



## European Board for Accreditation in Pneumology



SMART GUIDE:  
HOW TO APPLY



## Designing your CME activity

We recommend you plan for your CME programmes accreditation at the very early stage, [when designing your activities](#).

This will ensure you do not miss out on any of the accreditation criteria and apply within the application deadlines.

Most importantly, if your activities are sponsored, already being acquainted with the accreditation criteria will help you draft the sponsorship agreements adequately. You will ensure your events qualify for CME accreditation and avoid possible misunderstanding with the sponsors in relation to the authorised grant type and how the sponsorship can be acknowledged. EBAP reserves the right to ask the event provider for a copy of the contract with the sponsoring company.

The content of your CME activities should be [scientifically balanced](#) and designed for an [international audience](#). Request for activities solely targeting national or regional respiratory specialists should be sent directly to the relevant national accreditation authority.

EBAP only accredits activities pertinent to respiratory medicine, including paediatric respiratory medicine (PRM). EBAP does not accredit event organisers or publishers. Each CME activity must be assessed and accredited individually.

Prior to applying for any activity, we recommend you carefully read the related accreditation guidelines which can be downloaded from [ebap.org](http://ebap.org).

## Applying

Some information, documents and forms are compulsory and must be attached to your application.

It may take time to obtain the necessary information, complete the forms and have them signed by the relevant individuals.

We therefore strongly suggest you start gathering the required document [well in advance](#) to avoid delays in the application process, potentially leading to a missed application deadline.

Accreditation guidelines and application instructions can be accessed from EBAP website. Our staff will be happy to assist you and answer your questions. Do not hesitate to call our office in case of doubts prior to applying.

## Live Educational Events (LEE)

A cooperation agreement has been signed with the UEMS/EACCME. Under the terms of this agreement, all Live Educational Events (LEE) applications in the field of Respiratory Medicine are evaluated by EBAP. EBAP reviewers will apply EACCME's LEEs accreditation guidelines (UEMS 2012/30) when assessing the applications.

LEE accreditation requests must be completed through EACCME's online platform on [www.eaccme.eu](http://www.eaccme.eu).

**The recommended deadline for submitting an application is 18 weeks prior to the LEE start date.** Requests received after 14 weeks prior to the live event date will no longer be accepted. A quick application check-list is available on EACCME's website and we recommend you read it carefully.

Please ensure you **select *Pneumology*** as the specialty for your event when applying.

You will be required to download, complete, sign and upload the following documents in addition to the application form:

- › Directors declaration (to be completed by the medical practitioner in charge of the event)
- › COI disclosure form (to be completed by each of the scientific/organisation committee members)
- › Scientific and/or organising committee document
- › Latest version of the programme, including a programme overview if available
- › Learners feed-back forms if available

The LEE final programme must be provided as soon as it is finalised, highlighting changes with the previously uploaded version(s).

A **report on the event** must be provided to EACCME **no later than 4 weeks after the event**.

## Printed Material (articles, books)

Printed material such as articles and books related to respiratory medicine can be accredited by EBAP.

**Only publications with a clear educational value, in English and destined to an international readership qualify for accreditation.**

Authors should be encouraged to use illustrations and pictures.

Printed material should include 1 multiple choice question (MCQ) per 900 words. The MCQs must be in relation to the article or book content and aimed at testing the learner's knowledge and understanding of the document. Guidelines on how to write acceptable MCQs can be obtained from EBAP.

Accreditation requests for printed material must be sent through [ebap.org](http://ebap.org). Providers are required to upload the following additional documents:

- › Article and related MCQs
- › Learners feed-back form (quality evaluation)
- › COI disclosure

EBAP reviewers will mainly assess the educational value of the printed materials content and related MCQs. Publishers are responsible to ensure the relevance and accuracy of the data provided. Changes to the scientific content may be requested prior to publication in order for the document to be accredited.

## E-learning

By e-learning, we mean activities that can be accessed online, such as web-based courses, webcasts, video presentations, online simulations and live online conferences destined to [an international audience](#).

Each programme of 30-40 minutes should contain 4-5 MCQs. Comments should be provided after each question is answered, indicating if it is correct or why it is not. Supporting references should be added when appropriate.

Accreditation requests for e-learning activities must be sent through EBAP website. Providers will have to include a link to the educational activity and related MCQs, in order for EBAP reviewers to properly assess the activity. If a password is necessary to access the e-learning programme, this must also be provided.

In addition, providers will be requested to upload the following documents in their applications:

- › Learners feed-back form (quality evaluation)
- › COI disclosure

## Assessments

Assessments are defined as **formative assessments** aimed at continuing medical education and not postgraduate training.

As for the other CME Activities endorsed by EBAP, **only assessments in English and aimed at an international audience** qualify for accreditation.

A specific application form must be requested from EBAP. The organisers will be required to provide details of the assessment such as the target audience, number of participants, how the assessment is conducted and for written examinations, a description of the MCQ writing methodology and the pass rate from previous years.

## Training Centres Accreditation

In June 2014 EBAP and the ERS officially launched the accreditation of training centres in adult respiratory medicine.

This **voluntary accreditation** process is open to all Adult European Training Centres composed of either a single participating training centre or alternatively of a number of training sites. Conditions outlined within the *Criteria for accreditation of European training centre in adult respiratory medicine* document may be met by a number of participating training centres forming a training centre network.

Prior to applying, Training Centres **must** have already received accreditation from their national or local accreditation body.

We strongly recommend you carefully read the related *Training Centre Accreditation Guidelines and Criteria for accreditation of European Training Centre in Adult Respiratory Medicine* documents to ensure your centre qualifies. Both documents are available on [ebap.org](http://ebap.org) and [hermes.org](http://hermes.org).

The process is a lengthy and complex one and involves a visit of the facilities by our expert reviewers.

We recommend that centres applying ensure appropriate provision is made for staff support during the whole accreditation process.

## Other CME activities

EBAP also recognises apps, MCQ writing and workshops as well as reviewing duties as potential CME activities, provided they are found to be of clear educational value.

We recommend you contact our office for more information on how to proceed to obtain CME accreditation for these other activities.

## Reviewing of your accreditation request

To guarantee the fairness of the reviewing process, each accreditation request is carefully reviewed by two reviewers, following EBAP or UEMS accreditation criteria.

All our reviewers are respiratory medicine specialists covering 14 pneumology sub-specialties. This enables EBAP to provide, whenever necessary, detailed and targeted feedback on the content of the CME product assessed.

You can expect a response to your request within the following time-frame

- › Live Educational Events: 18 weeks
- › Printed material, e-learning, assessments: 8-10 weeks
- › Other CME activities: two accreditation requests deadlines per year:  
1 March and 1 August
- › Training Centre Accreditation: The whole accreditation process can take up to 12 months

## Sponsorship of your event

Please bear in mind that there are very strict regulations related to the sponsorship of CME activities. We recommend you carefully check EBAP and UEMS accreditation guidelines prior to applying so as to ensure your activity and documents comply.



Visit us [ebap.org](https://ebap.org)

**EBAP** · Ave Ste-Luce 4 · CH-1003 Lausanne  
T. +41 21 213 01 86 · F. +41 21 213 01 00 · [ebap.info@ebap.org](mailto:ebap.info@ebap.org)