



Celebrating
35
Years of Quality

Online CE Roster Submission Guide

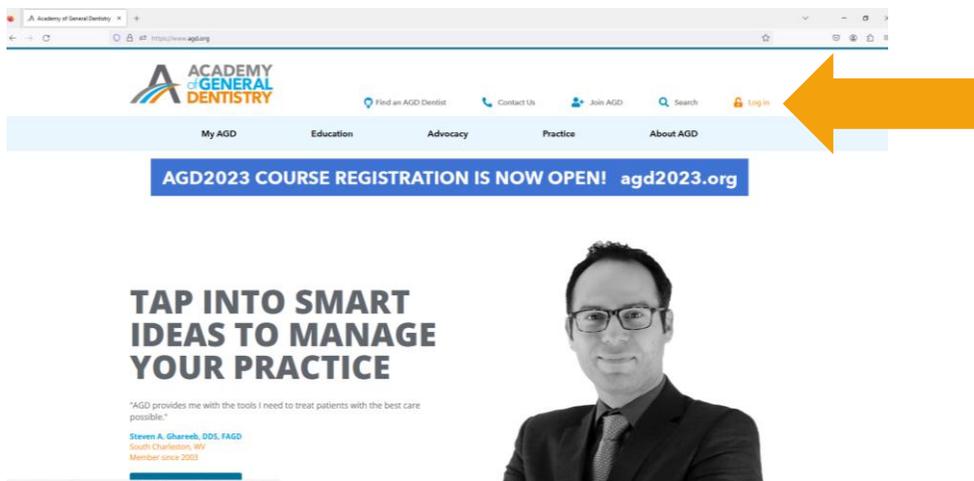
In 2005 the AGD began requiring PACE-approved program providers to submit continuing education credits for all AGD members directly to the AGD by fax, mail or online within 30 days using a standardized form set forth by the AGD.

In 2016 it was announced that, effective Jan. 1, 2017, providers must use AGD's online roster to submit CE hours earned by AGD members. Providers must be logged onto the AGD website to access the online roster.

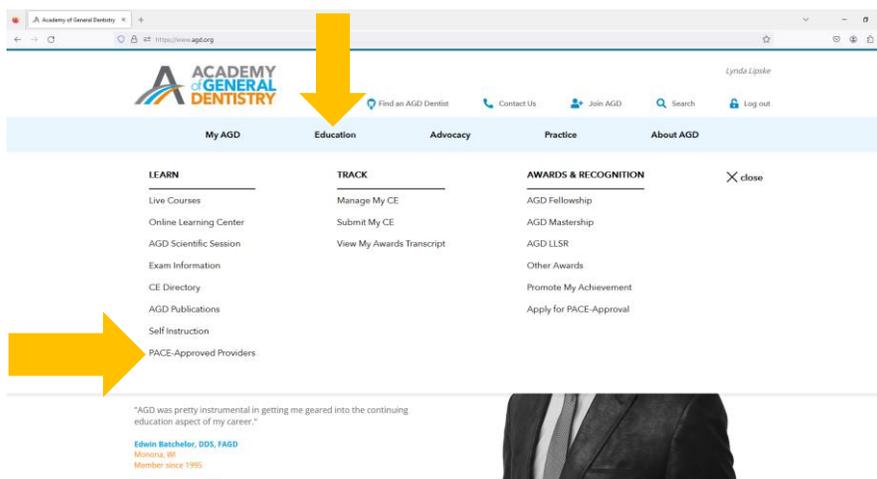
Effective Sept. 1, 2019, AGD will only accept course rosters submitted electronically.

Reference the information below to learn how to submit rosters of AGD members who attended your courses.

1. Log onto www.agd.org using your provider ID # as your username and your unique password.



2. Click on Education from the horizontal blue menu and then on PACE-Approved Providers.



3. Click on Submit a Roster.

The screenshot shows the AGD PACE website. The header includes the AGD logo, navigation links (Find an AGD Dentist, Contact Us, Join AGD, Search, Log out), and a user profile (Lynda Lipske). The main navigation bar has links for My AGD, Education, Advocacy, Practice, and About AGD. The main content area features a 'PACE' heading and a 'SUBMIT YOUR COURSE ROSTER' box. This box contains the text: 'AGD PACE-approved providers, submit your course rosters directly to AGD PACE.' Below this are two links: 'Upload CSV Roster' and 'Submit a Roster'. A large yellow arrow points to the 'Submit a Roster' link. Below the links is an 'APPLICANT INFORMATION' section with sub-links: 'General Information', 'Apply for National Approval', 'Apply for Local Approval', and 'Tips for First-Time Applicants'. There is also a 'PACE PROVIDER RESOURCES' section at the bottom of the box.

