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PACE

**PROGRAM
 APPROVAL FOR
 CONTINUING
 EDUCATION**

APPLICATION FOR LOCAL APPROVAL

An electronic version of this application can be received by e-mailing your request to PACE@agd.org, calling the AGD at 1.888.AGD.DENT, ext. 4114, or downloading the application from the AGD Web site at www.agd.org/education/pace/apply/#section_local.

Name of Program Provider organization: _____

Please check one: First-time applicant Renewing applicant Provider number: _____

Individual to whom correspondence regarding this application should be addressed:

 Contact name Title

 Address

 Telephone Fax

 E-mail Web site

Please answer the following questions to determine if you are eligible for PACE-approval.

In this document, "you" refers to the organization applying for program-provider approval.

QUESTION

Have you been offering continuing dental education activities for at least 12 months? If yes, please list the number of years this organization has offered continuing dental education activities.

RESPONSE

Yes No

of Years: _____

As a program provider, do you ensure that all courses offered have a sound scientific basis in order to adequately protect the public? PACE reserves the right to require acceptable substantiation from providers that their courses have a sound scientific basis and proven efficacy, and ensure public safety.

Yes No

As a program provider, do you ensure that the educational methods and the facilities selected are appropriate to the stated objectives of the activity?

Yes No

*If you answered **NO** to any of the above, you may not be eligible to become a PACE-approved program provider at this time. Please contact the AGD at 1.888.AGD.DENT, ext. 4114, before completing this application to discuss the eligibility requirements.*

Please answer the following questions to determine whether you are eligible to apply for local constituent PACE approval.

QUESTION

Is your program presented in more than one state/province?

RESPONSE

Yes No

Do your programs draw a significant number of attendees from outside the state/province in which your organization is based?

Yes No

Do your programs contain self instruction or electronically mediated components?

Yes No

Do your programs contain combination on-site/in-office protocol courses?

Yes No

*If you answered **YES** to any of these questions please contact the AGD at 1.888.AGD.DENT, ext. 4335, before completing this application as you may need to apply to the national PACE program.*

I attest that the responses provided in this application reflect the actual administration of the continuing education program of the above organization.

Printed name

Title

Signature

Date

Which organization type best describes your organization? *Check one*

AGD Component	Federal Agency	Pharmaceutical Company
ADA Component	State Agency	Dental Materials Company
Communications/Publishing Company	Health Care Delivery System	Dental Equipment/Device Company
Consulting Company	Insurance Company	Specialty Society/Dental Association
Dental Education Company	Managed Care Company	Study Club
Other _____		

Are you a not-for-profit organization? Yes No

CE course type offered: *Check all that apply to your organization.*

Lecture Participation Other _____

Instructions

The PACE Guidebook is your resource for planning and administering what the Academy of General Dentistry looks for in a quality continuing dental education program.

The questions on this application are based on the Standards and Criteria of the Program Approval for Continuing Education, which are divided into thirteen (13) distinctive sections. Notations listed in parentheses () after each question refer to a specific standard or criteria within that section,

found in the PACE Guidebook beginning on page 3. For example, (XIII S:2) means section XIII, standard 2; (II C:D) means section II, criteria D; and (IV, R:G) means section 4, recommendation G.

All local program providers must complete Form A. If you answered 'NO' to any question, please attach an explanation at the end of the section. **Providers that offer hands-on participation courses or treat live patients during the educational program also must complete FORM B.**

When completing the application:

- Type or print answers legibly in ink.
- Do not bind into book form.
- Contact your local PACE-approval representative to confirm how many copies of the application should be submitted.

Applications should be sent to your local AGD PACE-approval representative. For a current list, please visit the AGD Web site at www.agd.org/education/pace/apply.

