



AGD Continuing Dental Education (CE) Directory Introduction and Step-by-Step Guide

In 2009 the Academy of General Dentistry (AGD) developed a comprehensive directory listing of upcoming CE courses from approved providers. The directory is used by an average of 1,000 members a week seeking PACE-approved continuing education, like yours.

Approved AGD Providers can advertise their courses on this directory at no charge! (ADA-CERP providers may be required to pay a fee.)

Follow these easy step-by-step directions to add your next CE program to this directory today!

Information about editing information and viewing the directory is also included.

Send questions regarding the AGD CE Directory to PACE@agd.org or call 1.888.243.3368 ext. 4114 or ext. 4335.

Adding a New Event to the AGD CE Directory

Step 1: Go to www.agd.org and click on **Log In**.



The screenshot shows the homepage of the Academy of General Dentistry (AGD). At the top right, the text "Welcome to AGD Monday, July 06, 2009" is displayed. Below this, there are links for "Log In", "Contact Us", "Join Now", "About the AGD", and "Advertise". A search bar with the text "Search AGD" and a "SEARCH" button is also present. The main navigation menu includes "My AGD", "My CE", "Member Forums", and "Career Center". A secondary navigation bar lists "Advocacy", "Membership", "Education", "Awards", "Publications", "Meetings & Events", "Governance", "Constituents", "Foundation", and "For the Public".

The main content area features a large banner for "Experience more: AGD2009baltimore" with the tagline "Reserve Your Housing Today." Below this is a video player showing hands holding a white paper with the text: "The AGD, including your constituent, is using the white paper titled, increasing Access to and Utilization of Oral Health Care Services to take action in addressing access to dental care. Learn more." Below the video are "Play" and "Mute" buttons.

On the right side, there is a section for "AGD Publications" featuring "AGD Impact" and "ORDER THIS ISSUE" buttons. Below this are buttons for "Local CE" and "Online CE". Further down are buttons for "Podcasts", "Case Studies", "Blog", and "RSS Feeds".

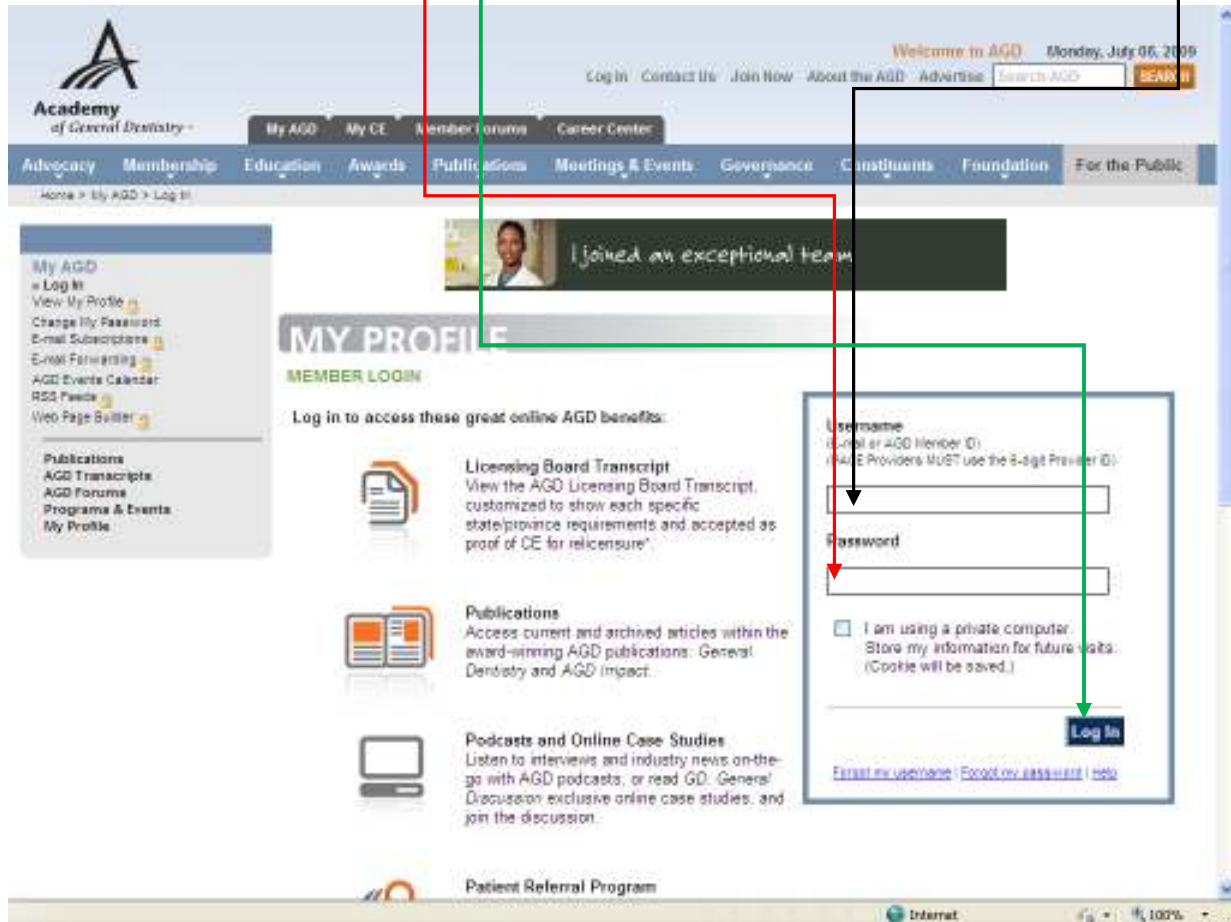
At the bottom, there are three main sections: "KnowYourTeeth.com" with a list of links including "Share KnowYourTeeth.com with Patients", "Case Closed: Florida Allows Cosmetic Advertising", and "Bevco Decision"; "Member Discounts" with links for "Free Educational CD", "Meet Our Sponsors", and "Appointment Refill Call"; and "Practice Management" with links for "400 Features in Covorte Parent Magazine", "Win in the Crown City", and "New Member Benefits".

At the bottom right, there is a "Tell Us What You Think" section with the question "Who are you?" and a list of radio button options: "Active General Dentist Member", "Non-Member General Dentist", "Associate (Specialist) Member", "Non-Member Specialist", "Student Member", and "Other Member/Student".

