

## Assigning Continuing Education Hours

Use the following charts to help determine the right type and amount of continuing education (CE) hours to issue to your attendees. More information can also be found in the AGD PACE Guidelines, Standard XI: Course Records.

### Teaching Method

The method in which you plan to teach participants must fit within the course objectives and the skill level of the audience. The most common methods that CE providers use are lecture and participation.

Teaching Method	Description
Lecture	<ul style="list-style-type: none"> <li>• Instructor(s) present</li> <li>• Participants primarily listen and ask/answer questions.</li> <li>• Participants do not manipulate dental materials or devices, treat patients, or practice techniques.</li> <li>• Webinars can qualify for lecture credit if a live instructor is present and available to answer questions. The provider should develop a method to ensure that participants are present during the entire presentation.</li> </ul>
Participation/Hands-on	<ul style="list-style-type: none"> <li>• Instructor(s) present</li> <li>• Participants listen and ask/answer questions.</li> <li>• Participants actively manipulate dental materials or devices, treat patients, or practice skills or techniques under the supervision of a qualified instructor. <i>During the hands-on activities, the instructor-to-student ratio must not exceed 1-15. Providers may need to bring in qualified instructor assistants during this portion of the program.</i></li> </ul>
Self-instruction (self-paced)	<ul style="list-style-type: none"> <li>• No instructor present</li> <li>• Participants read and/or complete written materials that are evaluated by the provider, e.g. answering questions from dental journal articles.</li> </ul>
Self-Instruction (electronically mediated)	<ul style="list-style-type: none"> <li>• No instructor present</li> <li>• Instructional materials include an audio, audio-visual, or online/computer component with a specific runtime.</li> <li>• Providers should develop questions/tests appropriate to the length of the program so that average participants spend at least as much time answering questions as they do watching the initial presentation.</li> </ul>
Protocol	<ul style="list-style-type: none"> <li>• Instructor(s) present</li> <li>• Courses involve classroom and in-office/homework components.</li> <li>• Participants may manipulate dental materials or devices, treat patients, or practice skills or techniques under the supervision of a qualified instructor during the classroom session. <i>During the hands-on activities, the instructor-to-student ratio must not exceed 1-to-15. Providers may need to bring in qualified instructor assistants during this portion of the program.</i></li> <li>• The in-office/homework component requires the participant to work independently on an assignment based on the classroom material and develop a presentation of his or her work, to be evaluated by the course instructor/director during a scheduled presentation/discussion session.</li> <li>• Participants earn participation hours upon completing a protocol assignment.</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>• Awarded to individuals presenting information during a structured course</li> </ul>

## Awarding CE Hours

CE credit for structured programs is generally awarded based on the actual number of contact hours (excluding breaks, meals, and registration periods). The AGD defines a contact hour as a unit of time equal to a minimum of 50 minutes and not more than 60 minutes.

Use this guide when determining the number of hours to assign.

Teaching Method	Min. hours per course	Max. hours per course	Calculation
Lecture	1	N/A	One CE hour for every hour spent in the classroom.
Participation/ Hands-on	1	N/A	One CE hour for every hour spent in the classroom. <ul style="list-style-type: none"> <li>If 30 percent or more of the total classroom time is spent on hands-on activities, the total number of classroom hours can be recorded as participation hours.</li> <li>If less than 30 percent of the classroom time involves hands-on activities, a combination of participation and lecture hours should be awarded, reflecting the actual time participants were engaged in each activity.</li> </ul>
Self-instruction (written/self-paced)	.5	N/A	Educator provides best estimate of the time required to complete the program.
Self- instruction (electronically delivered)	.5	N/A	Award the length of the actual instructional time presented.
Protocol	1	N/A	Participation credit is awarded as follows: <ul style="list-style-type: none"> <li>One hour for every hour spent in the classroom</li> <li>An amount less than or equal to the amount of credit awarded above for completion of the in-office/homework assignment. (<i>Actual hours awarded are at the discretion of the evaluator, but may not exceed the number of hours a participant spent in the original classroom.</i>)</li> <li>The number of hours spent in the homework presentation/discussion session</li> </ul>
Teaching	1	N/A	One hour for every hour spent presenting information in the classroom. <ul style="list-style-type: none"> <li>If the instructor developed the content and is presenting it for the first time, providers can award three hours for every hour the instructor spends presenting the information in the classroom.</li> </ul>