Standard I. ADMINISTRATION, Standard II. FISCAL RESPONSIBILITY

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA																		
<p>1 List individuals who have day-to-day responsibility for the quality and content of the CDE program. (I, S:2, C:A, D, I)</p>	<table border="1"> <thead> <tr> <th data-bbox="418 247 716 270">Name, Credential</th> <th data-bbox="727 247 943 270">Job Title</th> <th data-bbox="954 222 1076 270">% of Time Spent on CDE</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td><td>_____</td></tr> <tr><td>2. _____</td><td>_____</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td><td>_____</td></tr> <tr><td>5. _____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Name, Credential	Job Title	% of Time Spent on CDE	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____	5. _____	_____	_____	<p>I, S:2 The program must be under the continuous guidance of an administrative authority and/or individual responsible for its quality, content, and ongoing content.</p> <p>I, C:A The continuing education program must be under the ongoing supervision of an individual or an administrative authority so that there is continuity in the program provider's continuing education efforts.</p>
Name, Credential	Job Title	% of Time Spent on CDE																		
1. _____	_____	_____																		
2. _____	_____	_____																		
3. _____	_____	_____																		
4. _____	_____	_____																		
5. _____	_____	_____																		
<p>Note: It is recommended that all providers form a CDE planning committee. Sole providers are required to have a committee that meets regularly and at least one member must be a dentist. (I, C:G)</p>	<p>Name of Committee/Council Members</p> <table border="1"> <thead> <tr> <th data-bbox="418 579 716 602">Name</th> <th data-bbox="727 579 943 602">Title</th> <th data-bbox="954 558 1076 602">Years on Committee</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td><td>_____</td></tr> <tr><td>2. _____</td><td>_____</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td><td>_____</td></tr> <tr><td>5. _____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	Name	Title	Years on Committee	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____	5. _____	_____	_____	<p>I, C:D The program planner must commit sufficient time to planning and conducting the CDE program relative to its planned size and scope of activity; be responsible for choosing the educational methods to be utilized in consultation with advisory committees, instructors, educational advisors, or potential attendees; and ensure that facilities and equipment (including those borrowed or rented) are adequate in size, are safe, and are in good working condition so that instruction can proceed smoothly and effectively.</p> <p>I, C:I Continuity of administration and planning is necessary for the stability and growth of the program. It is required that:</p> <ol style="list-style-type: none"> Members of the administrative authority or advisory committee be selected for a term of longer than one year. Members of the administrative authority or advisory committee serve staggered terms of office.
Name	Title	Years on Committee																		
1. _____	_____	_____																		
2. _____	_____	_____																		
3. _____	_____	_____																		
4. _____	_____	_____																		
5. _____	_____	_____																		
<p>Note: Sole providers are required to maintain minutes from its committee meetings. The minutes of the meetings will be attached to the PACE Application and continued participation.</p>	<p>Meeting Minutes attached</p>	<p>I, C:G Sole providers are required to have a committee that meets regularly and at least one member of the committee must be a dentist. The committee will also be required to maintain minutes from its meetings. The minutes of the meetings will be attached to the PACE Application when applying for participation and continued participation.</p>																		
<p>2 Who in your organization is responsible for the following: (Indicate job title(s) listed in question 1.)</p>	<p>Ensuring compliance with PACE standards and guidelines? (I, C:B)</p> <p>_____</p> <p>Choosing the appropriate educational methods in consultation with an advisory committee, instructor, faculty, or potential attendees? (I, C:D)</p> <p>_____</p> <p>Ensuring that facilities and equipment are adequate and in good working condition and that adequate space is provided to accommodate the size of the intended audience? (I, C:D)</p> <p>_____</p>	<p>I, C:B The administrative authority/administrator will have the responsibility for ensuring compliance with the quality contained in these standards and guidelines.</p> <p>I, C:D The program planner must commit sufficient time to planning and conducting the CDE program relative to its planned size and scope of activity; be responsible for choosing the educational methods to be utilized in consultation with advisory committees, instructors, educational advisors, or potential attendees; and ensure that facilities and equipment (including those borrowed or rented) are adequate in size, safe, and in good working condition so that instruction can proceed smoothly and effectively.</p>																		

Standard I. ADMINISTRATION, Standard II. FISCAL RESPONSIBILITY *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>2 <i>Cont'd.</i> Who in your organization is responsible for the following: (Indicate job title(s) listed in question 1)</p>	<p>Ensuring that the student/instructor ratio is appropriate to the information being presented and that sufficient support personnel are available to assist with the implementation of the course? (I, C:E)</p> <hr/> <p>Maintaining accurate information on participants' attendance, needs assessments, course objectives, outlines, and evaluation procedures? (I, C:F)</p> <hr/> <p>Ensuring participants are not violating any applicable laws and regulations while participating in a course? (I C:H)</p> <hr/> <p>Providing annual contact information updates to the AGD? (I, C:J)</p> <hr/>	<p>I, C:E Where the size or extent of the CDE program warrants, especially when offering participation courses, there must be provision for adequate support personnel to assist with program planning and implementation. Group size must be limited in coordination with the nature of available facilities and the number of instructors/evaluators. Very careful attention to group size is mandatory when planning an activity that requires participants to perform complex tasks requiring supervision and evaluation.</p> <p>I, C:F The administrative authority/administrator is required to maintain accurate records of participants' attendance. The administrative authority/administrator will be responsible for retaining information on the formal planned activities offered, including needs assessment, methods, objectives, course outlines, and evaluation procedures. This information must be available at the time of application or re-application for program provider approval.</p> <p>I, C:H CDE providers must assume responsibility for compliance by participants with applicable laws and regulations. The provider must ensure that participation in its program by dentists not licensed in the jurisdiction where the program is presented does not violate the state practice act. Unless malpractice coverage for attendees participating in clinics is arranged by the CDE provider, notice must be given to participants to obtain written commitments of coverage from their carriers.</p> <p>I, C:J Program providers must submit complete contact information annually to the AGD. Contact information must include current provider name, address, phone number, fax number, Web address (if available), name of current provider contact person, and address, phone number, fax number, and e-mail address of contact person.</p>
<p>3 In the event of personnel changes, are there specific procedures in place to ensure continuity for the administration of the program? (I, C:C)</p>	<p>Yes No</p>	<p>I, C:C To maintain continuity, the program provider must develop specific procedures for personnel changes. This is particularly important with regard to the administrator or the administrative authority (program planner).</p>
<p>4 Attach a copy of your procedure manual, administrative guidelines, job descriptions, or list of job responsibilities. (I, C:C)</p>	<p>Procedure Manual attached Administrative Guidelines attached Job descriptions/responsibilities attached</p> <p>Note: If including job descriptions or lists of job responsibilities, the jobs should correspond with the titles listed in question 1.</p>	<p>I, C:C To maintain continuity, the program provider must develop specific procedures for personnel changes. This is particularly important with regard to the administrator or the administrative authority (program planner).</p>