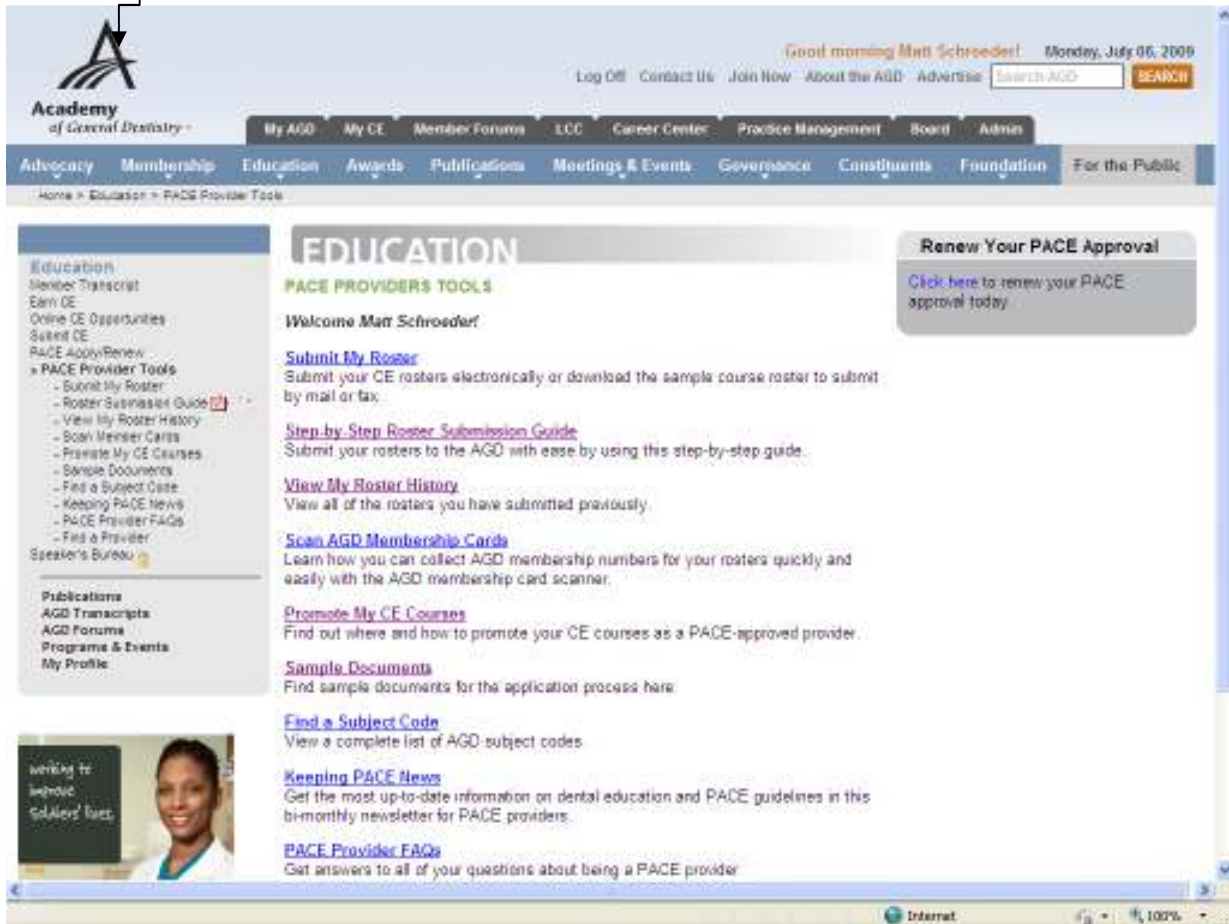
Step 2: On the log in page enter your six-digit **AGD Provider ID number** as your **Username**. (If you don't know your ID number, check it on the AGD's Find a PACE Provider Page: <http://www.agd.org/education/pace/findaprovider/>)

Enter your organization's **Password**. (You were given the default password **agdpac** but the AGD recommends you change it for better security. If you have forgotten your password, please e-mail us at PACE@agd.org. We will reset it to a password of your choice.)

After entering click on the blue **Log In** button.



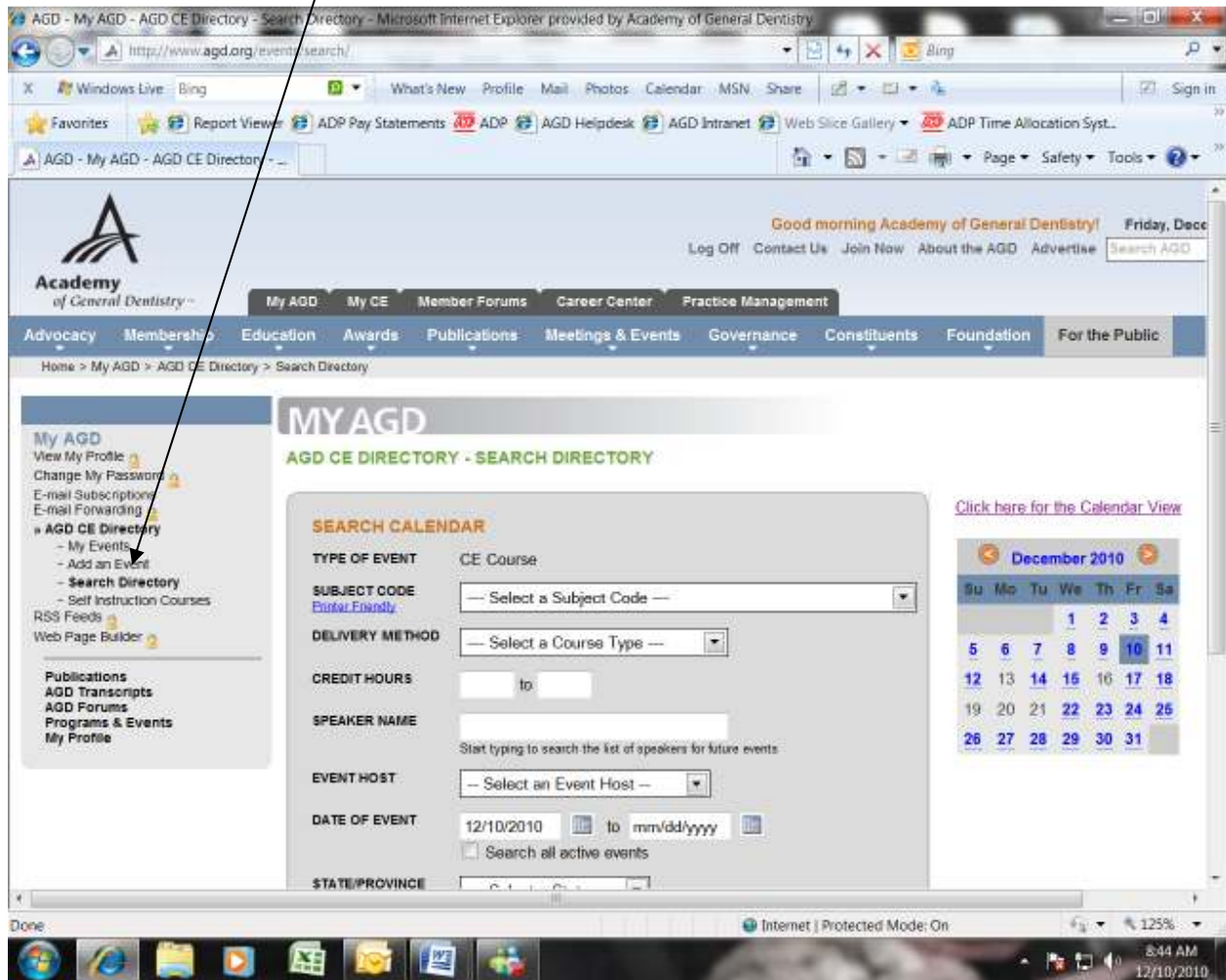
Step 3: You will be brought to the **PACE Providers Tools** section of the web site. Click on the **AGD Logo** in the top left corner of the screen to bring you back to the home page.



Step 3: Click on the **Find CE** in the green box on the right of the page.



Step 5: Click on **Add an Event** on the left side of the screen under My AGD.



Step 6: Next enter all the course information requested on the **AGD CE Database – Add New Event** page. The fields that have red stars next to them are required information. Make sure to scroll down to complete all fields.

The screenshot shows the 'AGD CE Database – Add New Event' form. The form is titled 'EVENT DETAILS' and contains several fields. Fields with red stars next to them are required: EVENT TITLE, START DATE, END DATE, EVENT TIME, TYPE OF EVENT, SUBJECT CODE, DELIVERY METHOD, and CREDIT HOURS. The form is filled out with example data: EVENT TITLE is 'Test', START DATE is 12/21/2010, END DATE is 12/21/2010, EVENT TIME is 8:30 AM to 4:30 AM, TYPE OF EVENT is 'CE Course', SUBJECT CODE is '150 - Nutrition (Electives)', DELIVERY METHOD is 'Lecture', and CREDIT HOURS is '2'. Other fields include SPEAKER NAME (J. Smith, DDS), REGISTRATION URL, COURSE OUTLINE, SPEAKER NOTES, and DISCLAIMER. A red line and arrow point from the text above to the 'EVENT TITLE' field, and a black arrow points from the text above to the 'CREDIT HOURS' field.

