



EUROPEAN ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION

Institution of the UEMS

Kroonlaan, 20, Avenue de la Couronne
BE – 1050 BRUSSELS
www.eaccme.eu

tel: +32-2-649.51.64
fax: +32-2-640.37.30
uems@skynet.be

PROVIDERS' GUIDE to the EACCME ONLINE APPLICATION FORM

This guide is provided to assist you as a CME provider in submitting an application for European accreditation.

Please read this guide carefully in order to get a clear picture of the application process.

The online application form has been defined with care, and contains questions on issues important for quality assessment. Many of the fields are obligatory to ensure that you cannot submit a form which is incomplete and might make your application unsuccessful.

Step 1: Login

UEMS - EACCME

1. Register as a new provider

UEMS requires a formal registration in order to identify you as an organiser of CME events. The registration form contains simple questions concerning the provider's status and contact information.

Once you are registered as an organiser of CME events, you will receive a logon and password that will enable you to access the application form for CME accreditation. Your logon and password will also allow you to follow the status of your application.

2. Register as a reviewer

UEMS requires a formal registration in order to identify you as a reviewer of the CME event. The registration form contains simple questions concerning your status and contact information.

LOGIN

Log In

User Name:

Password:

Remember me next time.

Change password [HERE](#)

Forgotten password? Click [HERE](#)

Don't have an account at UEMS- EACCME? [REGISTER NOW!](#)

The European Accreditation Council for Continuing Medical Education (EACCME) was set up by the UEMS for the purpose of ensuring the international mutual recognition of quality assessments of CME-CPD activities organised all over the world for the benefit of European doctors.

If you have already registered, please enter your User Name and Password to access the online application form.

If you register for the first time, please go to “Don’t have an account at the UEMS-EACCME? [REGISTER NOW](#)”.

The screenshot shows a web browser window displaying the registration page for the European Accreditation Council for Continuing Medical Education (EACCME) under the UEMS umbrella. The browser is Windows Internet Explorer. The page has a header with the EACCME logo and the text 'European Accreditation Council for Continuing Medical Education Institution of the UEMS'. Below the header is a navigation menu with links for 'Home', 'Step 1: Log in', 'Step 2: Provider', 'Step 3: Add Event', 'Step 4: Add Supporting Documents', 'Step 5: Final Step', 'Admin', 'Review', and 'Help'. The main content area is titled 'REGISTER OR LOGIN LABEL' and contains two columns of text. The left column is titled 'UEMS - EACCME' and contains instructions for registering as a new provider and as a reviewer. The right column is titled 'REGISTER OR LOGIN LABEL' and contains a 'Sign Up for Your New Account' form. The form has four input fields: 'User Name', 'Password', 'Confirm Password', and 'E-mail', each with a red asterisk indicating a required field. Below the form is a 'Create User' button. The browser's address bar shows the URL 'http://www.eaccme.eu/register.aspx'. The taskbar at the bottom shows the Windows Start button and several open applications, including 'info - Boîte de récepti...', 'EACCME QUICK GUID...', 'EACCME MINI GUIDE...', and 'UEMS - EACCME - Wi...'. The system tray shows the date and time as '9:53'.

At the beginning of the registration process, you are asked to choose a “User name” and “Password” which will identify you on the EACCME database as a CME provider, not only for this application, but on any future occasions (new application or checking the status of an application).

It is therefore important that you carefully store this ID and Password.

You may only have one account per email address.

Then click on “Create User”.

On the next screen, you click on “Continue” and access Step 2: Provider.

~~A confirmation of your User Name and Password will be sent to you by email at the email address you entered when registering.~~

Step 2: Provider

The screenshot shows a web browser window with the URL <http://www.eaccme.eu/Company.aspx>. The page title is "European Accreditation Council for Continuing Medical Education Institution of the UEMS". The navigation menu includes: Home, Step 1: Log in, Step 2: Provider, Step 3: Add Event, Step 4: Add Supporting Documents, Step 5: Final Step, Admin, Review, Help. The current page is "Step 2: Provider".

On the left side, there is a "Logout" link and a note: "UEMS accredit CME events and do not accredit individuals." Below this are links for "Download introduction" and "Download a detailed Reference guide (rev. 2007) of the whole process of UEMS EACCME here.".

