

## Section 1: In which cases can my institution apply for EBAP accreditation?

European accreditation has been developed to meet the needs expressed for the accreditation of educational events and products which are targeted at a European / world-wide audience rather than at doctors of one specific (host) country. EBAP thus considers itself like a service provider which should do its best to meet the needs of those both CME providers and doctors.

### Accredited Activities

#### Live events

EBAP accredits international events with clear educational value. This applies in particular, but not exclusively, to: congresses, courses, seminars, research seminars.

EBAP accreditation is by no means competitive with, but **complementary to national CME accreditation**.

#### Educational products

**E-learning:** including in particular, but not exclusively, HTML-based courses, webcasts, live conferences. Each module submitted for accreditation must include an evaluation test containing at least 4 questions for 30 minutes of educational activity.

**CD-Roms:** including in particular, but not exclusively, HTML-based courses, webcasts, recorded conferences. Each module submitted for accreditation must include an evaluation test containing at least 4 questions for 30 minutes of educational activity.

**Educational articles:** articles with clear educational aims and value. Each article submitted for accreditation must include an evaluation test containing at least 4 questions.

#### Number of CME credits awarded:

<b>Live event</b>	
60 minutes	1 CME credit
½ day	3 CME credits (up to 4 with justification)
Full day	6 CME credits (up to 8 with justification)
<b>E-learning, CD-Roms</b>	
Webcasts, talks: 60 minutes	1 CME credit
HTML-based (3500 words excl. references)	1 CME credit
<b>Educational articles</b>	
1 article (3500 words excl. references)	1 CME credit

### Criteria taken into account for accreditation

Each application is evaluated by at least two independent experts within a maximum of **four** weeks from the receipt of a completed application form and related documents

The following criteria are taken into account for each application:

- √ scientific programme of the event (without crediting welcome addresses, coffee breaks, etc.);
- √ identity, independence and credibility of the CME provider;
- √ international aspect of the CME activity;
- √ learning objectives of the CME activity;
- √ target participants of the CME activity;
- √ educational value of the programme;
- √ independence and quality of the scientific faculty;
- √ attendance control of those applying for European CME credits;
- √ evaluation procedure used and feedback on previous similar events;
- √ guarantee of unbiased education, excluding for instance the satellite symposia organised by the healthcare industry;
- √ compliance with good practices and ethical standards.

## Section 2: What are the benefits of European accreditation?

- √ Internationally recognised accreditation ensuring high-quality standards;
- √ Quality control of the event by international experts;
- √ User-friendly electronic platform to apply for accreditation. Providers must only register once, and can follow the status of their application live;
- √ Deadlines: 4 weeks;
- √ Event advertised on EBAP website;
- √ Event advertised on EBAP stands (such as during the ERS Annual Congress,...);
- √ Event advertised in the *ERJ* and in *Breathe*;
- √ Possibility to use EBAP logo on advertising material;
- √ Free access to EBAP document library (disclosure form, certificate of attendance, evaluation forms...);
- √ Upon request, free analysis of participants' evaluation forms (provided that EBAP Standard evaluation forms have been used).

## Section 3: How much does EBAP accreditation cost?

### Administrative costs and accreditation fee

The application fee is divided into two separate stages: Administrative Costs and Accreditation Fee.

Administrative costs must be paid upon submitting the application form. Accreditation fees will only be charged once accreditation has been awarded. No Accreditation fees will be charged if your event is not accepted for accreditation.

Please note that Administrative Costs amount to **€150** for all events. Accreditation fees are based upon the expected number of participants, on the basis of **€ 1** per participant. Additionally, EACCME (European Accreditation Council for CME) charges a fee for its clearing house activities. A flat fee of **€200** is charged for other educational products such as CD-Roms, educational articles etc.

Payments can be made directly on-line via credit card, through a secure payment area. Cheques and bank transfers are also accepted. Please note that average time for charging payments is as follows: credit card payment: 1-2 days, cheque / bank transfer: 7-10 days. Recommended method of payment is credit cards.

## Section 4: Requirements for CME providers

In addition to completing the application form, the CME provider is expected to fulfil the following requirements for each CME Programme:

### Information on promotional material/brochures

The provider shall display information regarding the following items on all promotional material/brochures concerning the CME programme:

- √ learning objectives of the programme;
- √ target audience;
- √ source(s) of commercial funding;
- √ information that satellite symposia (if any) are excluded from EBAP accreditation

### Event schedule

The provider shall plan the programme of the event in such a way that possible accompanying satellite sessions and/or commercially sponsored social events would not interfere, nor compete with, the accredited CME event.

### Attendance certificates

The provider shall deliver Attendance Certificates to participants at the end of the programme. These certificates should contain the standard text proposed by EBAP in compliance with the EACCME requirements.

### Evaluation forms

The provider shall provide participants with the possibility to evaluate the CME activity. At the end of every activity, participants should be requested to complete an evaluation form. In order to facilitate the analysis of these evaluation forms, the use of the EBAP standard



evaluation form is requested. Upon request, further questions might be added to this Standard evaluation form. Please contact the EBAP office for any changes you would like to make to this Standard form.

Within 30 days after the event, the provider shall send a copy of all returned evaluation forms to the EBAP Office.

### **Disclosure forms**

The provider shall ensure that every member of the Faculty and Scientific Committee completes and signs the EBAP Disclosure Form. Signature of this document discloses the existence of any financial interest or other relationship a person, or the provider, has with the supporting company or any commercial products discussed during the CME Course.

Any potential relationship of faculty members or provider with commercial supporters of the CME event should be disclosed to participants prior to educational activities and briefly indicated in course materials such as brochures, syllabi, exhibits, poster-sessions and also in post-meeting publications (see disclosure form in link above).

### **Site visits**

The provider shall agree to having an EBAP assessor visit the accredited CME Event while it is taking place. These visits will be organised occasionally on a random basis and the provider will be informed in advance. Registration fees for the assessor shall be waived. Any further costs will be covered by EBAP.

### **Post-event report**

The provider shall return its post-event report to EBAP within 30 days after the event takes place.

## **Section 5: Additional information**

### ***Deadlines to apply for accreditation***

Application for accreditation of an event should be sent in at least 3 months before the event takes place. As a rule, applications are processed within 4 weeks.

### ***Decision on accreditation***

The decision on accreditation and the number of CME credits awarded will be communicated to the contact person indicated in the application form via e-mail or fax. A Certificate of Accreditation will be delivered upon payment of the accreditation fee.

### ***Communicating with the EBAP office***

Please send any comment and suggestion regarding our online accreditation services to [ebap.info@ebap.org](mailto:ebap.info@ebap.org). We will do our best to improve our services and make the application process more efficient and less time consuming.