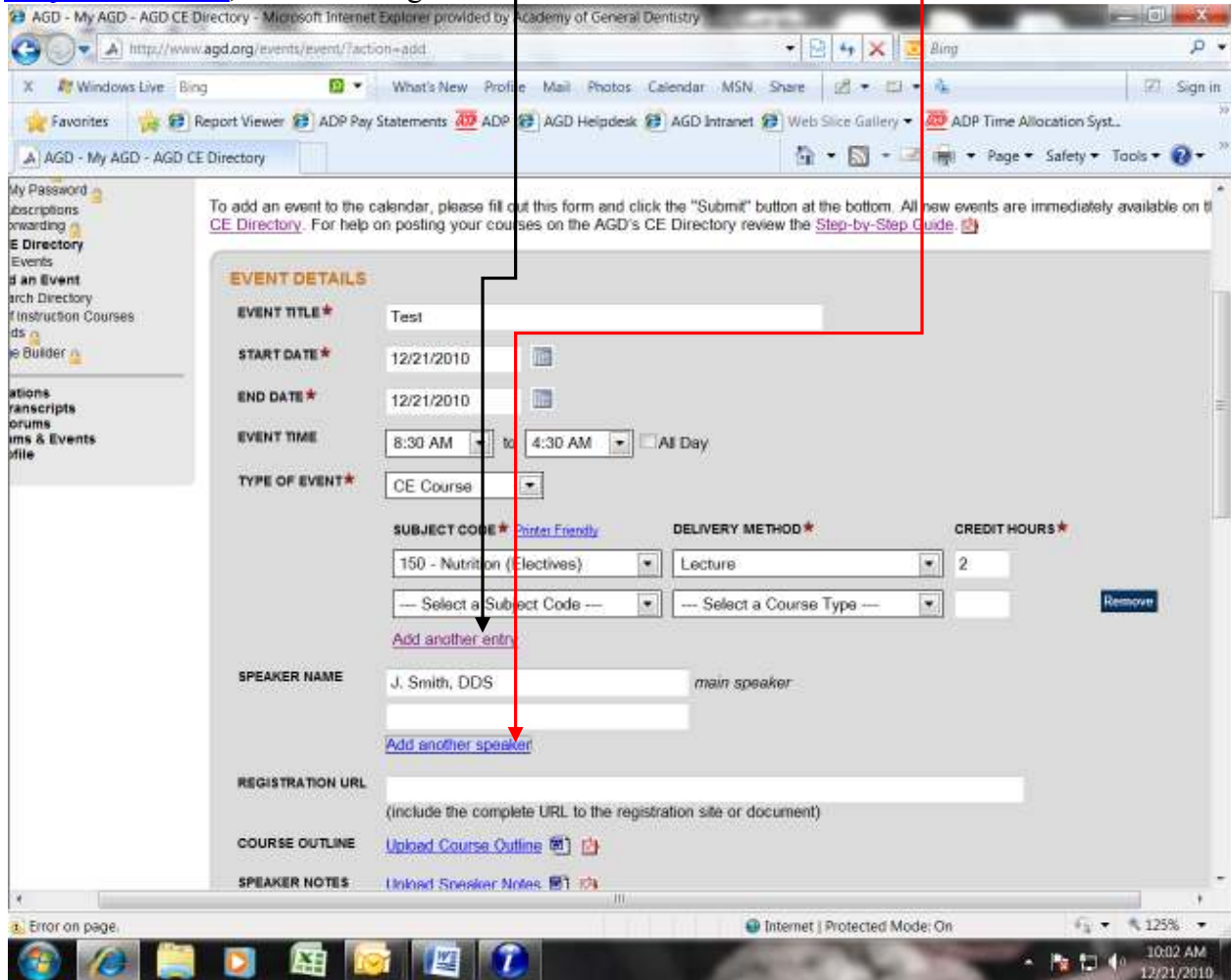
Note: Multi-day courses are listed on each day included in the date range entered.

- If a course meets on more than one day, but these days are not continuous providers should enter the information on each individual day of the session or, if participants must attend ALL sessions, only the date of the first session. Session details can be included under the course description.
- If a course meets on more than one day and the days are continuous and participants must attend all sessions to earn full credit, providers should enter the information ONLY on the first day of the session. The full length of the session can be included under the course description.
- ONLY multi-day programs that include individual courses (such as annual or bi-annual meetings) should list a date range.

Hint: If you are entering information for a self-instruction course, the start date should be the day you enter the information and the end date one year from that day.

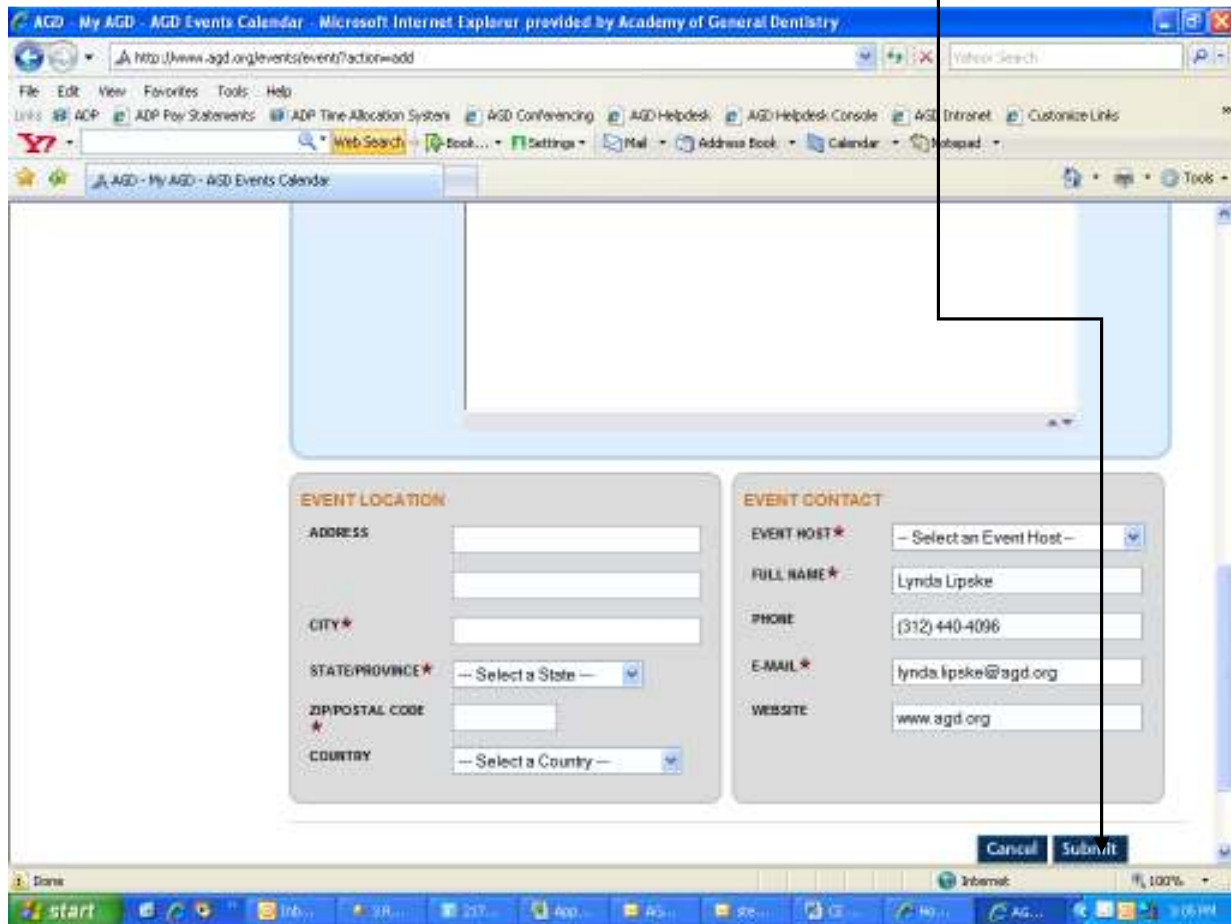
NEW!

Providers are now able to enter multiple subject codes and speaker names to their listing. This allows for greater flexibility when members search for courses. Make sure to review the [AGD Subject Code List](#), when entering course information.



Step 7: Once you are satisfied with the information entered click the **Submit** button. If you entered a valid e-mail address a confirmation e-mail will be sent confirming that your submission was successful.

