



Continuing Education Attendance Records

Such records and documentation should clearly include:

- The name and AGD code of the program provider
- The date(s) of the activity
- The title of the activity and/or specific subjects
- Educational methods used (e.g. , lecture, videotape, clinical participation)
- Number of credit hours (excluding breaks and meals)
- A course completion code for each educational activity

Providers are to complete a course roster or provide a record of attendance for each attendee. Record of attendance should not resemble a certificate or diploma that attests to or might appear to attest to specific skills or specialty or advanced educational status.

Course rosters or copies of attendance record are to be faxed or mailed to the AGD office:

Academy of General Dentistry
Dental Education
211 E Chicago Ave #900
Chicago, IL 60611
312-440-0513

*Program providers are required to maintain permanent and accurate records of individual attendees at each activity and make records accessible to attendees.