



Terms and Conditions for “Providers in the EBAC® Activity Accreditation System”

The European Board for Accreditation of Continuing Education for Health Professionals

(EBAC®) offers different options to providers, who want to get their educational activities accredited by EBAC®:

1. EBAC® activity accreditation system: Providers need to apply for every single educational activity, accreditation decision to be taken by EBAC®
2. EBAC® provider accreditation system: Provider is accredited by EBAC® upon commitment to exclusively and consistently apply EBAC® rules in planning, conduct and post-processing of their educational activities.

To be eligible in the EBAC® activity accreditation system providers need to be a legal entity and not under the influence of commercial interests.

Approval as a provider in the EBAC® activity accreditation system is of unlimited duration, unless there have been any changes in legal status or statutory regulations which preclude to continue as a provider in the EBAC® system. It falls under the duties of providers to inform EBAC® immediately after such changes have been made.

EBAC® runs a fully electronic management system for all types of applications and assumes that provider staff is sufficiently trained to work in the system. EBAC® may also offer training sessions to provider staff.

All accreditation activities are processed in the electronic EBAC® Management System. EBAC® will only accredit CE activities **before** they are going to take place/ be launched. With this regard EBAC recommends to have a fully completed application ready **6 weeks** prior to when the activity is going to start.

Accreditation of enduring material (e.g. webinar “on demand”, e-learning, micro-e-learning, articles), in general, is valid for 2 years after accreditation. Providers may apply for prolongation, what will initiate a new accreditation procedure.

The official working language of accredited CE activities as well as for EBAC® documents and administrative matters is English.

EBAC® charges accreditation fees according to the EBAC® Price List.

An appeal against an EBAC® accreditation decision is possible once and has to

- be sent to the EBAC® office in written latest after 5 working days following the accreditation decision
- specify the items of the accreditation process to which it is related

The final decision will then be issued by EBAC® in 4 weeks time after the start of the appeals process.

The laws of Germany govern exclusively these terms and conditions and all relationships between EBAC® and providers. Any disputes arising from any agreement subject to this and its affiliated documents are under the exclusive jurisdiction of the courts and tribunals of Cologne, Germany.