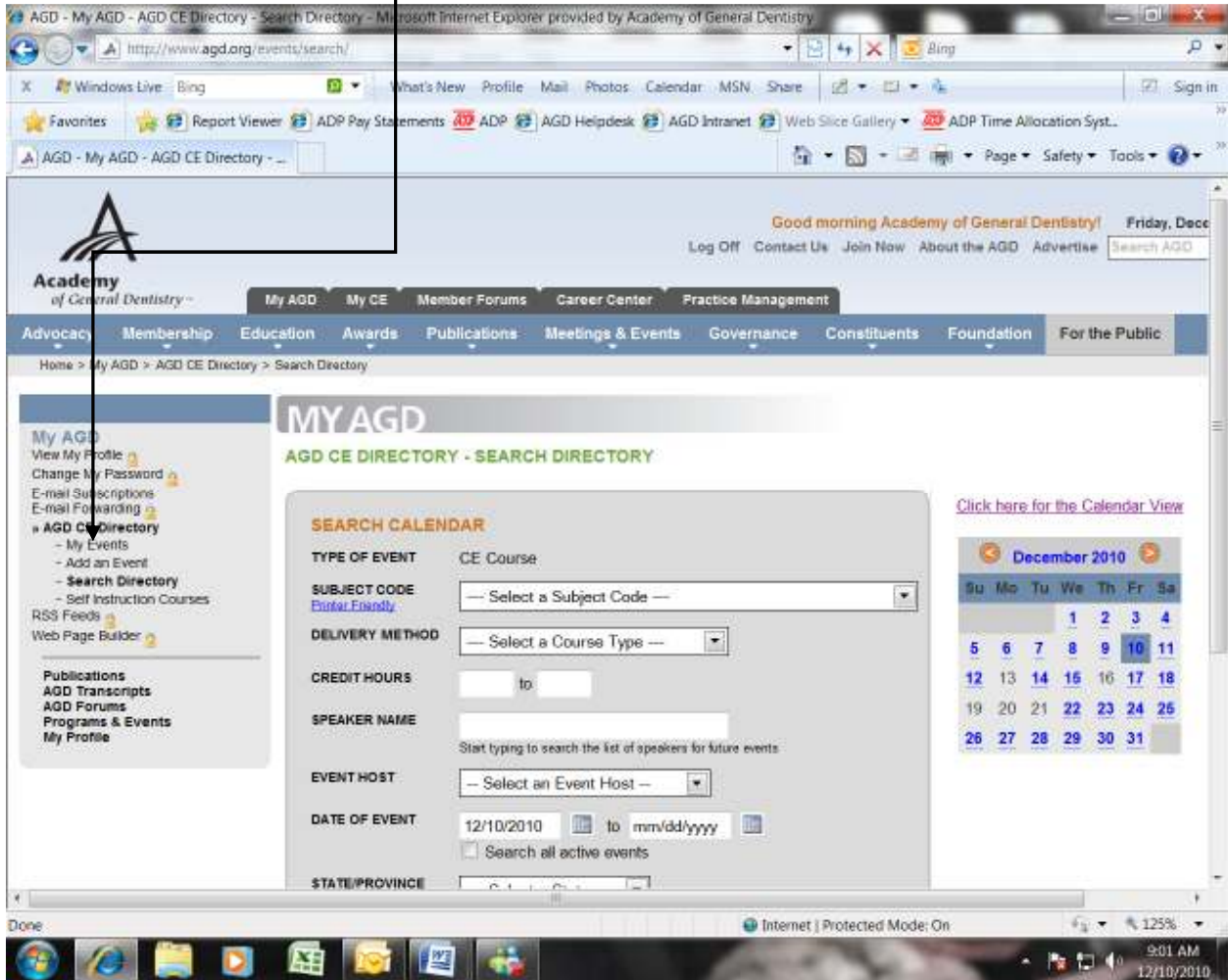
If the information you entered was not complete you will get an error message detailing the additional information needed.



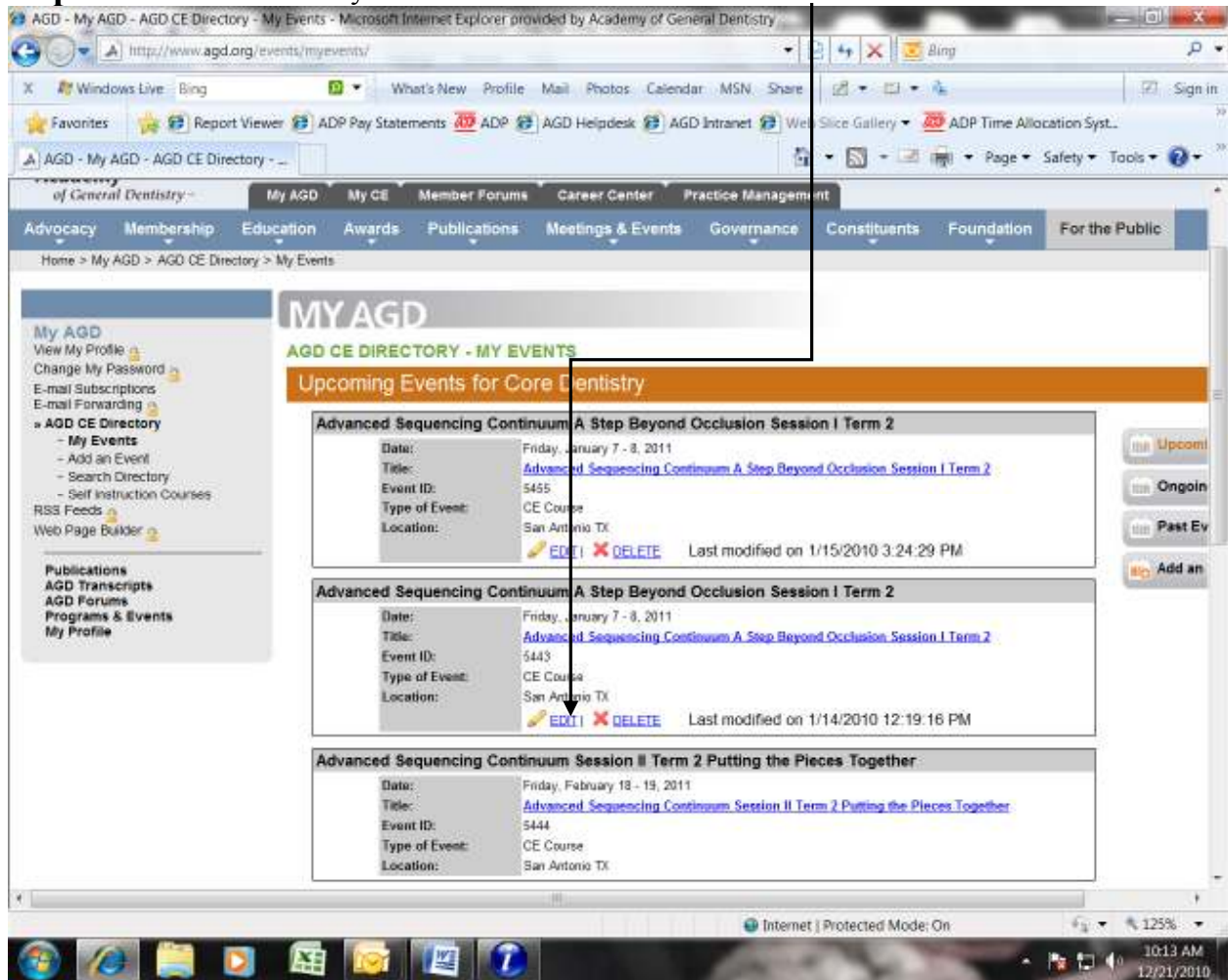
Additional Information about the AGD CE Directory

Editing Information

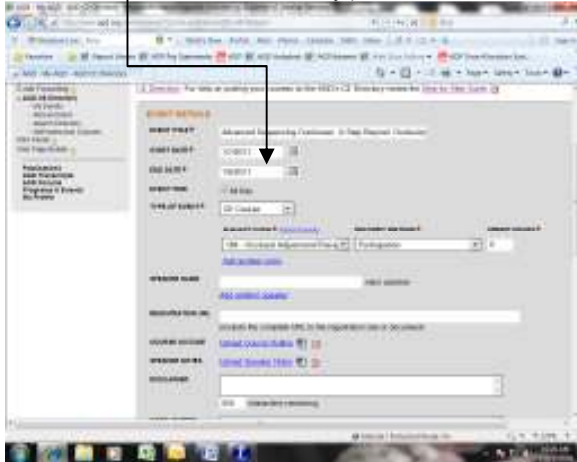
Step 1: Follow steps 1-4 under **Adding a New Event to the AGD CE Directory** to log in and get to the directory. Click on **My Events** from the menu on the left, under **AGD CE Directory**.



