Preparing for the application

The PACE Application for national approval is online. It is not available to download. Use this document to prepare for the application. You should also review the PACE Guidelines before completing the application. Once you start the application you will be able to save your work and come back at another time, but it is good to be prepared before beginning the application.

The application consists of Yes/No questions, short answer and multiple-choice type questions. To help you prepare, see list below of documents you should have available or policies you will be asked to explain. The application will only accept .pdf or Word documents. This document only identifies questions that require an attachment or short answer.

Question	Information needed	Notes:
2-2	**Checkbox** Be prepared to report what teaching methods/course types you are <u>currently</u> offering.	• Take the time to read the definition of each course type/teaching method to make sure you report your program activities accurately. • If you plan to offer a new course type but have not done so yet <u>do not</u> select that course type. You should only select the course types that you can support with documentation in the application. • Your answer to this question will determine the questions you will see on the application, so make sure to only select the course types that you are <u>currently</u> offering.
2-3 2-4 2-5	**Required Short Answer** Program Summary: For recently held or planned upcoming courses, be prepared to provide the following information: Course title, date, location, the intended audience, number of attendees, number of instructors, delivery method, number of hours to be awarded, if there are prerequisites, if you presented jointly with other organizations or if you received commercial support. Organizations that offer self-instruction programs will also need to include release and review dates (question 2-5).	• Past course summary: List up to five courses offered by your organization in the past twelve months. If fewer than five were offered, enter all offered in the past twelve months. If no courses were offered in the past twelve months, select no and then explain why no courses were offered. • Future course summary: List up to five courses planned for the next twelve months. If fewer than five course are planned enter what is tentatively scheduled. If complete information is not available, include tentative dates, locations, etc. If no courses are listed reviewers will question why your organization is applying for approval and may return your application until you can show you are planning to offer courses. Self-Instruction course summary: You will only see this question if you select *Self-Instruction (all types, including recorded webinars or online programs)* in question 2-2

Question	Information needed	• Notes:
I-1	**Required Short Answer** Identify the people who are involved with the planning and implementation of your continuing dental education program.	• Make sure to include all credentials (DDS, RDH, PhD, etc.) for each person listed and their job title. • For each person listed identify if they are a member of staff, planning committee or both • Make sure to have a job description/list of responsibilities available. You must attach this with question I-2
I-2	**Attach Document** *Standard I: Administration* Job descriptions/job responsibilities for each member of your and planning committee.	• Basic examples are available on the [Application Support page](#) of AGD's website. • Job descriptions should be only for people who have responsibilities associated with planning and implementing your continuing dental education program. • Planning committee members whose only responsibilities are to provide independent guidance to the program planners must also be clearly identified. • You will need to save all job descriptions/responsibilities to **one** .pdf or Word document. The document can have multiple pages and should clearly identify the responsibilities of each individual listed in question I-1. ✓ Only responsibilities related to your CE program need to be identified. If an individual had responsibilities to your organization outside of your CE program, highlight the responsibilities related to your CE program. • Staff members usually carry out the day-to-day activities of planning and implementing the program. • Key staff are often part of the planning committee. • PACE Standards do not require an organization to have a staff; PACE Standards do require an organization to have a planning committee.
I-4	**Attach Document** *Standard I: Administration* Planning committee meeting minutes	• At least one example of meeting minutes should be included with your application. Up to four can be included. • Minutes must come from your most recent meetings. • First time applicants or returning applicants who did not record meeting minutes must explain why meeting minutes are not available.
I-5	**Required Short Answer** *Standard I: Administration* Explain your policies, procedures, or guidelines designed to ensure that all scientific CE activities offered include the scientific basis for the program content and assessment of the associated benefits/risks in order to promote public safety.	• All organizations are expected to work within a guideline or policy to ensure that all content is scientifically sound. • If a policy does not exist, it is recommended that applicants work with their planning committee to develop one prior to applying for approval. • Guidelines to ensure the scientific basis of a program are different from guidelines to ensure there is no commercial bias. • When developing this policy, it is recommended that you consider reviewing and/or maintaining copies of recent studies, research or articles supporting the content to be taught or maintaining lists of accredited dental programs where similar information is part of the curriculum.