Standard I. ADMINISTRATION, Standard II. FISCAL RESPONSIBILITY *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
5 Do you maintain a budget for the overall continuing education program, to include all costs and income, both direct and indirect? (II, S:1, C:A)	Yes No	II, S:1 Resources must be sufficient to meet: a. The goals of the program; b. The objectives of the planned activities. II, C:A Adequate resources must be available to fund the administrative and support services necessary to manage the continuing education program.

Automatic failure of section if applicant does not provide requested samples or names.

Standard III. GOALS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
6 Please attach a sample of your written organizational AND continuing education goals relating to the health care needs of the public and/or interests and needs of the profession. (III, S:1, 2)	Organizational Goals attached Continuing Education Goals attached	III, S:1 The program provider must develop and operate in accordance with a written statement of its broad, long-range goals related to the continuing education program. III, S:2 Goals must relate to the health care needs of the public and/or interests and needs of the profession.
7 Who in your organization is responsible for developing the goals of the CDE program? (Indicate job title(s) listed in question 1) (III, C:A)	_____ _____	III, C:A The individual or authority responsible for administration of the CDE program must have input into development of the overall program goals.
8 How often are the goals of the CDE program reviewed? (III, R:C)	_____ _____	III, R:C A mechanism should be provided for periodic re-appraisal and revision of the program provider's continuing education goals.

Automatic failure of section if applicant does not provide written goals or names.

Standard IV. NEEDS ASSESSMENT

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
9 What identifiable data sources or mechanisms outside your own needs/interests do you use to objectively determine the professional needs and interests of your potential future audience? (IV, S:1, C:B, C)	<i>Check all that apply</i> survey/questionnaire course evaluation form verbal feedback during course advice from professional organizations public health statistics or other pertinent patient care data other _____	IV, S:1 Program providers must utilize identifiable mechanisms to determine objectively the current professional needs and interests of the intended audience, and the content of the program must be based upon these needs. IV, C:B Identified needs/interests must be developed from data sources that go beyond the program provider's own perceptions of needs/interests. IV, C:C The program provider must document the process used to identify needs/interests.
10 Is the content of the CDE program based on these needs? (IV, S:1)	Yes No	IV, S:1 Program providers must utilize identifiable mechanisms to determine objectively the current professional needs and interests of the intended audience, and the content of the program must be based upon these needs.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
11 Does the program planner carry out or coordinate the needs assessment procedures and utilize the assessment in planning educational activities? (IV, C:A, D)	Yes No	IV, C:A The program planner must be responsible for carrying out or coordinating needs assessment procedures. IV, C:D The program provider must state the needs/interests identified and indicate how the assessment is used in planning educational activities.
12 Please provide completed needs assessment surveys/questionnaires or written narratives that document your needs assessment activities. (IV, C:C)	Completed survey attached Written narrative attached	IV, C:C The program provider must document the process used to identify needs/interests.

Automatic failure of section if applicant does not document needs assessment process.

