



AGD Application for National PACE Approval Step-by-Step Guide

Welcome to the AGD's new online application for National PACE Approval. This step-by-step guide is intended to help you access and complete the updated application. If you have any questions or difficulties with the application please contact the AGD at 1.888.243.3368 ext. 4335 or ext. 4114.

Table of Contents

LOG ON	2
ELIGIBILITY	5
BEGIN THE APPLICATION	7
SAVE OR EDIT APPLICATION	10
PAYMENT	11
SUBMIT YOUR APPLICATION	12
QUESTIONS	12

1 LOG ON

1.1

Log on to the AGD website at www.agd.org

- Your username will be your six-digit AGD PACE Provider ID number
- Enter your unique password.
- If you have forgotten your username or password or if you are a first time applicant email PACE@agd.org to receive your credentials. Emails will be answered within 24-hours, Monday through Friday, 9 a.m. – 4 p.m., CST.

1.2

Go to the Apply for National PACE approval page on the AGD website:

<https://www.agd.org/continuing-education-events/pace/apply-for-pace-approval/apply-for-national-pace-approval>

Once on this page, review the information and then click on the blue **APPLY NOW** button:

APPLY NOW

PACE APPROVAL

Home | PACE Test

To become an AGD PACE-approved CE provider, review the PACE Program Guidelines, which contain AGD's 13 standards and criteria for approval. Next, complete the PACE Application for National Approval. Applications are reviewed against these standards.

Apply for National PACE Approval if your organization:

- Offers continuing dental education courses in more than one state or province
- Draws a significant portion of participants from more than one state or province
- Offers self-instruction programs
- Offers protocol (onsite/in-office) courses
- Is located outside of the U.S. or Canada

Getting Started

AGD recently introduced an online application to make the application process more efficient and flexible. Once an application is submitted and accepted, your application will be accessible the next time you need to apply.

Before beginning the application, make sure to review the following documents:

- **Preparing for the application:** Find out what documents you will need to submit with your application. Having these documents available to upload will help you complete the application more quickly. If you are uncertain about any of the documentation, samples of required documents are available.
- **General information:** Familiarize yourself with the buttons and sections of the online application before beginning. This will help you navigate more easily.
- **Step-by-step guide:** Detailed information to help you log in and complete the application one step at a time!

APPLY NOW

* **Renewing applicants:** Login with your provider ID before applying.
* **First-time applicants:** First-time applicants, click here to get an ID

APPLICANT INFORMATION

General Information
Apply for National Approval
Apply for Local Approval
Tips for First-Time Applicants

PACE PROVIDER RESOURCES

AGD Subject Codes
Application Sample Documents
Find a PACE-Approved Provider
Keeping PACE Newsletter
PACE FAQs
PACE Guidelines
PACE Provider Resources

1.3

Click on the green **VIEW PROGRAMS** button

Academy of General Dentistry PACE Program

Programs My Applications Lynda Lipske

No applications.

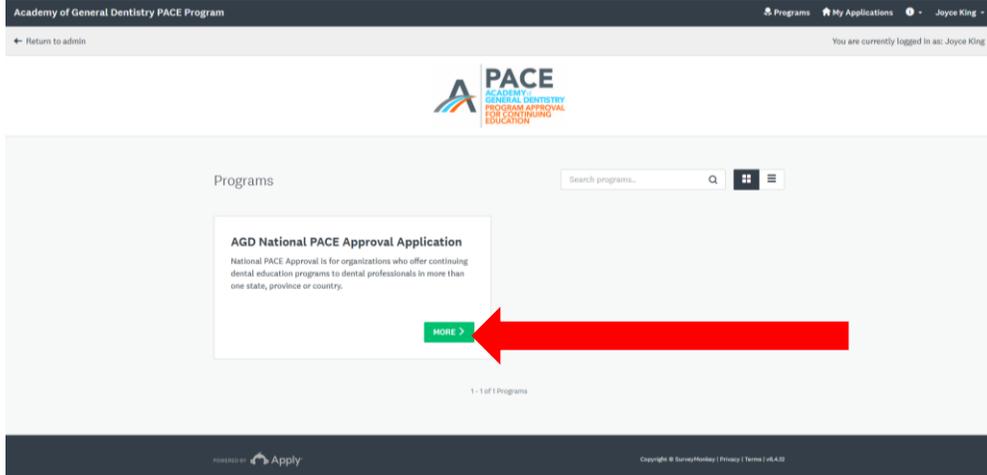
Please choose a program from our program listings page to get started