Question	Information needed	• Notes:
I-6	**Attach Document *if applicable*** *Standard I: Administration* IF APPLICABE, Joint provider agreement letters	• Needed ONLY if your organization has worked jointly with another organization to plan and implement a CE program. • Joint program providers are different from commercial sponsors. Make to know the difference. To review the definitions, either return to page 2 of the application (question 2-3) go to the PACE Guidelines Lexicon of terms. If you have questions as to whether an event qualifies a joint program, email the AGD at pace@agd.org or call us at 1.888.243.3368 ext. 4114 or 4335 for more information.

III-1	**Required Short Answer**
	 Standard III: Goals
	 Be prepared to identify your organization's overall mission, organizational goals and long-range educational goals related to the continuing education program
		• Basic examples are available on the Application Support page of AGD's website; goals should be specific to your organization.
		   ✓ Mission statement are typically short and explain the broad vision of the organization.
		   ✓ Organization goals are time-targeted, measurable goals for an organization.
		   ✓ Educational goals are specific to what the organization hopes to accomplish through their education program. Educational goals <u>are not</u> specific course/learning objectives.
		 • Goals should be related to the health care needs of the public and/or interests and needs of the dental profession.
		 • Be prepared to identify who develops and reviews your mission and goals and how often they are reviewed.

IV-1	**Required Short Answer** **Attach Document *optional*** *Standard IV: Needs Assessment* Be prepared to explain how your organization identifies the upcoming educational needs of your audience and how you use this information when planning your courses. Attach your needs assessment survey, if available.	• PACE Standards expect approved providers to identify the various methods they use to objectively identify the current professional needs and interests of their audience. • Both direct and indirect methods should be used. Examples of direct methods include surveying participants or documenting verbal feedback. Examples of secondary methods include referencing national guidelines, reviewing public health statistics or reviewing peer reviewed literature. • Applicants will have the opportunity to include an example of a needs assessment survey if available. <u>Keep in mind that needs assessment surveys are different then course evaluations. Only needs assessment surveys should be included in this section.</u> • Applicants will be required to explain how and when the data they collect is used for planning.

Question	Information needed	Notes:
V-1	**Attach Document** **Required Short Answer** *Standard V: Objectives* Written course objectives from your three most recent programs. Be prepared to identify who helps develop the educational course objectives, when they are developed and how they are used in planning.	• Samples should be taken for the course publicity. If objectives from course publicity are not available, include samples from student handouts or instructor slides. • If multiple courses were offered at your most recent program, include the written course objectives from three of the sessions offered. • If less than three programs have been offered, attach course objectives from your most recent one or two programs. • If written courses objectives are not available, you will be given the opportunity to provide an explanation. • You will be asked to explain when your organization develops your educational course objectives, who provides input and how course objectives are related to the course content and educational methods used.
VI-2	**Required Short Answer** **Attach Document** *optional* *Standard VI: Admissions* IF APPLICABLE, examples of how you notify potential participants that previous training or preparation is necessary to participate in the course or if attendees are required to provide materials or equipment to participate in the course.	• If a course requires previous training, preparation or a certain level of knowledge, skill or experience that precise information must be made clear to participants prior to registering. • If attendees are required to provide materials and/or equipment to participate in the course, that precise information must be made clear to participants prior to registering.
VII-2	**Required Short Answer** *Standard VII: Patient Protection* Documents needed include completed patient consent forms and patient post-operative care instructions.	• **Questions will only be presented if you marked *Participation/Hands-on: Live patients treated by the instructor and/or participants during the course* in question 2-2 of the application.** • Be prepared to explain how you assure adequate teaching facilities, including aseptic or antiseptic conditions and how you prepare for non-dental emergencies that might occur during patient treatment. • If participants treat patients as part of the course, be prepared to explain how you ensure adequate clinical supervision.
VII-3	**Attach Document** *Standard VII: Patient Protection* Include completed patient consent forms	• **Questions will only be presented if you marked *Participation/Hands-on: Live patients treated by the instructor and/or participants during the course* in question 2-2 of the application.** • Forms are needed if at least one patient is treated during the course.
VII-4	**Attach Document** *Standard VII: Patient Protection* Include post-operative care information given to patients	• **Questions will only be presented if you marked *Participation/Hands-on: Live patients treated by the instructor and/or participants during the course* in question 2-2 of the application.** • Forms are needed if at least one patient is treated during the course.