The main content area is titled "REGISTER PROVIDER : AJDAP > AVTERA D.O.O. > 002". It contains the following instructions: "Please enter your VAT number in format 'Country Ident' and 'VAT number' (BE12345678 for Belgium) then click 'Search' button. Blank fields of providers' basic informations will fill automatically. Please fill all the missing information and click 'Continue' button."

The form fields are as follows:

- VAT No.: SI00778937 (with a Search button)
- Provider: AVTERA D.O.O.
- Type of Provider: Scientific Society
- Address: ŠMARTINSKA CESTA 106
- Zip Code - City: 1000 LJUBLJANA
- Country: Slovenia
- Telephone No.: 12345687
- Fax No.: 23456785
- Web site: www.ajdap.si
- Contact person:
 - First Name: Ajdap

VAT No. (not mandatory)

You have to enter your VAT number in format "Country Ident" and "VAT number" (for example BE12345678 for Belgium) then click on "Search".

The fields with the provider's basic information will fill automatically after linking with the EU central VAT database. All the missing items will have to be filled in by the provider.

Contact person

This is the person who will be contacted by the EACCME if necessary. Therefore contact information concerning the registered provider should be correct and up-to-date.

The screenshot shows a web browser window displaying the 'Company' form on the UEMS - EACCME website. The form is divided into two main sections: 'Contact person' and 'Invoice address (if different)'. The 'Contact person' section includes fields for Country (Slovenia), Telephone No. (12345687), Fax No. (23456875), Web site (www.ajdap.si), First Name (AjdaP), Last Name (Provajderen), and E-mail (ajda.gabrijelcic@gmail.com). The 'Invoice address (if different)' section includes a checkbox for 'Different invoice address', a VAT No. field (SI49977725), a Provider field (ELEKTRO LJUBLJANA D.D.), an Address field (SLOVENSKA CESTA 058), a Zip Code - City field (1000 LJUBLJANA), and a Country field (Slovenia). An 'Update' button is located at the bottom of the form. The browser window title is 'UEMS - EACCME - Windows Internet Explorer' and the address bar shows 'http://www.eaccme.eu/Company.aspx'. The Windows taskbar at the bottom shows the start button and several open applications, including 'info - Boîte de récepti...', 'Document3 - Microsof...', 'EACCME MINI GUIDE ...', and 'UEMS - EACCME - Wi...'. The system clock shows 8:05.

Invoicing address

This information has to be provided if the invoicing address is different from the provider's address. This is the address that will appear on your invoices. Therefore the information should be correct and up-to-date.

Then click on "Continue".

This information will be saved and will be available every time you log into your account.

However if you wish to submit a new application with a different invoicing address (than the previous one), you will be able to change the details of the invoicing address and then click on "Update".

Step 3: Add event

The screenshot shows a web browser window titled "Register Event - Windows Internet Explorer" with the URL "http://www.eaccme.eu/PostEventNew.aspx". The page has a navigation bar with steps: Home, Step 1: Log in, Step 2: Provider, Step 3: Add Event, Step 4: Add Supporting Documents, Step 5: Final Step, Admin, Review, Help. The main content area is titled "ADD EVENT USER : AJDAP AVTERA D.O.O.". It contains a "GENERAL INFORMATION" section with a red warning: "Please complete all the requested information!". The fields in this section are: "Title of the event" (text input), "Specialty" (dropdown menu), "Event Website" (text input), "Overall description" (text area), "Main language" (dropdown menu), and "Simultaneous translation" (radio buttons for Yes/No). Below this is an "Other languages" section with a grid of checkboxes for various languages: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Norwegian, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish. At the bottom, there is a "Date Start" field with a calendar icon. The browser's taskbar at the bottom shows the Windows Start button, several open applications, and the system tray with the time 7:49.

Please note that all the fields are mandatory.

The first fields are basic information (title of the event, main specialty of the event, and the URL of the event's website). If you do not know which specialty to choose from the list or if you do not find the relevant specialty in the list, please choose "Other".

Overall description

Give a clear overview of the event you will be organizing.

Other languages

Please specify the additional languages provided or available on the occasion of the event.

Date start / Date End

The date should be introduced the following way: dd/mm/yy. You can also use the calendar.

Educational methods and objectives

Assessment of educational objectives is important to ensure that the event will meet the needs of the delegates. The objectives should reflect measurable outcomes. Include details about what the event

exactly aims to achieve and how this will be put into practice. For example: Is the event raising awareness on a particular issue, or updating physicians on an ongoing study?