4. Enter information into all fields with at * next to them. See explanation of fields below. See field definitions and example of a completed form below.

The screenshot shows the 'Submit My Roster' form. The form is divided into several sections:

- Event Information:** A search box for 'Event ID' with a 'Search Events' button.
- Submitter's Information:** Fields for 'Contact Name * (first and last)' and 'E-mail address * (required to receive confirmation e-mail)'. Both fields are empty.
- Course Information:** Fields for 'Course Title *', 'Instructor Name * (max 100 chars)', 'CE Program Provider ID * (provider ID only)', and 'Verification code *'. The 'CE Program Provider ID' field contains 'AGD (216217)'. Below these fields is a note: '>Effective January 2017 the AGD introduced a list of streamlined subject codes so course topics can be categorized into the nine recognized dental specialties and core subject areas most relevant to dental education. CE providers should identify the subject code that best represents the dental specialty or general topic of the content taught. An expanded list of topics associated with each subject code is available on the AGD website.'
- Credit Hours *:** An empty text input field.
- Course Type *:** A dropdown menu with 'Select Course Type'.
- Subject Code *:** A dropdown menu with '--- Select a Subject Code ---'.
- Location * (max 100 chars):** An empty text input field.
- Completion Date *:** A date picker field.
- AGD Membership Number * (numerics only):** An empty text input field with a 'Search Members' link below it.

FIELD DEFINITIONS:

Field Name	Required	Details
Event ID	No	Use ONLY if course was posted on the AGD CE Directory. Entering the Event ID from the AGD CE Directory will populate several of the fields below.
Contact Name	Yes	Name of the person to contact if there are questions about the roster.
Email Address	Yes	Email of the person to contact if there are questions about the roster. This email will also receive confirmation emails.
Course Title	Yes	The name of the course as it is identified on individual attendance verification forms
Instructor Name	Yes	Name of the Instructors, limit 100 characters, recommended format is FirstName, LastName, Credential, Credential. More than one name can be entered.
Verification Code	Yes	Unique alpha/numeric codes assigned by your organization. Verifications codes are random codes announced by program providers toward the end of each course to help verify that each participant has taken part in the entire course. Course participants are expected to add them to their attendance verification forms. Providers should maintain a record of verification codes assigned to each course.
Credit Hours	Yes	Total number of continuing education hours earned by participants at a course. Note, if splitting hours between course type or subject codes, click on the Add More link to generate extra lines. Multi-day courses should add up all hours earned and enter on the final day of the course.
Course Type	Yes	Use the drop down and select the teaching method used at the course. Choices are: Lecture: <i>Live presentations intended to communicate information or teach people about a particular subject. Lectures do not significantly involve audience participation with the exception of asking and answering questions. Classroom courses <u>and live webinars</u>, where there are opportunities for participants to interact with instructors during the course should be coded as lecture.</i> Participation: <i>Live presentations intended to teach a particular subject, technique or skill that actively involves the audience. Participants actively manipulate dental materials and/or devices, or practice clinical skills or techniques under the supervision of a qualified instructor. The participation activities must represent a minimum of 30% of total course time.</i> Self-Instruction: <i>Continuing education courses in printed or recorded format, including audio, video, or online recordings that may be used over time at various locations. Participants complete programs independently without an instructor present.</i>
Subject Code	Yes	A numeric code identified by AGD to classify the topic addressed during a continuing dental education course. Each AGD subject code is associated with a specific topic related to dentistry. A list of available codes can be found at https://www.agd.org/continuing-education-events/manage-my-ce/agd-subject-codes .
Location	Yes	Identify the location of the course. Listing the City, State is sufficient, but more detail can be added at the provider's discretion.
Completion Date	Yes	The last day of a course. Click on the calendar to select date or enter as MM/DD/YYYY
AGD Members Number	Yes	Enter 6-digit AGD member ID # in a one column format: <i>Example:</i> 340617 389598 300612 <ul style="list-style-type: none">• The AGD recommends you ask each participant to provide this number to you. Keep in mind AGD members are general dentists, so many participants may not be members. If a participant is not an AGD member you do not need to submit anything to the AGD.• If a participant indicates they are an AGD member but does not provide an ID number you can look up their name by clicking on Search Members link. Search by LastName, FirstName• If have saved your roster in a spreadsheet or on a table in a document, you can copy the column of AGD Member ID numbers and past it into the AGD Member Number Field.