Question	Information needed		Notes:
VII-5 VII-6	**Required Short Answer** — You will need to explain how you ensure instructors and/or participants are legally authorized to treat patients within the jurisdiction that the program occurs and how you ensure instructors and participants have appropriate malpractice coverage and liability insurance.	•	**Questions will only be presented if you marked *Participation/Hands-on: Live patients treated by the instructor and/or participants during the course* in question 2-2 of the application.**
		•	Answer should confirm you review local licensing laws prior to the course.
		•	Answer should confirm you review dental licenses of all individuals who will treat patients during the course.
		•	Answer should confirm you request copies of malpractice and liability insurance from all individuals who will treat patients during the course
VIII-1	**Required Short Answer** — OR **Attach Document *if applicable*** *Standard VIII: Instructors* IF APPLICABLE, include a <u>complete</u> instructor curriculum vita (CV) Or Identify the specific steps your organization takes when selecting instructors.	•	Instructor CVs are only required if one instructor presents 50% or more of the courses in your education program.
		•	If two instructors both present 50% of the courses offered through your program, attach both CVs.
		•	If CVs are not available, attach detailed biographies and/or resumes.
		•	If more than two individuals present courses offered through your program CVs are not needed but you will be expected to explain your instructor selection process <u>in detail</u>.
VIII-5b	**Attach Document** *Standard VIII: Instructors* Affidavit of Image Authenticity	•	Organizations that do not offer scientifically-based courses should select NO in question VIII-5.Basic examples are available on the [Application Support page](#) of AGD's website.
		•	Acceptable to have as a separate form or incorporate language into a general speaker contract.
		•	Language should make it clear to instructors that any clinical images shown in the course cannot be altered so as to misrepresent treatment outcomes (i.e. it must be clear that clinical images cannot be "photo shopped.")
IX-1	**Attach Document** *Standard IX: Publicity* Up to three copies of your most recent samples of publicity.	•	Samples can include flyers, brochures, advertisements, printed web pages.
		•	Samples should be from courses offered during the last twelve months, or for those that will be offered in the next twelve months.
		•	If no current examples are available attach a draft of publicity you will use for upcoming planned courses or an explanation why no samples are available.
		•	Only .PDF files will be accepted

Question	Information needed	Notes:
X-1	**Attach Document** *Standard X: Evaluation* Up to three completed participant course evaluation forms. These forms should be from your three (3) most recent courses. (Total number of samples: 3).	• If less than three samples are available, attach one or two samples. • If completed samples are not available attach a blank example AND an explanation as to why completed samples are not available • Applicants can black out any information they believe is confidential or proprietary. • Only .PDF files will be accepted
XI-1	**Attach Document** *Standard XI: Course Records* A completed sample of a course attendance verification form provided to participants upon completion of a program from each of your three (3) most recent courses. (Total number of samples: 3).	• If less than three samples are available, attach one or two samples. • If completed samples are not available attach a blank example AND explain why completed samples are not available. • **DO NOT ATTACH ROSTERS**; the council needs to see what is given to participants. • Applicants can black out any information they believe is confidential or proprietary. • Only .PDF files will be accepted
XI-4	**Required Short Answer** *Standard XI: Course Records* Be prepared to explain *how you <u>calculate</u>* the number of CE hours participants are awarded.	• Reference PACE Standard XI, Criteria B in the PACE Guidelines for more information. • Do not enter numbers; the application asks you to explain your <u>calculation</u>.
XII-1	**Required Short Answer** *Standard XII: Commercial or Promotional Conflict of Interest* Explain your policies, procedures, or guidelines that <u>clearly identify you as responsible for program content, ensure scientific integrity of all CE activities and faculty selection,</u> and help you avoid commercial influence in your courses.	• Additional information is available on the Application Support page of AGD's website.
XII-8	**Attach Document** *Standard XII: Commercial or Promotional Conflict of Interest* Up to three signed forms/agreements, from recent courses used to identify any potential conflicts of interest your instructors and/or planning committee members may have. (Okay to black out names/signatures to maintain confidentiality)	• Having potential conflicts of interest does not prohibit a person from planning or presenting courses, but potential conflicts of interest should be disclosed to participants prior to registration • Organizations where there is a limited number of instructors should still maintain copies of forms identifying potential conflicts of interest; it is recommended that these forms be updated annually. • Additional information is available on the Application Support page of the website. • Organizations can create individual forms specifically to identify potential conflicts of interest OR language can be included in an overall speaker/instructor agreement. • Applicants can black out any information they believe is confidential or proprietary.