Standard V. OBJECTIVES

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
13 Are specific written educational objectives and design developed with the instructor in advance of each activity? (V, S:1)	Yes No	V, S:1 Specific written educational objectives must be developed for each activity and published in advance for the intended audience.
14 Though the instructor may write them, is the program planner ultimately responsible for ensuring that appropriate objectives are developed? (V, C:A)	Yes No	V, C:A The program planner must be ultimately responsible for ensuring that appropriate objectives are developed for each activity. The educational objectives may, however, be prepared by an instructor, course director, or program planner.
15 Are educational objectives developed early on, prior to selecting specific course content or choosing educational methodologies? (V, C:B)	Yes No	V, C:B Educational objectives must be developed for each activity during the earliest planning stages. These provide direction in selecting specific course content and choosing appropriate educational methodologies.
16 Are the educational objectives distributed so that the intended audience is made aware of them and can select courses on a sound basis? (V, C:C)	Yes No	V, C:C The written educational objectives must be published and distributed to the intended audience as a mechanism for potential attendees to select courses on a sound basis.
17 Do you ensure that the educational objectives do not conflict or appear to violate the ADA Principles of Ethics and Code of Professional Conduct? (V, C:D)	Yes No	V, C:D Educational objectives must not conflict with or appear to violate the ADA Principles of Ethics and Code of Professional Conduct.
18 Enclose examples showing specific written objectives from courses given in the past year, such as brochures, handout materials, etc. (V, S:1)	Objectives attached	V, S:1 Specific written educational objectives must be developed for each activity and published in advance for the intended audience.

Automatic failure of section if applicant does not document needs assessment process.

Standard VI. ADMISSIONS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
19 In general, are your courses available to all dentists? (VI, S:1)	Yes No	VI, S:1 In general, continuing education activities must be made available to all dentists.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
20 Are the necessary levels of knowledge, skill, or experience specified in course announcements and is a definition of the knowledge, skill, or experience included? (VI, S:2, VI, C:A.1)	Yes No	VI, S:2 If activities require previous training or preparation, the necessary level of knowledge, skill, or experience must be specified in course announcements. VI, C:A As an activity is designed, the program planner may determine that previous training or preparation is necessary for learners to participate effectively in the activity. In all such cases, the program provider must: 1. Provide a precise definition of knowledge, skill, or experience required for admission.
21 Do you communicate to all participants the equipment and materials required to attend? (VI, C:A.3)	Yes No	VI, C:A As an activity is designed, the program planner may determine that previous training or preparation is necessary for learners to participate effectively in the activity. In all such cases, the program provider must: 3. Specify in advance and make available a method whereby applicants for admission may demonstrate that they have met the requirement.

Standard VII. PATIENT PROTECTION

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
22 Are participants cautioned about the hazards of using limited knowledge when integrating new techniques into their practice? (VII, S:1)	Yes No	VII, S:1 Participants must be cautioned about the hazards of using limited knowledge when integrating new techniques into their practices.
23 Do you seek assurance prior to the course that participants possess the basic skill, knowledge, and expertise necessary to assimilate instruction and perform the techniques being taught in the course? (VII, S:2.a)	Yes No	VII, S:2 Where patient treatment is involved, either by course participants or instructors, patient protection must be ensured as follows: a. The program provider must seek assurance prior to the course that participants possess the basic skill, knowledge, and expertise necessary to assimilate instruction and perform the treatment techniques being taught in the course.
24 Are the appropriate equipment and instruments available and in good working order? (VII, S:2.b)	Yes No	VII, S:2 Where patient treatment is involved, either by course participants or instructors, patient protection must be ensured as follows: b. Informed consent from the patient must be obtained in writing prior to treatment.
25 Are participants cautioned about the dangers of incorporating techniques and procedures into their practices if the course has not provided them with adequate clinical experience to allow them to perform it competently? (VII, C:A)	Yes No	VII, C:A. Participants must be cautioned about the dangers of incorporating techniques and procedures into their practices if the course has not provided them with adequate, supervised clinical experience in the technique or procedure to allow them to perform it competently.
26 Do you treat live subjects, including peers, during the CDE program?	Yes No	

