

## Question Guide for PACE Applicants

Below is a guide that will help you through the PACE application process. It is based off what PACE reviewers look for when grading an application – we have organized this by questions within the application for your convenience. Applications are graded on a point scale – 53.5 points being the highest you can score.

Here are the approvals in correspondence with scoring:

**48-53.5 points = 4-year approval | TAGD Processing fee \$250**

**43-47 points = 3-year approval | \$200**

**36-42 points = 1 year approval | \$100**

**Below 35 points is failure.**

*Tip: For each required document you provide for your application, put the question numbers on the document somewhere so that reviewers can easily see which questions the document is applying to. It is very possible that a document can fulfill requirements for more than one question within the PACE application, so make sure and write them all.*

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### **Standard I - Administration**

1. **List individuals who have day to day responsibility for CDE, individuals on planning committee and meeting minutes**
  - There should be at least one person listed as having day to day oversight of the program.
  - There should be a planning committee where the majority of representatives are dental professionals and at least one is a dentist with no other responsibilities to the organization.
  - Study clubs, dental societies and other membership organizations may have some people listed as having day-to-day responsibilities and being part of planning committee
  - There should be samples of meeting minutes from the planning meetings. Minutes should show review of course evaluations, needs assessment survey, finances, instructor review/selection, facility review/selection, instructor/sponsor disclosure reviews, etc. If you don't have meeting minutes then the reviewer won't fail you, but tell you to provide them in the future
  - If there is no staff or planning committee listed, this section will be failed.
  
2. **List who in the organization is responsible for specific tasks**
  - You will receive one (1) point per task where you have filled in a name.
  - Out of the names listed, make sure the following responsibilities are covered in regards to planning CE:
    - Compliance with guidelines

- Choose teaching methods
  - Ensures faculties & equipment are in good working condition
  - Ensures student/instructor ratio is appropriate
  - Responsible for maintaining attendance records (Attendance Certificate see question# XX)
  - Ensures legality of course
  - Provides annual contact update
3. **In the event of personnel changes, are there specific procedures in place to assure continuity for the administration of the program?**
- Answer “YES” to this question
4. **Attach a copy of ONE of the following: your procedure manual, administrative guidelines, a list of job descriptions OR job responsibilities for each job listed in question 1. Please see PACE sample documents for a reference of these.**
- There should be some type of sample to make sure the provider has identified who is responsible for making sure the program is well organized. At a minimum job responsibilities should address tasks listed in **question #2**. *Note: If job descriptions/responsibilities are provided you should have one for each person listed as having day-to-day CDE responsibility to the program.*
  - The AGD provides a sample Administrator list of job responsibilities. This is intended to show a simple format of how to document responsibilities. It is unlikely that this list is appropriate for all organizations. *If a copy of an unmodified AGD sample is received, the reviewer may fail you for this section.*
  - If no samples provided you will FAIL this section.
5. **Do you maintain a budget for the overall continuing education program, to include all costs and income, both direct and indirect?**
- Answer “YES” to this question
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**Standard III- GOALS**

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**
- Organizational goals are :
    - Broad guidelines for their overall program.
    - Long-range look at what the organization hopes to achieve
    - Not be course-specific.
    - Address both professional development AND improved health/patient care
  - If years are mentioned, make sure goals are current

- The AGD provides sample Goals. If provider includes these as their own with no modification, **you will fail this section.**
  - **Please see PACE sample documents for a reference of CE goals and organizational goals. Both need to be provided!**
7. **Who in your organization is responsible for developing the goals of the CE program?**
    - Goals should be reviewed at least once per year.
  8. **How often are the goals of the continuing education program reviewed?**
    - Goals should be reviewed at least once per year.

***Standard IV- NEEDS ASSESSMENT***

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**
  - Needs assessment activities are required so that providers have a specific method of gathering current information that can improve there program in the future.
  - Please check at least one
10. **Is the content of the CE program based on these needs?**
  - Answer “YES” 1 point
11. **Does the program planner carry out or coordinate the needs assessment procedures and utilize the assessment in planning educational activities**
  - Answer “YES” to this question 1 point
12. **Provide a completed needs assessment surveys OR questionnaires or written narratives documenting needs assessment.**
  - If you provide a narrative make sure you are showing reasonable attempts to improve your CE programs and stay current.
  - If a course evaluation is the only method of assessing upcoming needs for your PACE, make sure that there is more than one open ended question (What would you like to see in the future/) is included. If only a single question on a course evaluation, the reviewer may **fail this section.**
  - The AGD offers a sample needs survey. If this is submitted as documentation, make sure you modify questions to better address their specific program. Try to provided completed surveys if available.
  - You will Fail this section if no samples provided

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***Standard V - COURSE OBJECTIVES***

