Preparing for the application

The PACE Application for national approval is available online. 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 s, short answer, multiple choice and file upload questions. To help you prepare, review the information in this document for a summary of the documents and information you should have available. The application will only accept .pdf or Word documents.

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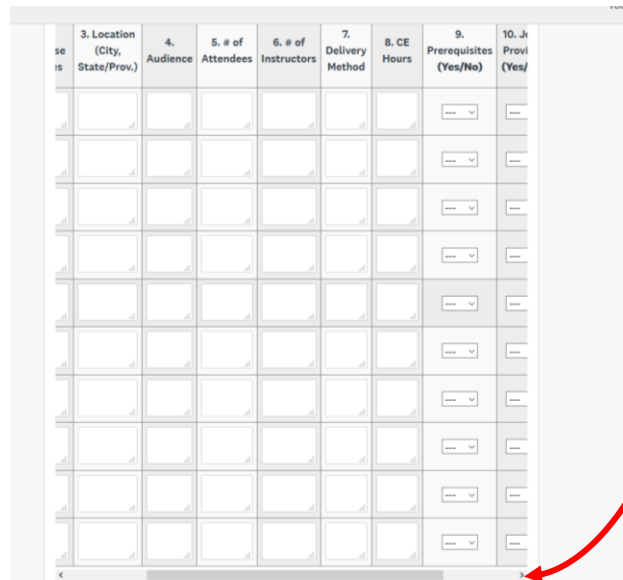| Information needed	Notes:
Program Summary **Required Short Answer** For recently held or planned courses, be prepared to list: Course title, date, location, the intended audience, number of attendees, number of instructors, delivery method, number of hours to be awarded, if there are prerequisites, 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.	• Up to three course tables will need to be completed so reviewers can see a summary of your CE activities. • Past course summary: List up to ten courses offered by your organization in the past twelve months. If less than ten offered, enter all offered in the past twelve months. • Future course summary: List up to ten courses planned for the next ten months. If less than ten are planned enter what is tentatively scheduled. If complete information is not available, enter what is available. If no courses are listed reviewers will question why your organization is applying for approval. • Make sure to complete the full table. You will likely need to use the scroll bar at the bottom of the table.

Standard I: Administration **Attach Document** Job descriptions/job responsibilities for each member of your staff 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 include one document that identifies the responsibilities of each individual identified as being on staff and/or the planning committee. • 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. • If you have multiple documents, you will need to merge into a single document and save as either a Word or .pdf document. • Staff members are usually those people who carry out the day-to-day activities of planning and implementing the program. • Key staff members are usually also 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.
Standard I: Administration **Attach Document** Planning committee meeting minutes	• At least one example of meeting minutes should be included with your application. Applicants can include up to four copies. • Meeting minutes should come from your most recent meetings. • Returning applicants should attach minutes from meetings that occurred within their most recent approval term. • First time applicants, or returning applicants who did not record meeting minutes will be asked to explain why meeting minutes are not available.
Standard I: Administration **Required Short Answer** 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 presented 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.
Standard I: Administration **Attach Document** *if applicable* IF APPLICABE, Joint provider agreement letters	• Needed ONLY if your organization has worked jointly with another organization to plan and implement a CE program. • Review the definitions of Joint Providers in the PACE Guidelines Lexicon of terms if you have questions as to whether an event qualifies as a joint program call the AGD at 1.888.243.3368 ext. 4114 or 4335 for more information.

Standard III: Goals **Required Short Answer** 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. • 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.
Standard IV: Needs Assessment **Required Short Answer** **Attach Document** *optional* 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. Keep in mind that needs assessment surveys are fundamentally different then course evaluations. Only needs assessment surveys should be included in this section. • Applicants will be required to explain how and when the data they collect is used for planning.
Standard V: Objectives **Attach Document** **Required Short Answer** Written course objectives from your three most recent programs.	• 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.
Standard VI: Admissions **Required Short Answer** **Attach Document** *optional* *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.

