



Terms and Conditions for EBAC Accredited Providers (AP)

The European Board for Accreditation of Continuing Education for Health Professionals (EBAC) has established an activity based accreditation system for continuing medical education (CME)/continuing professional development (CPD) in cardiovascular medicine. Since 2017 EBAC also accredits inter-professional education as well as CME in all medical specialities.

EBAC has committed to a global network of accrediting bodies by agreements on substantial equivalency with the US Accreditation Council for CME (ACCME), the Royal College of Physicians and Surgeons of Canada, and several European countries.

As a member of the International Academy for CPD Accreditation, an informal association of accrediting bodies on the global level, EBAC has been engaged in developing global standards in CME/CPD accreditation.

In addition to activity accreditation EBAC offers provider accreditation as an opportunity for providers to become engaged on a long-term basis in further development and improvement of standards and quality in CME/CPD.

Terms and conditions for provider accreditation are described in more detail below.

1. The Accredited Provider (AP) must have the necessary human, technical, financial and physical resources to manage the AP's
 - assessment and delivery of professional independence in the planning, delivery, post-processing and funding of the AP's CME-CPD activities
 - needs assessment/determination of learning objectives of the AP's CME-CPD activities
 - content development and educational quality of the AP's CME-CPD activities
 - evaluation/outcomes measurements of the AP's CME-CPD activities
 - communication with the EBAC office
 - training of staff according to EBAC requirements
 - representation of the AP in EBAC provider meetings.

2. The entire approval process will be under the sole responsibility of the Accredited Provider (AP) and will be documented in/ run on the EBAC application system. This also applies to any joint providership (i.e. AP in cooperation with an eligible, but non-accredited provider).
3. The AP will define an appropriate time interval for processing of applications, (N.B. post hoc accreditation is strictly prohibited). Activities under joint providership will be declared separately to EBAC.
4. The AP will organise all its educational activities in line with the requirements of applicable EBAC documents at the time of signature of the accreditation agreement.
5. All staff, dealing with EBAC accredited activities, will have participated in appropriate training prior to accreditation of the AP.
6. Any change in the staff in charge of accreditation activities should be communicated to EBAC within one week of the change coming into effect, and ideally before the change.
7. The AP will nominate a high-level representative (usually at Board level) as the contact person for EBAC.
8. Any significant changes in governance structures or stakeholders/members of governance bodies of the AP should be notified to EBAC before or as they come into force.
9. EBAC will inform the AP of any changes in accreditation requirements by means of a Newsletter. The AP must implement any changes within 3 months after receipt of the Newsletter.
10. The AP will, by the end of October of the current year, list all planned activities for the calculation of fees for the next calendar year. Any activities emerging during the course of the year will be charged individually according to the EBAC price list. This procedure will automatically be repeated on a yearly basis.
11. The Accreditation Statement for the AP is valid for 3 years in the first instance. There will be an initial one-year entry phase (“provisional accreditation”). During “provisional accreditation” the provider will be entitled to call itself an “EBAC Accredited Provider”. The renewal process will be started 6 months prior to expiration of the Accreditation Statement. Renewed accreditation will be valid for 5 years. The administrative fee for all applications for accreditation/renewal is € 500.00 (+ VAT, if applicable).

12. The AP will present a report to EBAC on a yearly basis (to be submitted by Feb. 15th for the preceding calendar year) specifying
 - number and type of educational activities organised by the AP
 - results of evaluation/outcomes measurement
 - development plan for the next year(s)

13. The AP will announce on the front page of all educational as well as promotional material:
“(name of organisation) is an EBAC accredited provider since (year of first appointment)”.

14. The AP will be responsible for managing issues related to registration, documentation of participation, and distribution of EBAC certificates of attendance, as well as keeping participants’ lists for a time span compliant with applicable national legislation, but no less than 5 years.

15. EBAC will provide a template certificate to be used for all educational activities.

Cologne, Oct. 1st, 2019