If YES, complete Form B of the PACE Application

Standard VIII. INSTRUCTORS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>27 Please attach an explanation of how you determine whether an instructor is qualified to provide instruction in the relevant subject matter? (VIII, S:1)</p> <p>Note: Sole providers are required to include a Curriculum Vitae containing a biography, education/training, positions held, courses, and publicity for the instructor. (VIII, C:D)</p>	<p>Instructor Selection Process attached Curriculum Vitae attached</p>	<p>VIII, S:1 Instructors chosen to teach courses must be qualified by education and/or experience to provide instruction in the relevant subject matter.</p> <p>VIII, C:D When a program provider is a sole provider and utilizes only one instructor, the provider must submit a CV containing a biography, education/training, positions held, courses, and publicity for the instructor to demonstrate his/her competency in regard to the goals and objectives of the program.</p>
<p>28 Do you ensure that adequate direct interchange between participants and instructors will take place? (VIII, C:C)</p>	<p>Yes No</p>	<p>VIII, C:C The instructor-to-attendee ratio is most critical in participation courses. Great care must be taken to ensure that close supervision and adequate direct interchange between participants and instructors will take place. The instructor-to-attendee ratio should not exceed 1:15 during any hands-on activities.</p>
<p>29 Do you assign the number of course instructors based on your chosen educational objectives and methods? (VIII, C:B)</p>	<p>Yes No</p>	<p>VIII, C:B The number of instructors assigned to any activity must be predicated upon the course objectives and the educational methods used.</p>
<p>30 Is the instructor/attendee ratio such to ensure that close supervision and adequate direct interchange between participants and instructors will take place? (VIII, C:C)</p>	<p>Yes No</p>	<p>VIII, C:C The instructor-to-attendee ratio is most critical in participation courses. Great care must be taken to ensure that close supervision and adequate direct interchange between participants and instructors will take place. The instructor-to-attendee ratio should not exceed 1:15 during any hands-on activities.</p>
<p>31 What is your instructor/attendee ratio for participation courses?</p>	<p>Ratio: _____</p>	<p>VIII, C:C The instructor-to-attendee ratio is most critical in participation courses. Great care must be taken to ensure that close supervision and adequate direct interchange between participants and instructors will take place. The instructor-to-attendee ratio should not exceed 1:15 during any hands-on activities.</p>
<p>32 Do you ensure that all instructors can provide evidence-based sources in English or translated from peer-reviewed journals that support the content being taught? (VIII, S:3)</p>	<p>Yes No</p>	<p>VIII, S:3 Instructors must provide evidence-based sources in English or translated from peer-reviewed journals.</p>
<p>33 Please include a copy of a signed affidavit of image authenticity you obtain from one or more of your instructors to ensure that images presented have not been falsified and will not misrepresent the outcome of treatment. (VIII, C:E)</p>	<p>Signed affidavit of image authenticity attached</p>	<p>VIII, C:E CDE program providers must assume responsibility for taking specific steps to ensure that images presented in courses have not been falsified or misrepresent the outcome of treatment. Signed and notarized affidavits of image authenticity must be obtained from all faculty members.</p>

Automatic failure of section if applicant does not provide acceptable explanation or CV, sample affidavit, or if they do not ensure instructors can provide evidence-based sources in English.

Standard IX. PUBLICITY

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>34 Does your course publicity contain all the following: (IX, S:1, 2; C:A, C:D)</p> <p>Course title.....</p> <p>Description of course content.....</p> <p>Educational objectives.....</p> <p>Description of teaching method.....</p> <p>Costs.....</p> <p>Name of program provider(s) and contact.....</p> <p>Course instructors and their qualification.....</p> <p>Refund and cancellation policies.....</p> <p>Location.....</p> <p>Date.....</p> <p>Number of CDE hours awarded.....</p> <p>Level of skill, knowledge, or experience required/suggested.....</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>	<p>IX, S:1 Publicity must be informative and not misleading. It must include:</p> <ul style="list-style-type: none"> a. course title b. a description of course content c. the educational objectives d. a description of teaching methods to be used e. costs f. the name of the program provider and contact person g. course instructor(s) and their qualifications h. refund and cancellation policies i. location j. date k. specifics as to approvals granted and credits available <p>IX, S:2 For effective presentation and assimilation of course content, the prior level of skill, knowledge, or experience required (or suggested) of participants must be clearly specified in publicity materials.</p>
<p>35 Are the AGD PACE logo and specific approval terms included? (IX, C:E)</p>	<p>Yes</p> <p>No</p> <p>First time applicant</p>	<p>IX, C:E Approved program providers must use the approved AGD PACE logo/brand with the appropriate credit statement in all printed brochures and promotional materials for their educational program.</p>
<p>36 Attach your five (5) most recent publicity samples from programs given in the past 12 months. If five samples are not available from the past 12 months, please provide the five most recent publicity samples available. (IX, C:A)</p>	<p>_____ Number of publicity samples attached</p>	<p>IX, C:A Any publicity for CDE activities must provide complete and accurate information to the potential audience.</p>
<p>37 Do you ensure that publicity does not contain misleading statements regarding the nature of the activity or the benefits to be derived from participation? (IX, C:B)</p>	<p>Yes</p> <p>No</p>	<p>IX, C:B Care must be taken to avoid misleading statements regarding the nature of the activity or the benefits to be derived from participation.</p>
<p>38 Are all statements of credit or approval worded as prescribed by the agency granting the credits or approvals, so that participants cannot misinterpret them? (IX, C:C)</p>	<p>Yes</p> <p>No</p>	<p>IX, C:C Accurate statements concerning credits or approvals granted for the activity must be included. Great care must be taken to ensure that such statements follow the wording prescribed by the agency granting the credits or approvals, so that participants cannot misinterpret them.</p>

Automatic failure of section if applicant does not provide publicity samples.