13. **Are written educational objectives and design developed with the instructor in advance of each activity?**

- Answer YES to this question

14. **Is the program planner responsible for ensuring appropriate objectives are developed?**

- Answer YES to this question

15. **Are educational objectives developed prior to selecting course content or choosing educational methodologies?**

- Answer YES to this question

16. **Are the objectives distributed so the audience is aware and can select courses on a sound basis?**

- Answer YES to this question. Make sure you have objectives of each CE course on publicity / invites. (What participants can expect to learn)

17. **Do you ensure that objectives do not conflict with the ADA Principles of Ethics and Code of Professional Conduct?**

- Answer YES to this question

18. **Please enclose examples of written objectives from courses given the past year, like brochures, handouts, etc.**

- Objectives should be included in publicity and in instructor slides and/or student handouts.
  - Sample should be course specific.
  - Typically course objectives are the “what you will learn” or “what we will cover” statements
  - Fail section if no samples provided
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#### ***Standard VI- ADMISSIONS***

19. **In general, are your courses made available to all dentists?**

- You will get 1 point on your application if answered YES. 0 points if answered NO.

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**

- Answer YES to this question.

21. **Do you communicate the equipment and materials required to attend?**

- Answer YES to this question
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#### ***Standard VII - PATIENT PROTECTION***

22. **Are participants cautioned about the hazards of using limited knowledge when integrating new techniques into their practice?**
- Providers need to make sure participants are cautioned even when there is no hands-on activity. Example, providers need to make clear students are not qualified to place an implant after taking an introductory lecture course
  - 1 point if answer is Yes 0 points if answer is No
23. **Do you seek assurance that participants possess the basic skill, knowledge, and expertise necessary to assimilate instruction and perform the techniques being taught in the course?**
- 1 point if answer is Yes 0 points if answer is No
24. **Are appropriate equipments and instruments available and in good working order?**
- 1 point if answer is Yes 0 points if answer is No
25. **Are participants cautioned about the dangers of incorporating techniques into their practices if the course has not provided them with adequate clinical experience to perform it competently**
- 1 point if answer is Yes 0 points if answer is No
26. **Do you treat live subjects, including peers, during the CE program?**
- **If yes, Check Form B of the PACE Application**
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***Standard VIII- INSTRUCTORS***

27. **Instructor selection explanation**
- Explanations should reference activities like a review of CV, evaluation of past course evaluation, monitoring/scouting, article review, committee interviews, or completion of a test/training course
  - Providers now use one instructor at least 50% of the time should include a CV for that instructor. CV should show adequate background for topic they intend to teach.
  - If explanation inadequate or the sole provider did not include CV section will be failed.
28. **Do you assure that adequate interchange between participants and instructors will take place?**
- 2 points if answered YES 0 points if answered NO
29. **Do you assign the number of instructors based on your educational objectives and methods?**
- Note: For hands on courses, provider must make sure there are enough instructors or instructor assistants available so that the instructor student ratio does not exceed 1:15
  - 2 points if answered YES 0 points if answered NO

**30. Does the instructor/ attendee ratio ensure close supervision and adequate direct interchange between participants and instructors takes place?**

- 2 points if answered YES 0 points if answered NO

**31. What is your instructor/attendee ratio for participation**

Note: There is no limit to the number of students an instructor can have in a lecture or self-instruction course.

- Providers do not need multiple instructors throughout the entire course. Enough instructors/instructor-assistants must be available during the hands-on portions of the program so that the instructor/student ratio does not exceed 1:15.
- 1 point deducted if participation offered and ratio exceeds 1:15

**32. Do you assure that all instructors can provide evidence based sources in English or translated from peer-reviewed journals that support the content being taught?**

- Many providers contract with instructors, but they are still responsible for ensuring that the content being taught is based on reliable scientific sources.
- Fail section if providers cannot verify content is based on reliable scientific sources.

**33. Include a sample of a signed affidavit of image authenticity obtained from faculty members to ensure that images presented have not been falsified and will not misrepresent the outcome of treatment**

- This is new. It is likely you will see the AGD provided sample being used. This is okay, but try to make sure you try to get a signed sample. This criterion was added current technology makes it is easy to modify photos so that the results look better than they actually were.
- **Fail section if no samples provided**

**34. Publicity must contain the following:**

*Brochures, flyers and web sites should include all information. Small pieces may have some elements missing, but should reference student where to find complete information.*

- Course Title
- Description of course content
- Description of teaching method (Lecture, hands-on)
- Fees
- Name of program provider and contact person
- Course instructors and their qualifications (2-3 sentence bio)
- Refund and cancellation policies
- Location
- Date
- Number of CE hours awarded for each course and AGD subject code
- Level of skill or knowledge needed in order to attend the course

*.5 points awarded for each criteria fulfilled in publicity*

**35. Is AGD PACE logo and specific approval terms included**

- If provider has previous approval and does NOT include the PACE logo and approval statement with term of approval on publicity deduct 1 point.