Target audience

The event should be predominantly aimed at fully trained physicians. In cases when the intended audience of a meeting is mixed (e.g. radiologists and oncologists), organizers should add the other specialty(ies) that could potentially be interested in the event.

Educational grant during the CME event

Funding received to support the educational event. The educational grant must be unrestricted, i.e. it cannot be conditional to any commercial bias in the scientific content of the event.

Satellite programme

As far as satellite symposia are concerned, a clear distinction has to be made between commercially sponsored satellite symposia and symposia organized by independent organizations such as scientific societies.

As a rule satellite symposia are not eligible for European accreditation unless they are supported by an unrestricted grant. In this case they may gain EACCME recognition but will not be granted any credits.

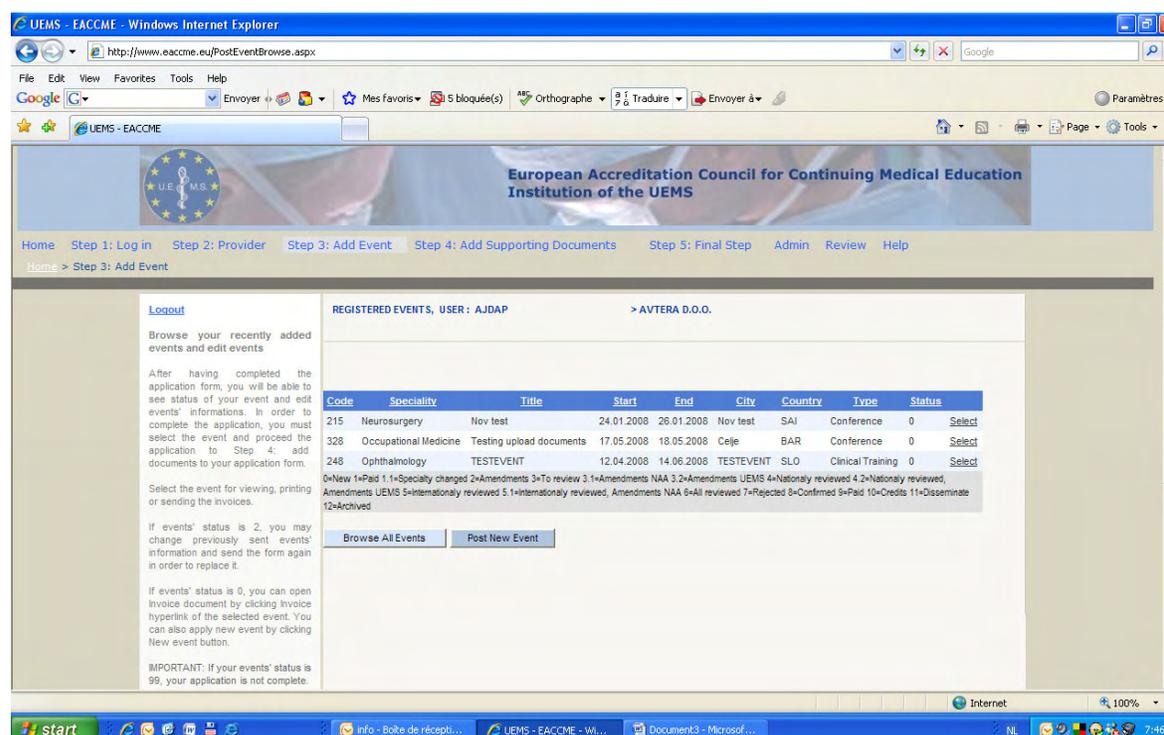
Confirmation – token

Before clicking on “Continue”, you will have to enter a specific code. This is to make sure that the application is submitted by a physical person and not by an automatic junk programme. Please pay attention when entering this code and take into account lower-case and upper case letters.

Once all the fields have been completed, then click on “Continue”.

While completing the application form you can always come back to the previous page if you wish to add or change anything in your application.

If you have already submitted an application, this is what you will see on the screen:



It is **your summary page** which allows you to consult and check the status of all requests you have made for EACCME accreditation.

As long as your event is in status 99, you can modify the application form as many times as you wish **until its submission for accreditation is completed with the uploading of documents and confirmation, after which the application reaches status 0**. Once submitted, the application form is considered as a formal application, and a fee of 50 € will be charged for the processing of your application. Another fee, calculated on the basis of the number of participants, will also be charged. You will therefore receive two invoices by email (you can also print them at the end of your submission once you have clicked on “I agree”). For your information these are always available to you in your account.