Question	Information needed	Notes:
XII-9	**Short Answer** *if applicable* *Standard XII: Commercial or Promotional Conflict of Interest* If specific products or services are discussed during the educational activity applicants must explain how they ensure the presentations remain objective.	• From time-to-time specific product training will occur to make sure dental professionals are using advanced equipment or technology safely and correctly. • When product training occurs, applicants must ensure only the safe use of the product is discussed and no marketing or sales activities occur during the educational session. • Whenever possible, other therapeutic options should be discussed.
XII-10a	**Attach Document** *if applicable* *Standard XII: Commercial or Promotional Conflict of Interest* Up to three (3) recent completed samples of the written agreements used to outline the terms and conditions of any arrangement/ relationship between you and a commercial supporter. If your organization has not accepted any financial or in-kind support from an outside organization then you will not need to provide samples.	• If your organization accepted any financial or in-kind support from an outside organization, the terms of this support should be outlined in an agreement signed by both organizations. • Examples of financial or in-kind support are, but not limited to: Grants from dental materials, dental services or dental equipment companies; Instructor/speaker honorariums paid for by dental materials, dental services or dental equipment companies; donations of dental materials to be used in a course from a dental materials company; loans of equipment to be used in a course from a dental equipment company; classroom space at a dental materials, dental services or dental equipment company, etc. • Agreements should make it clear that the CE organization, not the organization providing financial or in-kind support, has control of the content to be presented. • It is acceptable to black out signatures to maintain confidentiality. • If financial or in-kind support was accepted but a written agreement was used, you will need to provide an explanation as to why examples are not available.
XII-10b	**Attach Document** *if applicable* *Standard XII: Commercial or Promotional Conflict of Interest* Up to three (3) of the most recent samples of your printed announcements, brochures or other promotional materials, disclosing the source of external funding. If your organization has not accepted any financial or in-kind support from an outside organization then you will not need to provide samples.	• If your organization accepted financial or in-kind support from an outside organization, this should be disclosed in your course announcements/ publicity. • If financial or in-kind support was accepted but not disclosed in your course announcements/publicity you will need to provide an explanation as to why the information was not disclosed.

Question	Information needed	Notes:
XIII A-3	**Short Answer** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Be prepared to explain how and how often your organization reviews your self-instruction programs.	• **Question will only be presented if you marked *Self-Instruction* in question 2-2 of the application.**
XIII A-4	**Attach Document** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Up to three (3) examples of resources from current courses that will aid participants in securing relevant supportive materials if needed.	• **Question will only be presented if you marked *Self-Instruction* in question 2-2 of the application.** • Resources may include, but are not limited to: A list of published references, web-based supplemental information, study guides, supporting articles from peer-reviewed journals, etc.
XIII A-6	**Short Answer** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Be prepared to explain *how you underline calculate* the number of CE hours each participant is awarded for completion of your self-instruction programs.	• **Question will only be presented if you marked Self-Instruction in question 2-2 of the application.** • Reference PACE Standard XI, Criteria B in the PACE Guidelines for more information. • Do not enter numbers; the application asks you to explain your calculation.
XIII A-7	**Attach Document** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Up to three (3) examples of the mechanism you use to assess participants' mastery of the material (test, quiz, etc.)	• **Question will only be presented if you marked Self-Instruction in question 2-2 of the application.** • Attach examples of tests, quizzes or explain how you ensure participants have met the course objectives before awarding the participant CE credit.
XIII A-8	**Attach Document** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Up to three copies of your most recent samples of publicity for self-instruction courses.	• **Question will only be presented if you marked *Self-Instruction* in question 2-2 of the application.** • Samples can include flyers, brochures, advertisements, printed web pages. • Samples should be from current courses. • If no current examples are available attach a draft of publicity you will use for upcoming planned courses or an explanation why no samples are available.
XIII B-3	**Attach Document** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Up to three copies of your most recent samples of publicity for electronically mediated courses informing participants of specific computer and other requirements needed to participate in the course.	• **Question will only be presented if you marked *Electronically mediated* in question 2-2 of the application.** • Samples can include flyers, brochures, advertisements, printed web pages. • Samples should be from current courses. • If no current examples are available attach a draft of publicity you will use for upcoming planned courses or an explanation why no samples are available.