Standard X. EVALUATION

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
39 Have you developed and utilized evaluation mechanisms that: (X, S:1)		X, S:1 The program provider must develop and utilize activity evaluation mechanisms that:
a. are appropriate to the objectives and educational methods?	Yes No	a. Are appropriate to the objectives and educational methods;
b. measure the extent to which course objectives have been accomplished?	Yes No	b. Measure the extent to which course objectives have been accomplished;
c. assess course content, instructor effectiveness, and overall administration?	Yes No	c. Assess course content, instructor effectiveness, and overall administration
d. include questions that ask for comments from participants?	Yes No	
40 Do your evaluation mechanisms allow participants to assess their achievement of personal objectives? (X, C:A)	Yes No	X, C:A The program provider must provide an evaluation mechanism that will allow participants to assess their achievement of personal objectives. Such mechanisms must be content-oriented and provide feedback to participants so that they can assess their mastery of the material. This is especially important if the activity is self-instructional in nature. The educational objectives for the activity must form the basis for the evaluation.
41 Do your evaluation mechanisms help to assess the level at which the objectives were fulfilled, with the goal of improving your future educational activities? (X, C:B)	Yes No	X, C:B The program provider must provide an evaluation mechanism that will help the program provider assess the effectiveness of the CDE activity and the level at which stated objectives were fulfilled, with the goal being continual improvement of the program provider's activities.
42 Do you conduct internal reviews of your entire educational program to determine the extent to which the overall goals of the program are being achieved? (X, C:C.1)	Yes No	X, C:C The program provider is required to periodically conduct an internal review to determine: 1. The extent to which the goals are being achieved.
43 Provide samples of all evaluation mechanisms.	Course evaluation attached	

Standard XI. COURSE RECORDS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
44 Do you maintain accurate records of individual attendance, and make such records accessible to attendees? (XI, S:1)	Yes No	XI, S:1 Program providers must maintain accurate records of individual attendance and make such records accessible to attendees for a minimum of six years.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
45 Have you ensured that what you provide for attendance verification does not resemble a diploma or appear to attest to a specific skill or specialty or advanced educational status? (XI, S:2)	Yes No	XI, S:2 Any record supplied in connection with the continuing education activity must not be, nor resemble, a certificate or diploma that attests to or might appear to attest to specific skill, specialty, or advanced educational status. Providers must design such documentation to avoid misinterpretation by the public or professional colleagues.
46 Is the amount of credit awarded to participants in your educational activities in compliance with AGD policies? (XI, S:3, C:B)	Yes No	XI, S:3 Credit awarded to participants of an approved program provider's educational activity must be in compliance with AGD policies related to credit allocation. XI, C:B Credit must be awarded based on the following calculations: 1. For formal structured lectures, credit will be awarded based on actual number of contact hours. No credit will be awarded if the course is less than one hour in duration; 2. For courses in which at least 30% of course content involves the participant in the active manipulation of dental materials or devices, the treatment of patients, or other opportunities to practice skills or techniques under the direct supervision of a qualified instructor, participation credit will be awarded based on actual number of contact hours (excluding breaks, meals, and registration periods); 3. AGD members who complete audio, audio-visual, or electronically delivered self-instructional programs should receive credit equal to twice the length of the instructional time provided, with a minimum of one hour of credit; 4. AGD members who complete self-paced self-instructional programs must receive credit based on an educator's estimate of the time required to complete the program segment, with the minimum being one credit hour and the maximum being eight credit hours; 5. For courses that include an in-office component, credit will be awarded hour-for-hour for the formal, on-site sessions. Credit for the in-office component must not exceed (but may be less than) the amount of credit awarded for the initial sessions (excluding the final case presentation session).
47 Are you using a course completion/verification code for each activity? (XI, S:5)	Yes No	XI, S:5 A course completion code for each educational activity must be given to the attendees at the end of each course.
48 Are you submitting CDE credits for all AGD member attendees directly to the AGD? (XI, S:4)	Yes No	XI, S:4 Program providers must submit continuing education credits for all AGD member attendees directly to the AGD by mail or online within 30 days. AGD-approved standardized roster submission forms must be used.
49 Please provide a sample of a completed course verification of attendance distributed to participants upon completion of the course.	Attendance verification attached	

Automatic failure of section if applicant does not provide publicity samples.