Step 2: Locate the course you want to edit and click on the **EDIT** link.



Step 3: You will be brought back to **Add New Event** page. (Step 6 under *Adding a New Event to the AGD CE Directory*.)



Step 4: Make all changes needed, scroll to the bottom of the page and click on the **Submit**.

If you entered a valid e-mail address an automatic e-mail will be sent confirming that your submission was successful.

If the information you entered was not complete you will get an error message detailing the additional information needed.



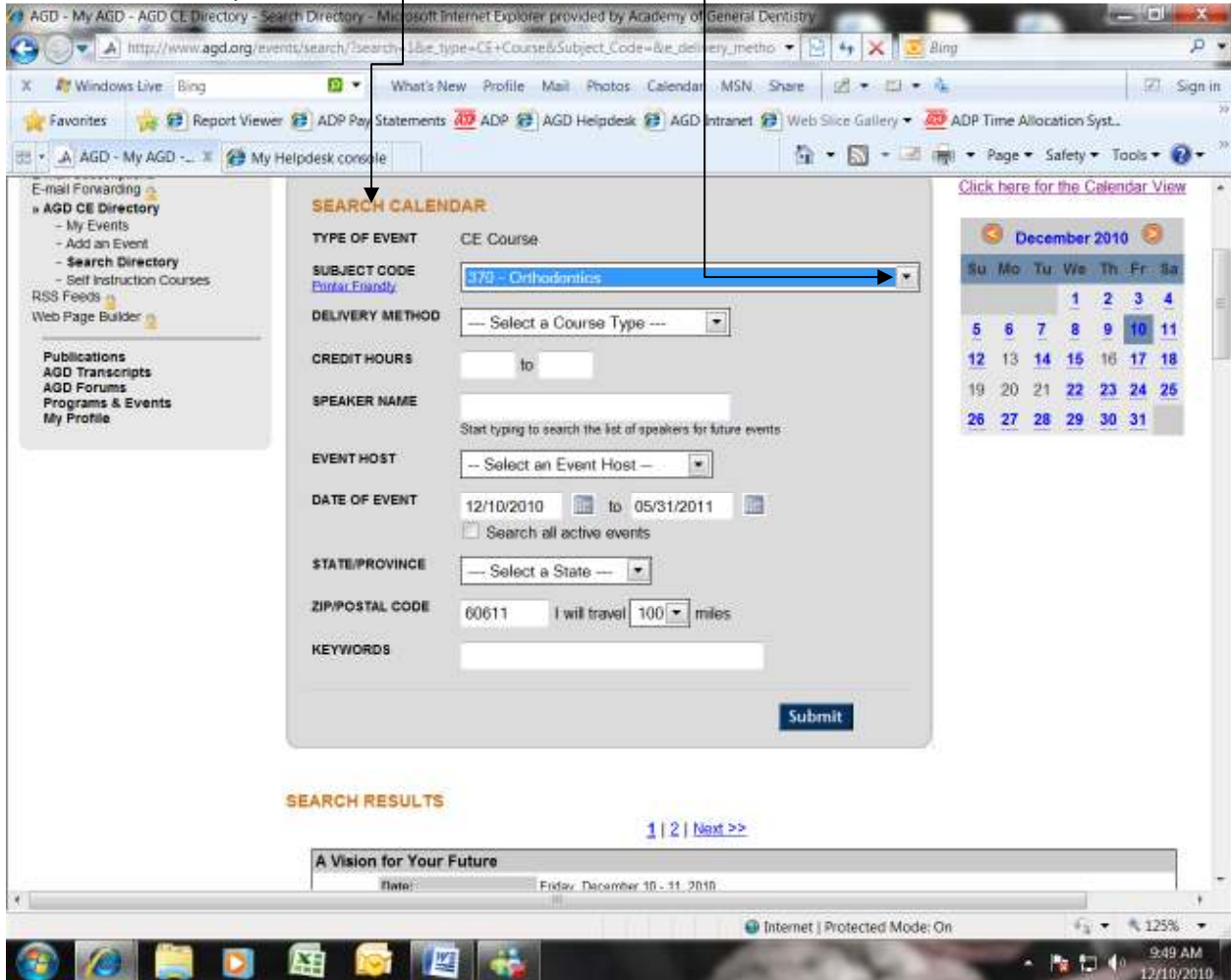
Searching and Viewing Events on the AGD CE Directory

Searching the Directory

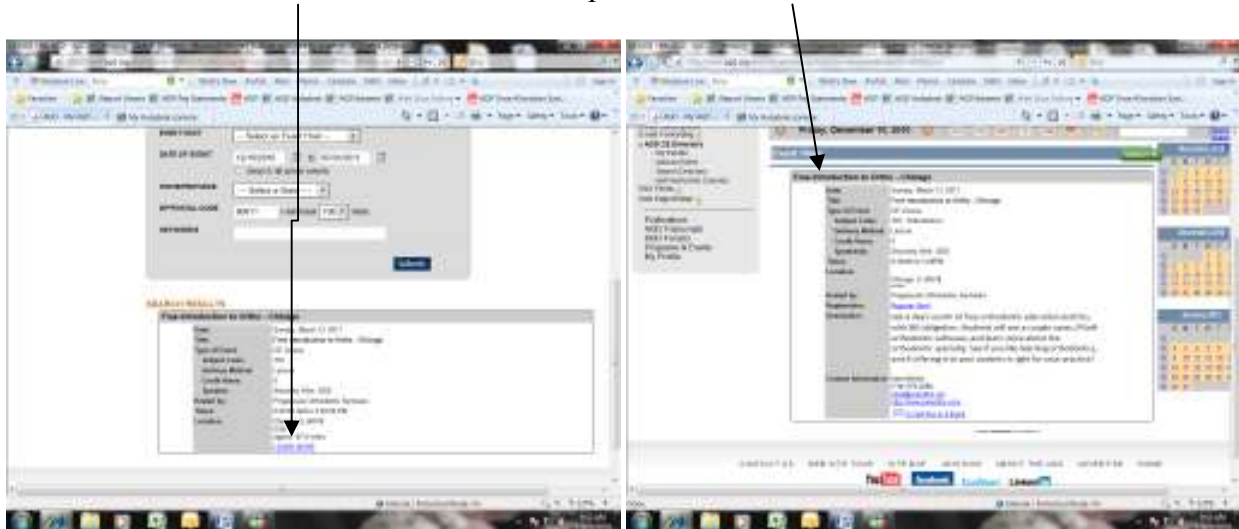
Step 1: Go to www.agd.org and click on **Find CE**. You do not need to be logged in to view this information.



Step 2: You will be on the **Search** page. Enter the course criteria you are looking for and click on the submit button. *Example: Orthodontics courses within 100 miles of zip code 60611, planned between Dec. 10, 2010 and May 31, 2011:*



Step 3: You will see all courses meeting the criteria you submitted. Click on the **LEARN MORE** link to see complete course information.