Example of completed form:

Home | Continuing Education & Events | PACE | PACE Provider Resources | Submit My Roster

Submit My Roster

Welcome TEST PROVIDER, your PACE approval has expired as of 06/17/2016. Please reply or contact PACE staff.

Event Information

Event ID Search Events

Submitter's Information

Contact Name E-mail address

Course Information

Course Title

Instructor Name

CE Program Provider ID

Verification code

Credit Hours Course Type Subject Code

Location

Completion Date

AGD Membership Number

5. Once all fields are complete, click on the **Continue** button.

6. Check that all information entered on the completed form is correct, including the names of the participants.

- If a participant has given you an ID number, and the system indicates they are not a member, do not delete. It may be that their record is not yet up-to-date; the record is up-to-date the hours will show up on their record.
- If corrections are needed, click on the **Edit** button and make the needed corrections.
- If everything is okay, check the box that says *I hereby certify that all the attendees are eligible for the above credits*. Then click on the **Submit** button.

The screenshot shows a web browser window with the URL <https://www.agd.org/continuing-education-events/pace/p...>. The page title is "Submit My Roster". The form contains the following information:

Event Information			
Event ID			
Submitter's Information			
Contact Name	TEST		
Contact E-mail	test@agd.org		
CE Course Information			
Course Title	TEST Title		
Instructor Name	John Test, DDS		
CDE Provider Name	TEST PROVIDER (324700)		
Verification Code	Test1		
	Credit Hours	Course Type	Subject Code
	3	LECTURE	566
	2	PARTICIPATION	135
Location	City, State		
Course Completion Date	8/6/2018		

The following attendees will collect credit for the course listed above.

	ID	Full Name	AGD Member?
1-	340617	Kevin Test	NO
2-	389598	Arl Test	NO
3-	300612	Testy Test	NO

I hereby certify that all the attendees are eligible for all the above credits. ★

Buttons: **Cancel** **Edit** **Submit**

Once the roster is submitted the contact person will get an email verifying that the roster was submitted.

CE hours are not automatically added to the member's CE record; An AGD staff member will verify that the entry is correct. Hours are added to member records within five days of submission.

Once a roster is submitted no changes can be made. If you discover an error, please contact the AGD at membership@agd.org. AGD staff can delete the roster and you can reenter the information.

If a participant was left off a roster, you can enter a duplicate roster and only list the person who was left off the original roster.

Click on the **View Roster History** button to see what rosters have been submitted by your organization:

The screenshot shows a web browser window with the URL <https://www.agd.org/continuing-education-events/pace/p...>. The page header includes the logo for the **ACADEMY of GENERAL DENTISTRY** and a user profile for 'TEST PROVIDER' with a 'Log out' link. The main heading is 'SUBMIT MY ROSTER' in large blue and orange letters. Below this is a breadcrumb trail: Home | Continuing Education & Events | PACE | PACE Provider Resources | Submit My Roster. There are social media icons for Facebook, Twitter, YouTube, and LinkedIn. The section 'View My Roster History' contains the text: 'View all of the CE Rosters you have submitted online to the AGD below.' Below this is a table with the following data:

Course Title	Attendees	Completion Date	Status
1- TEST Title	3	8/6/2018	Pending ...

Course Title	Attendees	Completion Date	Status
1- Test	1	5/1/2009	Complete
2- TEST	1	1/1/2011	Complete
3- test	2	1/1/2014	Complete
4- Tooth	1	1/16/2013	Complete

Below the tables, there is a section titled 'Your Roster History' with two links: [View Pending Rosters](#) and [View Complete Rosters](#).

If you have any questions regarding submitting a roster contact the AGD at 1.888.243.3368 or email pace@agd.org.