Standard XII. COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
50 Please provide a sample of your guidelines or policies that clearly identify you as responsible for program content, ensure scientific integrity of all CDE activities and faculty selection, and help you avoid commercial influence in relation to this standard. (XII, C:A, C:B)	Written Commercial Guidelines/Policies attached	XII, C:A CDE program providers must assume responsibility for ensuring the content quality and scientific integrity of all CDE activities. XII, C:B CDE program providers must operate in accordance with written guidelines and policies that clearly place the responsibility for program content and faculty selection on the program provider. These guidelines must not conflict with the PACE Standards/Criteria for Approval. Each CDE learning experience offered must conform to this policy.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
51 Do you ensure that a balanced view of all therapeutic options is presented, and that generic names are used whenever possible? (XII, C:F)	Yes No	XII, C:F CDE program providers must ensure that a balanced view of all therapeutic options is presented and that any promotional nature of the activity is fully disclosed. Whenever possible, generic names must be used to contribute to the impartiality of the program presented.
52 If you or your instructors have any monetary or special interest in any company, whose products are discussed in any of your CDE activities, will it be disclosed in promotional materials and in the presentation itself? (XII, C:E)	Yes No	XII, C:E CDE program providers and instructors must disclose to participants any monetary or other special interest the program provider may have with any company whose products are discussed in its CDE activities. Disclosure must be made in promotional materials and at the beginning of the presentation itself.
53 If outside sources of financial aid are currently utilized or could be accepted in the future, will they be acknowledged in all printed announcements and brochures and at the beginning of the presentation itself? (XII, S:1)	Yes No	XII, S:1 The PACE standards and criteria are designed to ensure that: a. Activities offered by CDE program providers must be independent of commercial influence, either direct or indirect; b. If commercial relationships exist between the program provider, course presenters, and/or a commercial company and its products, they must be fully disclosed to participants; c. All provider and/or instructor commercial relationships must be fully disclosed in promotional materials and at the beginning of the presentation itself; d. Financial aid is acknowledged in printed announcements and brochures.
54 Do you assume the responsibility for any specific content and instructional materials that may be prepared with outside financial support? (XII, C:G)	Yes No	XII, C:G CDE program providers must assume responsibility for the specific content and use of instructional materials that are prepared with outside financial support.
55 Please include a sample of the signed conflict of interest statement you obtain from all faculty in order to identify and disclose all possible conflicts of interest. (XII, C:H)	Signed Instructor Conflict of Interest Disclosure attached	XII, C:H CDE program providers must assume responsibility for taking specific steps to protect against and/or disclose any conflict of interest of the faculty/instructors presenting courses. Signed conflict of interest statements must be obtained from all faculty members.

If outside sources of financial aid are currently utilized or if commercial relationships exist between your organization, course presenters, and/or a commercial company, complete questions 56–59; otherwise, skip to the next section.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
56 Are all commercial relationships among your organization, course presenters, and/or a commercial company fully disclosed to course participants in your publicity? (II, C:C; XII, S:1.b)	Yes No	II, C:C The program provider must provide a budget for the overall continuing education program that includes all costs and income, both direct (e.g., honoraria, publicity costs, tuition fees, refunds, or foundation grants) and indirect (e.g., use of classroom facilities or equipment, nonpaid instructor time, etc.). XII, S:1 The PACE standards and criteria are designed to ensure that: b. If commercial relationships exist between the program provider, course presenters, and/or a commercial company and its products, they must be fully disclosed to participants.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
57 Do you accept only unrestricted funding for any and all aspects of the educational activity? (XII, C:C)	Yes No	XII, C:C The ultimate decision regarding funding arrangements for CDE activities must be the responsibility of the CDE program provider. CDE activities may be supported by funds received from external sources if such funds are unrestricted. External funding must be disclosed to participants 1) in announcements, brochures, or other educational materials, and 2) in the presentation itself.
58 Please attach samples of your printed announcements, brochures, or other educational materials, disclosing the source of any external funding. (XII, C:C)	Publicity attached	XII, C:C The ultimate decision regarding funding arrangements for CDE activities must be the responsibility of the CDE program provider. CDE activities may be supported by funds received from external sources if such funds are unrestricted. External funding must be disclosed to participants 1) in announcements, brochures, or other educational materials, and 2) in the presentation itself.
59 Please provide a sample of a written letter of agreement you use which outlines the terms and conditions of any arrangement and/or relationship between yourself and a commercial supporter. (XII, C:D)	Commercial Support Agreement attached	XII, C:D CDE program providers receiving commercial support must develop and apply a written statement or letter of agreement outlining the terms and conditions of the arrangement and/or relationship between the program provider and the commercial supporter.