Both payments should be made asap since your application will only be processed upon receipt of your payment (see below).

In this summary page you will also be able to check on the status of ongoing applications. Please find below the explanation of the various status:

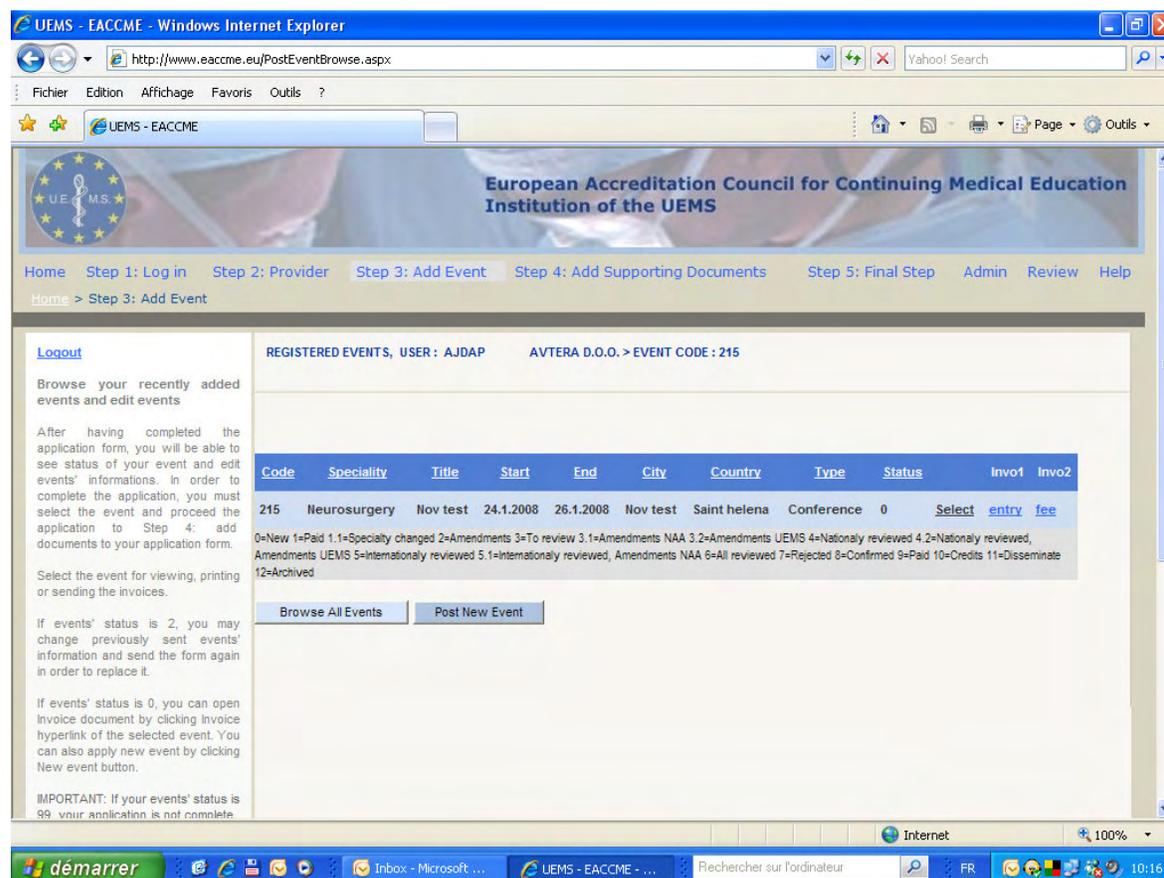
- 0. New: your application is submitted.
- 1. Paid: both payments have been made (registration fee + evaluation fee)
 - 1.1. Specialty changed: the specialty of your event had to be changed by the EACCME Secretariat
 - 2. Amendments: the EACCME secretariat contacted you in order to ask you to amend your application (uploading of missing documents, ...). If your event is in status 2, it is open for changes.
 - 3. To review: your application has been sent to the reviewers for evaluation
 - 3.1. Amendments NAA: these are the amendments requested by the National Accreditation Authority
 - 3.2. Amendments UEMS: these are the amendments requested by the UEMS Section/Board or ESAB
 - 4. Nationally reviewed: the evaluation by the NAA is completed