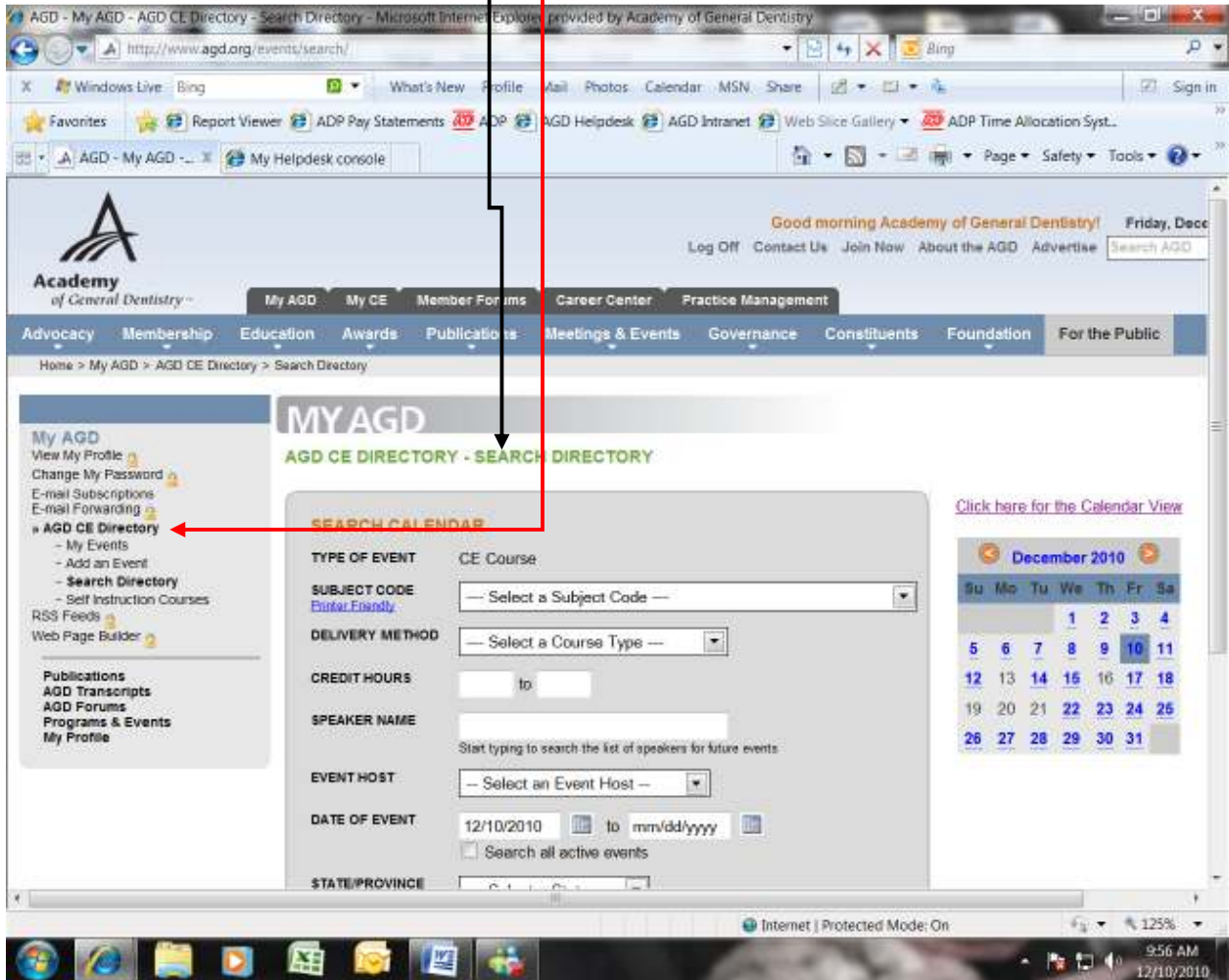


Viewing the Directory

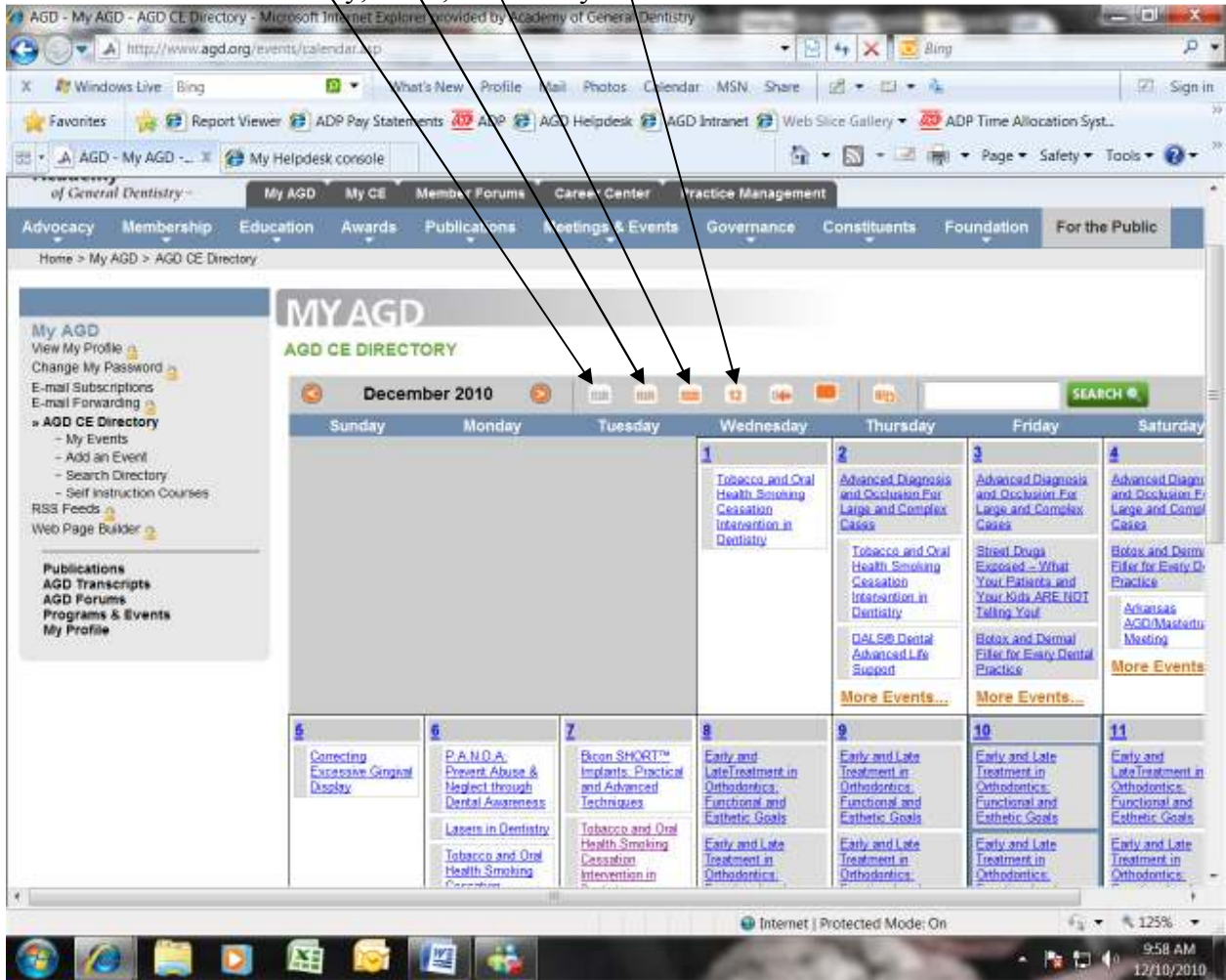
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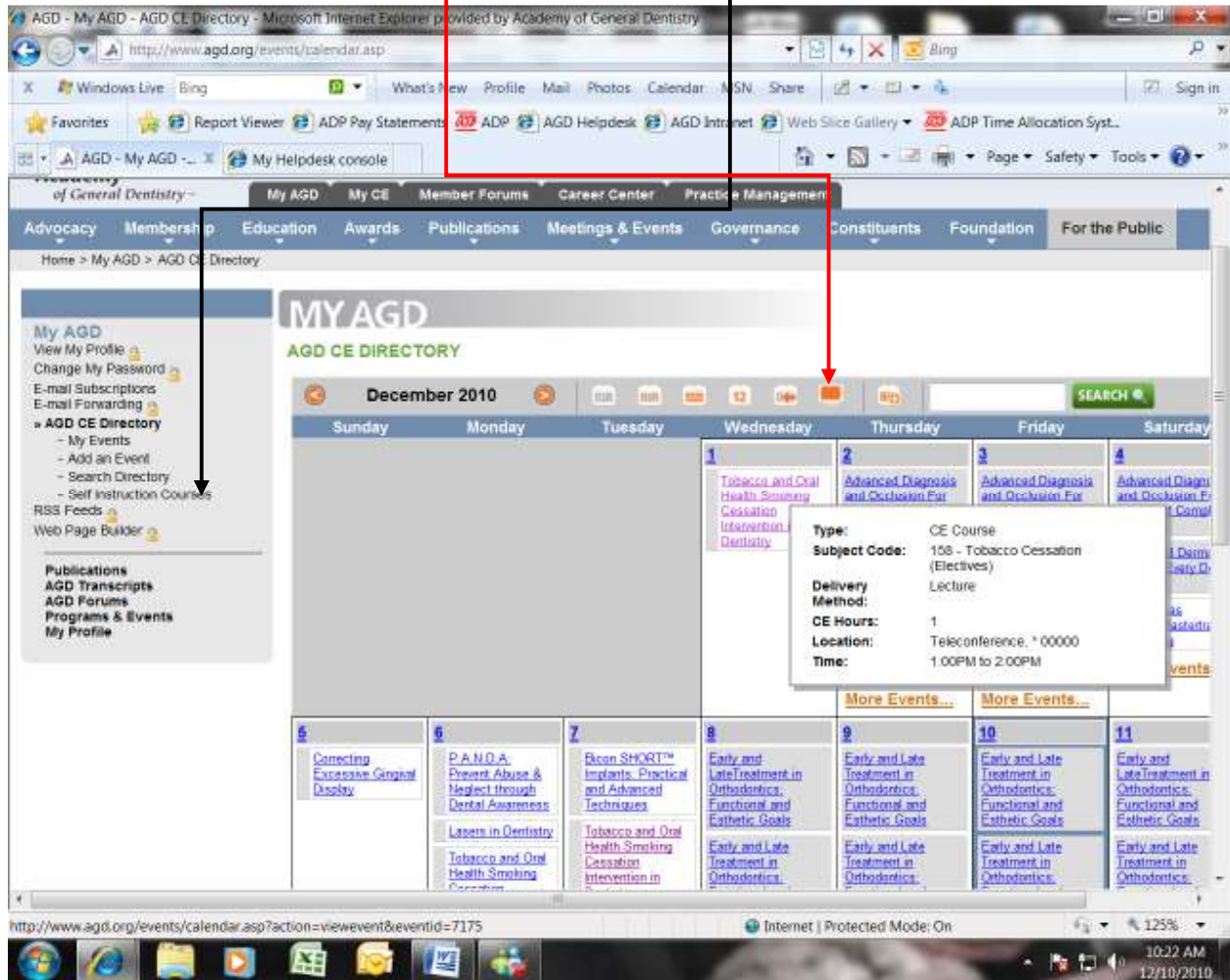
Step 2: You will be on the **Search Directory** page. Click on **AGD CE Directory** from the menu on the left.