**36. Attach your five (5) most recent publicity samples from programs given in the past twelve months. If five samples are not available from the past twelve months, please provide the five most recent publicity samples available.**

- Review publicity and make sure it is clear and contains the elements listed in question 34. Five samples are requested, but check course grids at the beginning of the application. Make sure the samples adequately represent the program the provider offers.
- **If no samples are provided, failed section.**

**37. Do you ensure publicity does not contain misleading statements regarding the activity or the benefits to be derived from participation?**

- 1 point if answer is Yes 0 Points if NO

**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?**

- 1 point – YES | 0 points NO
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***Standard X – EVALUATION***

**39. Have you developed and utilized evaluation mechanisms that:**

- a. are appropriate to the objectives and educational methods?
- b. measure the extent course objectives have been accomplished?
- c. assess course content, instructor effectiveness, and overall administration?
- d. include questions that ask for comments from participants?
- Provide an evaluation form. See PACE Sample Documents for an example. .5 points awarded for each criteria included on the Eval form.

**40. Do your evaluation mechanisms allow participants to assess achievement of personal objectives?**

- .5 points – YES

**41. Do evaluation mechanisms help assess the level at which the objectives were fulfilled?**

- .5 point if answer is Yes 0 points if answer is No

**42. Do you conduct internal reviews of your program to determine the extent to which the goals are being achieved?**

Make sure course evaluations are reviewed by planning committee and that this is shown in meeting minutes.

- .5 point if answer is Yes 0 points if answer is No

**43. Please provide samples of all evaluation mechanisms.**

- Provide Evaluation form. See PACE example.
  - **You will fail this section if you don't provide any samples**
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**Standard XI- COURSE RECORDS**

**44. Do you maintain accurate attendance records, and make records accessible to attendees?**

- 1 point if answer is Yes 0 points if answer is No

**45. Have you assured that attendance verification does not resemble a diploma or appear to attest to a specific skill or specialty or advanced educational status?**

Check PACE sample for a reference. If attendance verification looks like it could be hung on wall, automatic failure of section.

- 1 point if answer is Yes 0 points if answer is No

**46. Is the amount of credit awarded in compliance with AGD policies?**

Check course grids against sample publicity:

- One hour of CE is awarded for each hour spent in the classroom
- If the course includes hands-on activities, all hours can be counted as participation IF at least 30% of the course is hands-on, otherwise split hours between lecture and participation
- Self instruction hours are based on providers best estimated of time required to complete the program; hours awarded for audio, audio-visual or electronically delivered hours cannot exceed credit equal to twice the actual delivery time

- 1 point if answer is Yes 0 points if answer is No

**47. Are you using a course completion/ verification code for each activity?**

Completion codes are RANDOMLY assigned by each provider for each course and should be announced sometime during the program. CE should not be issued to participants unless they have the code when they submit to AGD. Also include this on the Attendance Verification form.

- 1 point if answer is Yes 0 points if answer is No

**48. Are you submitting CE credits for all AGD member attendees directly to the AGD?**

You can submit your CE credits online at AGD.org, or by fax at 312-335-3432. As a provider, you should assign responsibility to someone to always submit the roster to AGD for each CE course. ALWAYS keep a roster for your CE programs. See PACE sample documents for an example. If you don't submit a roster then the attendees will not get credit for the course.

- 1 point if answer is Yes 0 points if answer is No

**49. Provide a sample of a completed course verification (Certificate of Attendance)**

You will fail this section if no sample is provided or if sample looks like it could be framed and hung on the wall.

Make sure the following are included on your Certificate of Attendance:

- Provider name
  - Provider AGD ID number
  - Participant name
  - Participant AGD ID number
  - Course title
  - Instructor name
  - AGD Subject code
  - Date (s) of course
  - Course location (city & state/province)
  - Length of course/# of CE hours awarded
  - Teaching method (lecture, participation, self instruction)
  - Course completion code
- AGD PACE logo with approval statement and current term of approval

Please see example in PACE sample documents for a reference.

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***XII. COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST***

**50. Provide sample guidelines or policies identifying provider as responsible for program content, scientific integrity of all CE activities and faculty selection to avoid commercial influence?**

- All organizations are expected to have written policies as to if and how they accept commercial support. These may be included in the administrative guidelines and/or procedure manual or a clause in a sponsor agreement contract.
- All providers are expected to accept only unrestricted funds and have complete responsibility for the program content.
- All providers are expected to be able verify the scientific integrity of material presented.
- See PACE example

You will fail this section if written commercial guidelines are not included.