Question	Information needed	Notes:
XIII B-4	**Short Answer** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Be prepared to explain how you provide technical assistance to course participants.	• **Question will only be presented if you marked *Electronically mediated* in question 2-2 of the application.**
XIII B-5	**Short Answer** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Make sure to include any hyperlinks included in programs.	• **Question will only be presented if you marked *Electronically-mediated* in question 2-2 of the application.** • For any hyperlink included in your program that takes users to a different site, you must explain how the hyperlinks are used.
XIII B-6	**Short Answer** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Be prepared how you make sure periodic interaction occurs between instructors and participants throughout the program.	• **Question will only be presented if you marked *Electronically mediated* in question 2-2 of the application.** • For all electronically mediated events, such as webinars, providers are expected to have a process to ensure attendees are present throughout the entire course.
XIII B-7	**Short Answer** *Standard XIII: Self-Instructions and Electronically Mediated Programs* Be prepared to explain how you calculate the number of hours to be awarded to program participants.	• **Question will only be presented if you marked *Electronically-mediated* in question 2-2 of the application.** • Reference PACE Standard XI, Criteria B in the PACE Guidelines for more information. • Do not enter numbers; the application asks you to explain your calculation.
4-2	**Attach Document** *Protocol Courses* Include a copy of the course director's or course instructor's complete Curriculum Vitae (CV).	• **Question will only be presented if you marked *Protocol* in question 2-2 of the application.** • If CVs are not available, attach detailed biographies and/or resumes.
4-3	**Attach Document** *Protocol Courses* An example of a written bibliography distributed to participants of your most recent course.	• **Question will only be presented if you marked *Protocol* in question 2-2 of the application.** • Bibliographies should consist of current literature relevant to the topic taught. • If you have not had recent courses, or if a bibliography was not distributed in the past, include the bibliography that will be distributed at your next course.
4-5	**Attach Document** *Protocol Courses* An example of written instructions distributed to participants, detailing specific homework and recordkeeping expectations.	• **Question will only be presented if you marked *Protocol* in question 2-2 of the application.**
4-8	**Short Answer** *Protocol Courses* Be prepared to explain who evaluates participant presentations and determines the number of CE hours to be awarded.	• **Question will only be presented if you marked *Protocol* in question 2-2 of the application.**

Question	Information needed	Notes:
4-9	**Short Answer** *Standard XIII: Self-Instructions and Protocol* Be prepared to explain how you calculate the number of hours to be awarded to program participants who complete protocol assignments.	• **Question will only be presented if you marked *Protocol* in question 2-2 of the application.**
1-3 a-i	**Attach Document** *Eligibility - International* Attach a copy of your organization's Constitution or Bylaws.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.** • Question will only be presented if applicant chooses National professional membership association/society in questions 1-3 a
1-3 a-ii	**Attach Document** *Eligibility - International* Attach verification of your organization's current membership numbers.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.** • Question will only be presented if applicant chooses National professional membership association/society in questions 1-3 a
1-3 b	**Short Answer** *Eligibility - International* Identify the governmental or private regulatory authority by which your organization is currently recognized and/or accredited by.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.**
1-3 c	**Attach Document** *Eligibility - International* Documentation demonstrating accreditation, certification, or other recognition status within your region.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.** •
1-3 d-i	**Short Answer** *Eligibility – International* *Optional* Identify the governmental or private regulatory authority that accepts credits awarded by your organization for mandatory CDE requirements.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.**
1-3 e	**Attach Document** *Eligibility - International* Documents demonstrating legal status of your organization	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.**
1-3 f	**Attach Document** *Eligibility - International* Published standards or codes of conduct under which your organization operates outlining requirements for the ethical practice of dentistry.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.**

Question	Information needed	Notes:
1-3 g	**Short Answer** *Eligibility - International* Be prepared to provide a brief explanation of your organizational structure, how long your organization has existed and how you ensure the quality of your programs.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.**
1-3 i	**Short Answer** *Eligibility - International* Be prepared to identify the geographical area your courses are generally offered in.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.**
1-3 k	**Short Answer** *Eligibility - International* Be prepared to explain any restrictions, limitations or prerequisites required to register for your courses.	• **Question will only be presented if you indicated your organization DOES NOT have a permanent location in the United States, Canada or one of their territories.**