Step 3: You will see the current month's schedule of courses. You can click on any of the calendar icons to see the day, week, month or year view.



You can also find self instruction courses by clicking on **Self Instruction Courses** from the menu on the left or the self-instruction icon.

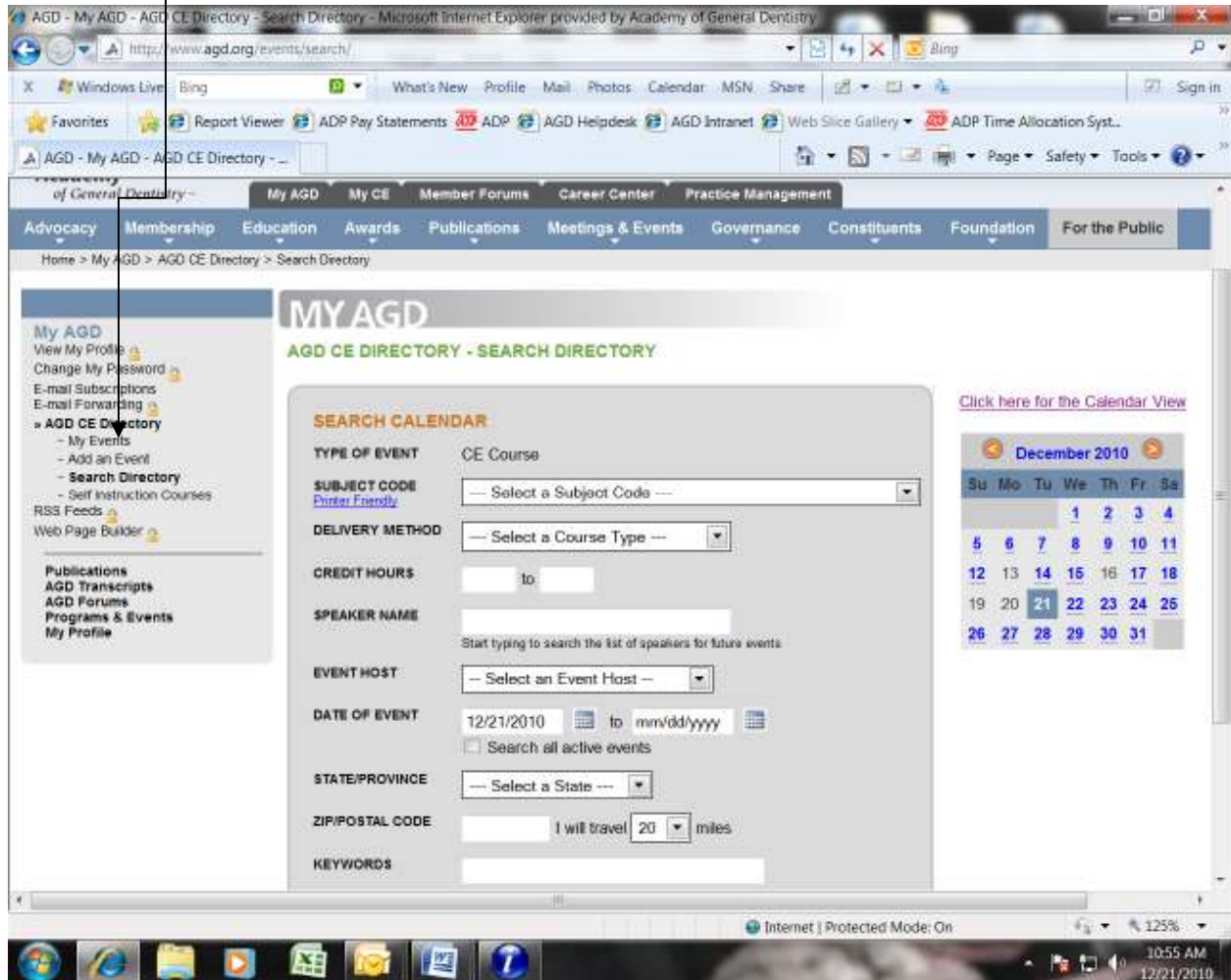


NEW!

