Participant Lists
Quick Reference Document

Introduction

Accredited CME providers must have a mechanism for physicians to claim credit and must award the actual number of AMA PRA Category 1 Credits™ claimed by each physician. The records documenting the credit awarded must be retained by accredited providers, for each certified activity, for a minimum of six years after the completion date of the activity.

Participant List should include the following information for each participant (physicians and non-physicians):

- Full name of participant
- Designation as either:
  - Physician
  - Non-physician
- Contact e-mail address for participant.
- Unique identifier for participant
- Actual number of hours claimed, in .25 increments up to the maximum the activity was accredited for.

Requirements

- Submit participant list to accredited provider as part of the overall post-activity requirements.
- Complete corresponding “Post-activity Reporting Requirements” field relative to the number of physician vs non-physician participants.
  - Since there is no “time limit” for participants to “claim credit”
    - Post-activity information will only reflect “credit hours claimed” information for participants that have already claimed credit and received their certificates at the time the requirements are due.
    - Due date is 60 days after each activity occurrence ends.
- Update participate list as individuals continue to claim credit and certificates are awarded.
- Retain records for a minimum of six years and be prepared to submit to accredited provider upon request.

Sample Participant List (roster)

<table>
<thead>
<tr>
<th>Unique identifier for participant (A#)</th>
<th>Full name of participant</th>
<th>Physician/ Non-Physician</th>
<th>E-mail Address</th>
<th>Actual number of hours claimed</th>
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