



## EBAC® CE Credit/Point System

- Providers have to ensure unambiguous verification of attendance in all EBAC® accredited CE activities. Documentation of participation has to be retained by the provider for at least 5 years.

### In general,

- EBAC® awards 1 CE credit/point per 1 hour of education.
- To calculate total number of CE credits/points EBAC® sums up effective education times, incl. time for discussion and answering multiple choice questions (if applicable) (i.e. total time minus breaks).
- If the second/last hour lasts at least 45 minutes it will receive a full CE credit/point
- In multiday activities numbers of CE credits/points per day maybe summed up (e.g. 7:30 hours + 7:15 hours = 14:45 hours = 15 CE credits/points), if only one certificate of attendance, covering the whole activity, is going to be issued. If certificates are issued for subunits (e.g. individual days), the example above would equal to 7:30 hours = 7 CE credits/points on day 1 and 7:15 hours = 7 CE credits/points on day 2.
- EBAC® does not award half or quarter CE credits/points.

### Additional rules by category of activity

- For **live events, webinars (incl. the “on demand” version)** or the live part of a **hybrid activity** EBAC® awards a maximum number of 8 CE credits/points per day.

- **Webinar-live:**

Participation has to be tracked, and EBAC® certificates of attendance will be issued to participants, who have participated  $\geq 90\%$  of the time.

- **Webinar “on demand”:**

Providers have the choice between

- Participation has to be tracked, and EBAC® certificates of attendance will be issued to participants, who have participated  $\geq 90\%$  of the time, after completion of an extra evaluation (provided by the EBAC® office), or
- Follow the rules, which apply to e-learning (see below)

- **E-learning, articles:**

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, one stem and 5 alternatives), out of which 4 have to be answered correctly to be awarded with a certificate of attendance. Working on the MCQs also serves as verification of attendance.

- **Accreditation of online educational units with <60 minutes duration, incl. micro-e-learning:**

Provider must be able to

- unequivocally identify the participant
- track participation time down to seconds
- sum up participation times for indefinite instances of participation
- document and store each participation (time of attendance and topic)
- store cumulative time of attendance for at least five years
- issue a certificate to participants, which details a) total time of attendance, b) topics searched and c) time of attendance by topic (in case of micro-e-learning only) and d) number of CE credits/points earned.

Providers have the choice to apply for

- accreditation of closed educational units with a duration of less than 1 hour only (see under 1. below)
- accreditation of micro-e-learning only (see under 2. below) or
- recognition of both for the same educational material (see under 3. below)

*1. Educational units with a duration of less than 1 hour:*

- must have a minimum duration of 20 minutes and each unit has to go with 6 MCQs (5 alternatives, only one correct, pass rate of 4/6)
- working several times on the same unit is allowed, but CE credits/points are being awarded only once
- providers have to sum up the number of units studied/ total time of attendance (this documentation will be made available to EBAC® per calendar year)
- providers have to issue a certificate to the participant whenever applied for by the participant
- after a certificate has been issued, the process of accumulation of educational units/ total time of attendance will be restarted
- certificates (EBAC® template) show total time of attendance and number of CE credits/points
- in order to be awarded with at least CE one point the participant needs a total time of attendance of 60 minutes.
- total number of CE credits/points equals total time of attendance (minutes) divided by 60.
- if the time exceeding the last full hour of attendance is at least 45 minutes, another full CE credit/point will be awarded
- all change in the educational material starts a new accreditation procedure
- accreditation is valid for 2 years, renewal of accreditation possible.

*2. Micro-e-learning:*

- needs to be started by posing a clinical question

- may comprise times of attendance from 10 seconds up to 10 minutes
- after 10 minutes the system automatically stops participation
- providers have to sum up the topics studied, time per topic and total time of attendance (this documentation will be made available to EBAC® per calendar year) and
- issue a certificate to the participant whenever applied for by the participant
- after a certificate has been issued the process of accumulation of topics/ time of attendance will be restarted
- certificates (EBAC® template) show total time of attendance and number of CE credits/points
- in order to be awarded with at least one CE credit/point the participant needs a total time of attendance of 60 minutes.
- total number of CE credits/points equals total time of attendance (minutes) divided by 60.
- if the time exceeding the last full hour of attendance is at least 45 minutes, another full CE credit/point will be awarded
- all change in the material has to be communicated to EBAC prior to implementation, format to be agreed between EBAC and the provider
- accreditation is valid for one year with automatic prolongation as long as one or both parties do not terminate it (to be communicated three months prior to the end of the calendar year, termination of cause always possible).

*3. If providers apply for both modalities,*

as described under 1. and 2., they have to follow all principles as outlined under 1. and 2., respectively. While working on an educational unit with a duration of less than 1 hour will be awarded with (a) CE credit(s)/point(s) only once, to gain CE credits/points by use of the same educational material for micro-e-learning is possible at all times.

- Evaluation: EBAC provides an evaluation form for micro-e-learning, to be filled by the participant before a certificate of attendance will be issued.

**Applies to all types of online education: once a certificate of attendance has been issued, cumulative documentation of participation times has to be restarted.**

**“More points for higher quality”-initiative**

This EBAC initiative aims to define criteria to award educational excellence with more points than granted usually (i.e. based on time of attendance).

Eligible CE activities have to

- have a high likelihood for a major achievement
- be clearly and easily administrable and
- have a low potential of misuse.

So far EBAC® has identified a simulation course as eligible, which has fulfilled the following criteria:

- Represents the best suitable educational scenario, and
- Is based on expert defined quality criteria, and has demonstrated a
- Proven increase in educational efficacy

Thus, EBAC® has awarded

- the usual number of CE credits/points, according to the EBAC® accreditation rules and based on duration of the event
- 1 additional point for every unit, which meets all of the following criteria:
  - total duration of 3 h with
  - a practical exercise: theory ratio of at least 2:1 and
  - a tutor: participant ratio of 1:3.

EBAC® would like to stimulate also other organisers to consider similar educational activities.