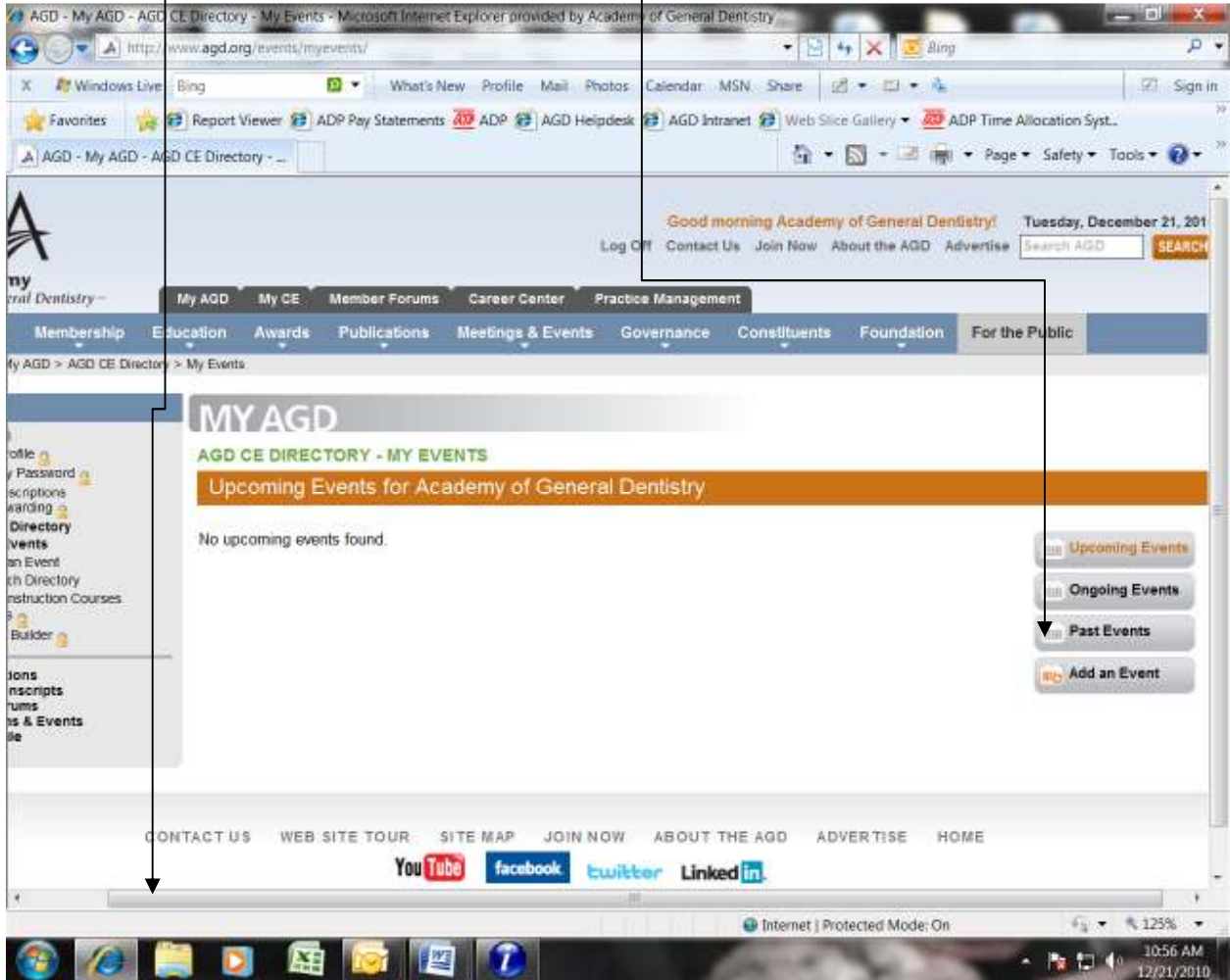
Submitting a Roster from the CE Directory

Providers can now submit CE rosters with a simple click of a button from the AGD CE Directory!

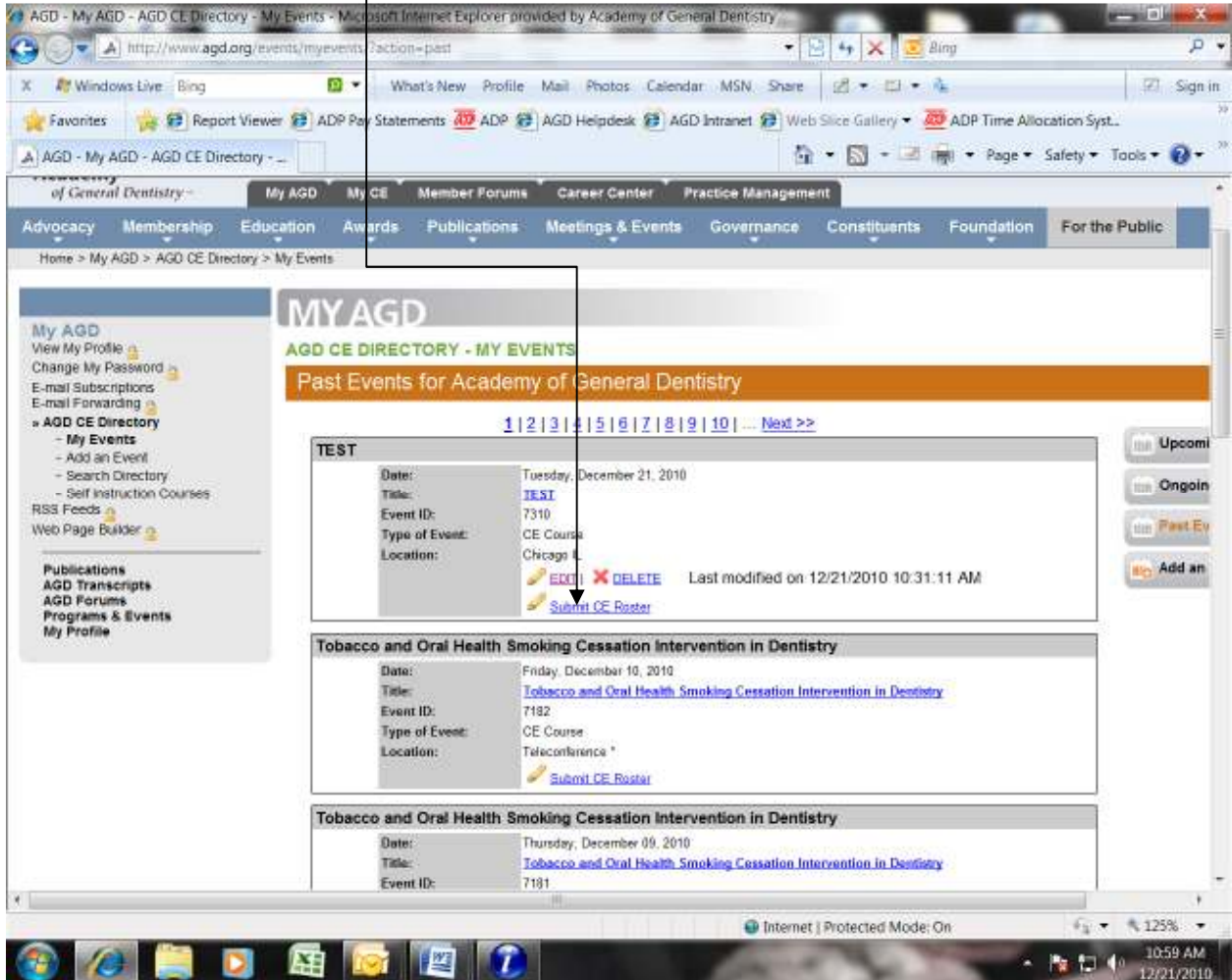
Step 1: Log onto the AGD Website and go to the CE directory page. (See pages 2 -5). Next, click on **My Events** from the grey menu box on the left.



Step 2: Scroll to the right and select the **Past Events** button.



Step 3: Select **Submit CE Roster** from the course you want to submit AGD member attendee information for.



Step 3: You will be brought to the online roster submission form. Most information, such as course title, contact information, subject code, number of hours, , etc. will be pre-populated from the information you provided when advertising the course in the AGD CE Directory. You will need to enter the unique verification code announced during the course and the member AGD ID#s. You can also edit any information that was pre-populated. Once complete, select **Continue** and process the roster as normal. (Click on **Online Roster Submission Guide** for step-by-step instructions.)

