ point will be awarded up to a maximum of 8 credits/ points for one day of education.

#### b) web based recorded educational programmes available on demand and articles

- **verification of attendance is mandatory**
- If there is no verification of attendance or attendance cannot be monitored the provider

has to define the amount of CE material which should yield one credit point.

This should have a high enough a priori likelihood that at least 45 minutes will be needed for study. This will usually be the case if the material equals 6-10 pages printed in a journal format. 1 CE credit/ point will be awarded for each unit of education which goes along with 6 multiple choice questions (MCQs), out of which 4 have to be answered correctly. The provider has to take care that there will be no multiple acquisition of points by multiple use of the same material.

- **Accreditation is valid for 2 years.** The provider may apply for prolongation, which will initiate a new accreditation procedure.
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### Where does the accreditation process take place?

All accreditation processes take place **online** on [services.ebac-cme.org](https://services.ebac-cme.org)

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### Does EBAC do Provider accreditation?

EBAC has started CME accreditation in 2001, and has so far exclusively practiced activity accreditation.

EBAC, in agreement with its parent organisation ECSF, **now has started to also offer provider accreditation**. Providers now have the choice to continue with activity accreditation or apply for provider accreditation. The relevant documents related to provider accreditation can be found on the [EBAC website](#) (scroll down to "EBAC Provider Accreditation").

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### Application Procedure - Checklist

Before submitting an educational programme to EBAC, the **CME Provider** needs to **register** in the EBAC System ([services.ebac-cme.org](https://services.ebac-cme.org)). The registration is for free. If you have any questions, please contact us via [accreditation@ebac-cme.org](mailto:accreditation@ebac-cme.org).

➔ *The following bullet points correspond to the content of the online application form*

In general, please read carefully the [EBAC Rules and Responsibilities of Providers](#).

- a) **Contact Data:** The **appointed Course Director** and an **Administrative Contact** who handles the application form need to be entered into the EBAC System

- b) **Basic Data:** Date(s) of the event and the number of teaching hour(s), Venue, Registration fee (if applicable)
  - c) Detailed information on **educational objectives** and **target audience**.
  - d) For **live events** (on-site or online) the (preliminary) [EBAC – Event Programme](#) must contain **event date(s), session(s) timing, topics and speakers names**. For **e-learning (on demand)** provided (preliminary) material must display (final) length, topic(s) and speakers/authors names. If there are any sponsors, the event/on demand course and its distributed material(s) need to be in line with the [EBAC Rules for Commercial Support](#).
  - e) **Organizing Committee:** You may either enter the members of the Organizing Committee directly into the form (Choose 'Direct input') or upload a file attachment containing **full names, affiliation, role in the programme and cities+countries** (Choose 'File attachment').
  - f) **Faculty:** You may either enter the members of the Faculty directly into the form below (Choose 'Direct input') or upload a file attachment containing **full names, affiliation, role in the programme and cities+countries** (Choose 'File attachment').
  - g) **Commercial support and disclosure of conflict of interest:** EBAC requires all presenters/authors/ chairmen/ moderators/course directors to **declare their financial as well as non-financial interests** based on a standard disclosure form. This should (ideally in advance to the CME/CPD activity) be **made available to all participants** and may also be used by organising committees to structure their strategy to manage conflicts of interests. Please read carefully the [EBAC Rules for Commercial Support](#) and use the templates (you find the DCOI templates in the [EBAC Documents Library](#) (-> Templates & documents -> Accreditation). Please also indicate the kind of sponsoring received (if applicable) in the application form.
  - h) **Quality Assurance: Verification of attendance is mandatory.** If attendance cannot be monitored, it needs to be verified by **Multiple Choice questions** (MCQs). 1 hour of educational material needs to go along with 6 MCQs (with 5 stems each), out of which 4 have to be answered correctly. The provider has to take care that there will be no multiple acquisition of points by multiple use of the same material. The **evaluation** of the accredited CME activity is also mandatory (please use the [EBAC evaluation form](#)) and please indicate if there are methods to assess **the participants' knowledge** in place.
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## EBAC Texts

The **EBAC standard text on disclosure** must be printed inside promotional/ printed materials concerning the accredited event.

*„In compliance with EBAC guidelines, all speakers/ chairpersons participating in this programme have disclosed or indicated potential conflicts of interest which might cause a bias in the presentations. The Organizing Committee/Course Director is responsible for ensuring that all potential conflicts of interest relevant to the event are declared to the audience prior to the CE activities.“*

The **Accreditation Statement** should always be printed together with the EBAC logo:

*„This programme is accredited by the European Board for Accreditation of Continuing Education for Health Professionals (EBAC) for "xx" hour(s) of external CE credit(s). Each participant should claim only those hours of credit that have actually been spent in the educational activity.“*

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## Post-Accreditation

- An **EBAC Certificate of Attendance** with the number of individually collected credits should be delivered at the end of the programme to each participant.
- Each EBAC accredited educational programme shall be evaluated. An **EBAC Event Report** is mandatory and has to be submitted in due time after the event took place **including the results of the evaluation forms**. Please send the evaluation results to [secretariat@ebac-cme.org](mailto:secretariat@ebac-cme.org).