5. Internationally reviewed: the evaluation by the UEMS Section/Board or ESAB is completed
6. All reviewed: both evaluations have been carried out (NAA and UEMS)
7. Rejected: your application was refused European accreditation
8. Confirmed: your application was successfully evaluated
9. -
10. Credits: you will receive a letter of accreditation and a certificate of attendance with the number of European CME credits (ECMEC) granted
11. Disseminate: feedback of your application to the evaluators
12. Archived: your event is listed on the EACCME homepage

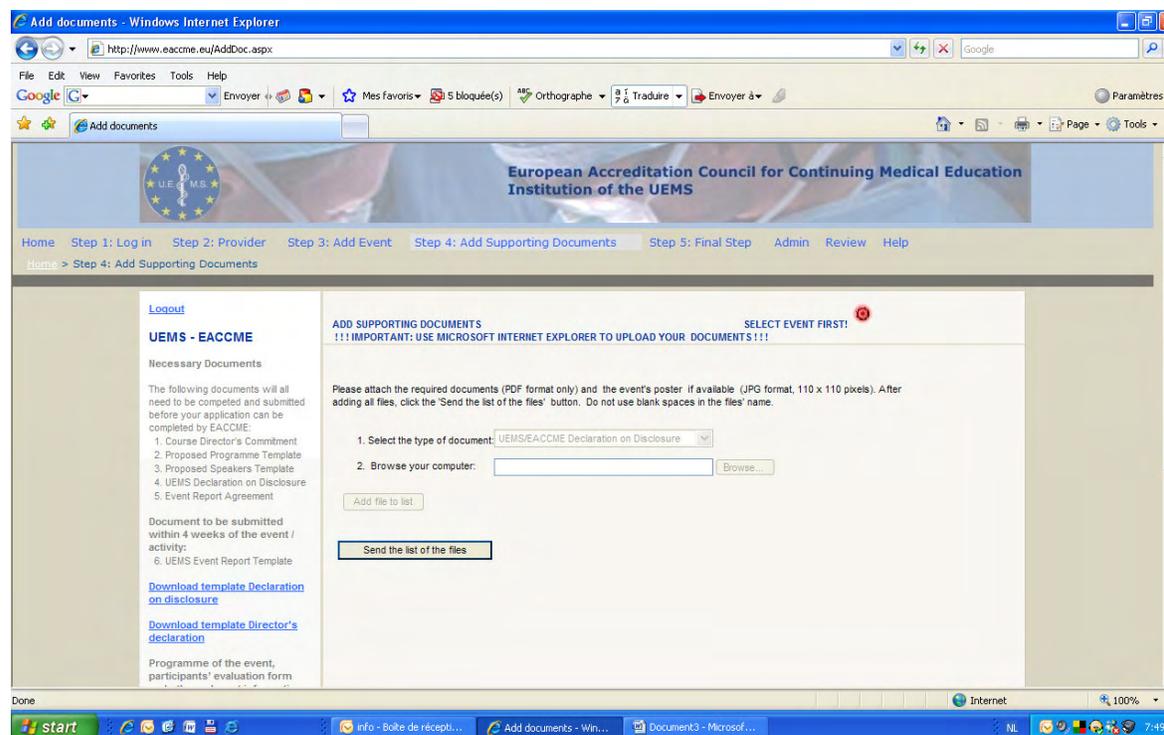
If you realize, once you have completed the submission of your application that you forgot to upload a document you will have the possibility to upload it later on. Once the EACCME Secretariat has received your payment, you will be asked to upload the missing documents.

In order to upload the missing document(s), you have to log on, you will then have the above screen in front of you, you select the event such as shown on the above screen and then go to step 4 to upload the document(s).

Once you have selected your event, you will be able to access your two invoices (one for the processing fee and one for the evaluation fee). Click on “entry” at the end to access Invoice 1 and on “fee” to access Invoice 2 (see below).



Step 4: Add supporting documents



Please note that all documents have to be uploaded in PDF format only. Posters can be uploaded in JPG format (110 x 110 pixels).

The name of your document cannot contain any:

- hyphens
- dots (except for .pdf)
- blanks
- spaces
- characters + - ? ! ? ! " ...
- slashes

Underscores are tolerated.

Example: Name_of_document.pdf

The documents to be uploaded are the following:

- detailed programme of the event with the timing of each session and speakers' names
- declaration on disclosure
- director's declaration
- speakers' CVs (if available)
- evaluation form
- other: there you can add any other document you consider to be appropriate in order to demonstrate the quality of your application, namely NAA or European Boards certifications if already obtained. For

recall, the UEMS-EACCME provides that the relevant NAA and European Evaluation Boards are contacted to assess your application.