Standard VII: Patient Protection <mark>Required Short Answer</mark> — 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. • Be prepared to attach complete patient consent forms and patient post-operative care instructions. • Be prepared to explain how you make sure all instructors and participants are legally authorized to treat patients in the jurisdiction training occurs and how who you ensure malpractice coverage and liability insurance. • If participants treat patients as part of the course, be prepared to explain how you ensure adequate clinical supervision.
Standard VII: Patient Protection <mark>Attach Document</mark> — 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.
Standard VII: Patient Protection <mark>Attach Document</mark> — 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.
Standard VIII: Instructors <mark>Required Short Answer</mark> — **OR** <mark>Attach Document *if applicable*</mark> *IF APPLICABLE*, complete instructor curriculum vita (CV)	• 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 people present courses offered through your program CVs are not needed but you will be expected to explain your instructor selection process in detail.
Standard VIII: Instructors <mark>Attach Document</mark> — Affidavit of Image Authenticity	• 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.") • Organizations that do not use clinical images in any of their courses should click "Sample not available" and provide an explanation.
Standard IX: Publicity <mark>Attach Document</mark> 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

Standard X: Evaluation **Attach Document** Up to three copies of your most recent samples of course evaluations. A completed sample of a course evaluation form used in 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 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
Standard XI: Course Records **Attach Document** 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 an explanation as to why completed samples are not available • **DO NOT ATTACH ROSTERS**; the council needs to see what is given to participants as proof an attendee has earned CE, not what a provider uses to maintain their organization's records. • Applicants can black out any information they believe is confidential or proprietary. • Only .PDF files will be accepted
Standard XI: Course Records **Required Short Answer** Be prepared to explain *how you calculate* the number of CE hours each participant is awarded for each teaching method you offer.	• Reference PACE Standard XI, Criteria B in the PACE Guidelines for more information.
Standard XII: Commercial or Promotional Conflict of Interest **Required Short Answer** Explain your policies, procedures, or guidelines that clearly identify you as responsible for program content, ensure scientific integrity of all CE activities and faculty selection, and help you avoid commercial influence in your courses.	• Additional information is available on the Application Support page of AGD's website.
Standard XII: Commercial or Promotional Conflict of Interest **Attach Document** 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.

Standard XII: Commercial or Promotional Conflict of Interest **Short Answer** *if applicable* If specific products or services are discussed in or 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.
Standard XII: Commercial or Promotional Conflict of Interest **Attach Document** *if applicable* 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.
Standard XII: Commercial or Promotional Conflict of Interest **Attach Document** *if applicable* 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.

Standard XIII: Self-Instructions and Electronically Mediated Programs Short Answer Be prepared to explain how and how often you review your self-instruction 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 *Self-Instruction* in question 2-2 of the application.**
Standard XIII: Self-Instructions and Electronically Mediated Programs Attach Document 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.
Standard XIII: Self-Instructions and Electronically Mediated Programs Attach Document Up to three (3) examples of the mechanism you use to assess a participant's 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.
Standard XIII: Self-Instructions and Electronically Mediated Programs Attach Document 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.
Standard XIII: Self-Instructions and Electronically Mediated Programs Attach Document 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.
Standard XIII: Self-Instructions and Electronically Mediated Programs Short Answer 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.**

Standard XIII: Self-Instructions and Electronically Mediated Programs Short Answer 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 how all hyperlinks included in your program that takes users to a different site, you must explain how the hyperlinks are used.

Standard XIII: Self-Instructions and Electronically Mediated Programs **Short Answer** 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.**
Standard XIII: Self-Instructions and Electronically Mediated Programs **Short Answer** 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.**
Protocol Courses **Attach Document** The course director's or course instructor's 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.
Protocol Courses **Attach Document** 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.
Protocol Courses **Attach Document** 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.**
Protocol Courses **Short Answer** 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.**
Protocol Courses **Short Answer** 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 *Protocol* in question 2-2 of the application.**

Eligibility - International **Attach Document** 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.**
Eligibility - International **Attach Document** 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.**
Eligibility - International **Attach Document** 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.**