Automatic failure of section if applicant does not include documentation for one question;
automatic failure of application if applicant does not include documentation for two or more questions.

FORM B

Complete if your organization offers hands-on participation courses.

Standard I. ADMINISTRATION

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
1 Do you limit group size in coordination with the nature of the facility and the number of instructors/evaluators? (I, C:E)	Yes No	I, C:E Where the size or extent of the CDE program warrants, especially when offering participation courses, there must be provision for adequate support personnel to assist with program planning and implementation. Group size must be limited in coordination with the nature of available facilities and the number of instructors/evaluators. Very careful attention to group size is mandatory when planning an activity that requires participants to perform complex tasks requiring supervision and evaluation.
2 Is sufficient space and equipment available to allow active participation by each learner without any learner experiencing undue idle time? (I, C:D)	Yes No	I, C:D The program planner must commit sufficient time to planning and conducting the CDE program relative to its planned size and scope of activity; be responsible for choosing the educational methods to be utilized in consultation with advisory committees, instructors, educational advisors, or potential attendees; and ensure that facilities and equipment (including those borrowed or rented) are adequate in size, safe, and in good working condition so that instruction can proceed smoothly and effectively.

Standard VI. ADMISSIONS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
3 If attendees are required to provide materials or equipment, do you make this requirement clear to potential enrollees by providing specific descriptions of all equipment and materials required? (VI, C:A)	Yes No N/A	VI, C:A As an activity is designed, the program planner may determine that previous training or preparation is necessary for learners to participate effectively in the activity. In all such cases, the program provider must: <ol style="list-style-type: none">1. Provide a precise definition of knowledge, skill, or experience required for admission;2. Demonstrate the necessity for any admission restriction, based on course content and educational objectives;3. Specify in advance and make available a method whereby applicants for admission may demonstrate that they have met the requirement;4. Develop methods that are objective, specific, and clearly related to the course content and stated requirements;5. If attendees are required to provide materials and equipment, the program provider must make this requirement clear to potential enrollees and must provide enrollees with specific descriptions of all equipment and materials required.

Standard VII PATIENT PROTECTION

If live patients ARE NOT utilized in the classroom by instructors and/or participants, skip this section.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
4 Please provide a sample of the informed consent obtained in writing from each patient? (VII, S:2.b, C:D)	Informed consent form attached	VII, S:2.b Where patient treatment is involved, either by course participants or instructors, patient protection must be ensured as follows: Informed consent from the patient must be obtained in writing prior to treatment. VII, C:D Patients must be informed, in non-technical language, of: <ol style="list-style-type: none">1. The training situation;2. The nature and extent of the treatment to be rendered;3. Any benefits or potential harm that may result from the procedure;4. Available alternative procedures;5. Their right to discontinue treatment.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
5 Do you assume responsibility for completion of treatment by a qualified clinician should any question of the course participant's competence arise? (VII, C:E)	Yes No	VII, C:E The program provider must assume responsibility for completion of treatment by a qualified clinician, should any question of the course participant's competence arise.
6 Provide a list of the equipment, facilities, and/or arrangements you provide to ensure that adequate and appropriate arrangements and/or facilities exist for emergency and postoperative care. (VII, S:2.d)	Emergency/ post-op care explanation attached	VII, S:2 Where patient treatment is involved, either by course participants or instructors, patient protection must be ensured as follows: d. Adequate and appropriate arrangements and/or facilities for emergency and postoperative care must exist.
7 Do you assume the responsibility that participants do not treat patients in violation of state dental licensure laws while in your course? (VII, C:B)	Yes No	VII,C:B The program provider must assume responsibility for ensuring that participants treating patients (especially those from outside the state/province where the course is held) are not doing so in violation of state dental licensure laws.
8 Do you take responsibility that adequate facilities are available to ensure aseptic conditions and that universal precautions are followed when treating patients? (VII, C:F)	Yes No	VII, C:F There can be no compromise in adequate and appropriate provisions for care of patients treated during CDE activities; aseptic conditions (where possible, and, where not possible, antiseptic conditions), equipment, and instruments, as well as emergency care facilities, must be provided.
9 Do you provide sufficient clinical supervision during patient treatment to ensure that procedures are performed competently? (VII, C:G)	Yes No	VII, C:G Sufficient clinical supervision must be provided during patient treatment to ensure that the procedures are performed competently.
10 Do you assume responsibility for providing necessary post-course treatment, either through the practitioner who treated the patient during the course or through an alternative arrangement? (VII, C:H)	Yes No	VII, C:H The program provider must assume responsibility for providing the necessary post-course treatment, either through the practitioner who treated the patient during the course or through some alternative arrangement.