**Note: If you fail this question, you will also fail questions 55, 56, 57, 58 or 59, meaning an automatic failure of the entire APPLICATION.**

51. **Do you ensure that a balanced view of all therapeutic options is presented, and that, whenever possible, generic names are used?**
- 1 point if answer is Yes 0 points if answer is No
52. **If you or instructors have monetary or special interest in any company, whose products are discussed in any of your CE activities, is this disclosed in publicity and the presentation?**
- 1 point if answer is Yes 0 points if answer is No
53. **If outside sources of financial aid are or could be accepted, will they be acknowledged in all publicity and at the beginning of the presentation itself?**
- 1 point if answer is Yes 0 points if answer is No
54. **Do you assume the responsibility for any specific content and instructional materials that may be prepared with outside financial support?**
- 1 point if answer is Yes 0 points if answer is No
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.**
- Conflict of interest statements identify information that must be disclosed to participants in publicity and at the beginning of a course
  - Instructors who have commercial affiliations should not be automatically disqualified from teaching. Providers must work with instructors to ensure an unbiased presentation and affiliations must be disclosed to participants.
  - **The AGD provides a sample document that many providers adopt. If provider submits a blank sample the approval letter should request a completed sample with future applications to better ensure provider is really using.**
  - You will fail this section if a sample or signed conflict of interest statement is not provided.
  - **Note: If you fail this question, you will also fail questions 50, 56, 57, 58 or 59, resulting in an automatic failure of the PACE APPLICATION.**
  - At least provide a blank sample even if there is no conflict of interest within your CE programs.

*Only organizations that use outside financial support or have commercial relationships between organizations, course presenters and/or a commercial company should complete questions 56 – 59. Check course grid and publicity to better determine if these questions need to be completed. If required and provider did not complete, return application to provider for completion.*

56. **Are all commercial relationships between your organization, course presenters and/or a commercial company fully disclosed to course participants in your publicity?**
- If answered NO, you will fail this section
  - **Note: You will also fail questions 50, 55, 57, 58 or 59 upon failing this question, automatic failure of APPLICATION.**
57. **Do you accept only unrestricted funding for any and all aspects of the educational activity?**
- Answered NO, you will fail this section.
  - **Note: You will also fail questions 50, 55, 56, 58 or 59 upon failing this question, automatic failure of APPLICATION.**
58. **Attach samples of printed announcements, brochures, or other materials, disclosing the source of any external funding?**
- Make sure commercial relationships listed are disclosed on all publicity samples.
  - Fail section if no samples are provided (You can use publicity samples from question 36 as long as they show commercial relationship on them. *i.e. sponsored by XX company*)
  - **Note: You will also fail questions 50, 55, 56, 57 or 59 upon failing this question, automatic failure of APPLICATION**
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?**
- The AGD provides a sample document that many providers adopt. If you submit a blank sample AGD will request a completed sample with future applications.
  - You will fail this section if a sample of a disclosure is not provided.
  - **Note: You will also fail questions 50, 55, 56, 57 or 59 upon failing this question, automatic failure of APPLICATION**
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**Form B**

**For Organizations with HANDS-ON activities only**

**Standard I. ADMINISTRATION**

**1. Do you limit group size in coordination with the nature of the facility and the number of instructors/ evaluators?**

- *Student/Instructor ratio should not exceed 15:1*
- Answer No = Fail

2. Is sufficient space and equipment available to allow active participation by each learner without any learner experiencing undue idle time?

- Student/Instructor ratio should not exceed 15:1
  - Answer No = Fail
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**Standard VI. ADMISSIONS**

3. If attendees are required to provide materials or equipment, do you make this clear by providing specific descriptions of all equipment and materials required?

Answer NO = FAIL

**Only providers who use live patients as part of the course should complete questions 4-10**

4. Provide a sample of the informed consent obtained in writing from each patient.

*Informed consents are needed even if only the instructor is working on a patient and/or doctors are "treating" each other during the course.*

**Fail application if no sample or if sample does not explain training situation, nature of treatment, benefits & potential harm, alternative procedure and right to discontinue treatment**

5. Do you assume responsibility for completion of treatment by a qualified clinician; if a question of the course participant's competence arise?

**Answer No = Application Failure**

6. Do you provide a list of equipment, facilities and/or arrangements to ensure that adequate arrangements and/or facilities exist for emergency and postoperative care?

**Answer No = Application Failure**

7. Do you assume the responsibility that participants do not treat patients in violation of state dental licensure laws while in your course?

**Answer No = Application Failure**

8. Do you take responsibility that adequate facilities are available to ensure aseptic conditions and that universal precautions are followed in treating patients?

**Answer No = Application Failure**

9. Do you provide clinical supervision during patient treatment to ensure that procedures are performed competently?

**Answer No = Application Failure**

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?

**Answer No = Application Failure**