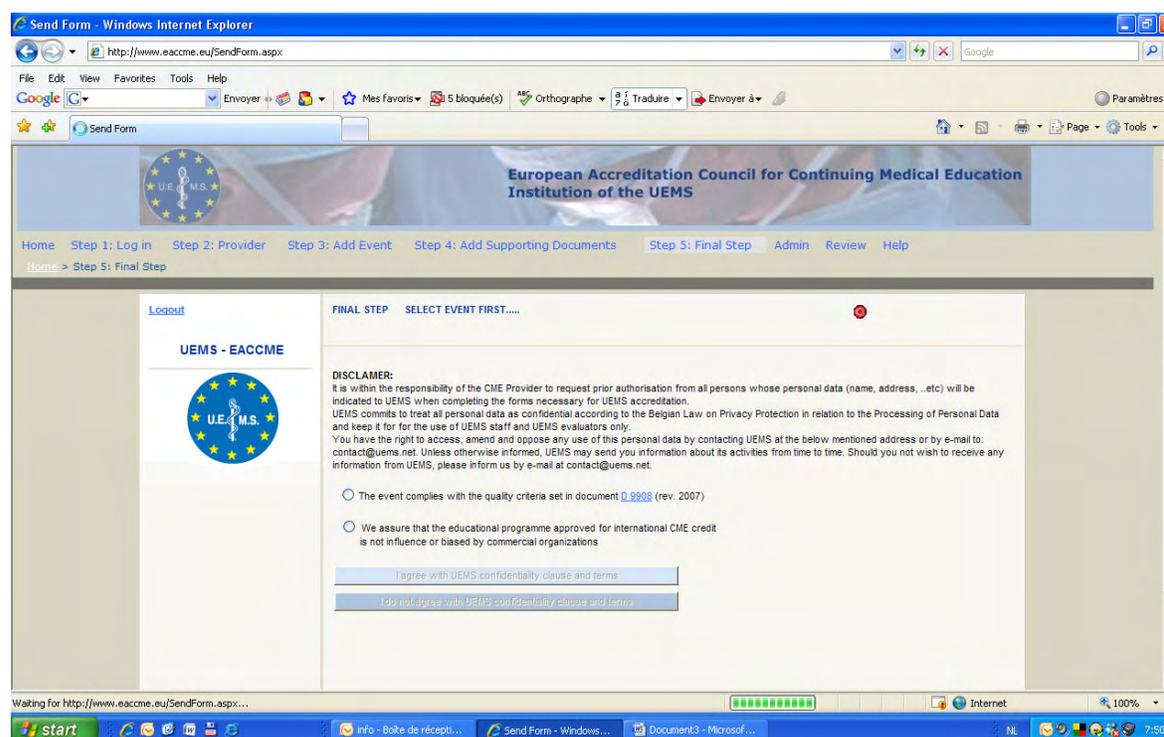
To upload a document:

First, you select the “type of document” you wish to upload, then you click on “Browse” to select your document from your computer, then you click on “Add file to list”.

You will then be able to see the document which you have uploaded.

After adding all documents you have to click on “Send the list of the files” (at the end of your list of documents).

Step 5: Disclaimer



Once you have selected both bullet points and agreed with the UEMS confidentiality clause and terms, your application is completed. You will then access Invoice 1 (processing fee). Once you have clicked on “I agree” at the top of the invoice, you will access Invoice 2 (evaluation fee) for which you apply the same procedure. You will receive both invoices by email at the contact person’s email address.

Please kindly note that your application will only be processed upon payment of both invoices.

Only payments by bank transfer will be accepted. All payment details are available in the invoice. Please do not forget to mention the invoice reference otherwise we will not be able to take your payment into account and your application will therefore not be processed.

Decision on accreditation

The decision on accreditation and the number of CME credits awarded will be communicated to the contact person responsible for the application form via e-mail upon completion of the evaluation process.

Number of CME credits awarded to a CME programme

The accepted EACCME guidelines are the following:

- 1 CME credit per hour of educational activity
- up to a maximum of:
- 3 CME credits for half a day or
 - 6 CME credits for a full day of educational activity.

If you have any difficulties, please do not hesitate to contact our EACCME administrator by e-mail (uems@skynet.be) or phone (32-2-649.51.64). For technical problems, please contact the programmer directly (ajda@arcadia.si).