



EBAC® CE Credit/Point System

1. Providers have to ensure unambiguous verification of attendance in all EBAC® accredited CE activities.
2. Providers have to ensure that EBAC® certificates of attendance show total effective education time per participant (the term participant comprises learners as well as all faculty). Education times communicated in the accreditation statement have to be considered as maximum education time (and maximum number of CE credits) an individual participant might be awarded, if the educational activity is completed in a one-time session.
3. Standard method to document participation for all education delivered online is electronic tracking. This includes e.g. webinars, hybrid activities, repetitive (“on demand”) use of recorded materials, “micro-e-learning” etc.
4. If tracking has not been implemented, proof of participation is accomplished by answering multiple choice questions (mcq), 6 mcqs per hour of education, each with one stem and 5 alternatives, and four correct answers, respectively.
5. Participation times have to be tracked down to seconds
6. Multiple participations in the same e-learning material are possible, need to be separately documented for each participation, and can be accumulated for calculation of total effective education time.
7. If providers are planning to make content of a scheduled educational activity accessible online for later (“on demand”) repetitive use, this has to be indicated in the application process for the primary activity, and accreditation of the scheduled event will then automatically extend to the content offered for self-directed online education.
8. It is at the discretion of providers whether they issue separate certificates of attendance for a scheduled activity and for self-directed (“on demand”) reuse of the same material, respectively. But since accreditation of enduring e-learning materials is valid for 2 years, EBAC strongly recommends to issue separate certificates.
9. If a participant claims a certificate before the accreditation period expires, cumulative documentation has to be restarted.

10. Providers may offer participants to accumulate participation times in different online educational activities, but then need to list all educational activities visited on the certificate of attendance
11. In the EBAC activity accreditation system minimum length of stand-alone online educational units (e.g. videos) is 10 minutes
12. CME/CPD articles in print media: 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. If an article is offered in parallel or only online, the rules for e-learning apply (see above)
13. Documentation of participation has to be retained by the provider for at least 5 years.
14. Providers have to take care that documentation of participation is compliant with EU General Data Protection Regulation (GDPR)
15. EBAC® certificates of attendance have to display total effective participation time for the individual participant. Though being time-based in the vast majority of cases, national systems to calculate CE credits show substantial variation. Thus, communicating total effective participation time serves to support national authorities in calculating CE credits according to their rules. However, providers may as adjunct information also calculate CE credits according to EBAC® rules:
 - 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.
 - For all types of scheduled events (incl. webinars, hybrid activities etc.) EBAC®, in general, awards a maximum number of 8 CE credits/points per day.

“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 in educational excellence
- 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 in a randomized trial

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 encourage other organisers to consider similar educational activities.