View programs

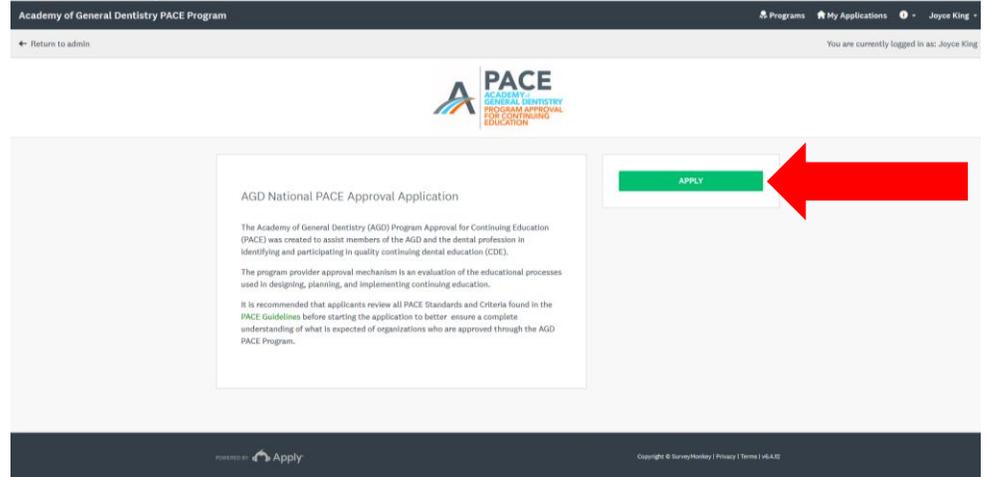
POWERED BY Apply

Copyright © SurveyMonkey | Privacy | Terms | v6.4.16

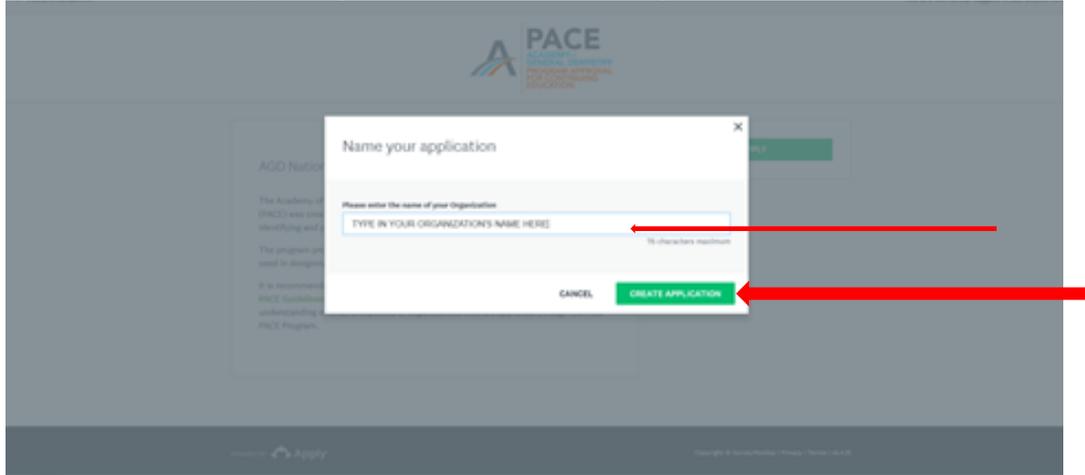
1.4 Click on the green MORE button



1.5 Click on the green APPLY button



1.6 Type in the name of your organization and click on the green CREATE APPLICATION button.

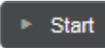


1.7

Under the "Your tasks" heading, click on Eligibility 2020

The screenshot displays the 'Academy of General Dentistry PACE Program' interface. At the top, there is a navigation bar with 'Programs', 'My Applications', and a user profile 'Joyce Kin'. Below this, a 'Return to admin' link is visible. The main content area features a 'Your tasks' section. On the left, a card shows '0 of 1 tasks complete' and 'Last edited: Apr 27 2020 04:16 PM (UTC)', with 'REVIEW' and 'SUBMIT' buttons. On the right, a card for 'Academy of General Dentistry (Test)' is shown, with 'APPLICATION' and 'ACTIVITY' tabs. Below the 'Your tasks' heading, a task titled 'Eligibility 2020' is listed. A red arrow points to the 'Eligibility 2020' task, and another red arrow points to the 'Your tasks' heading. The footer includes 'POWERED BY Apply' and 'Copyright © SurveyMonkey | Privacy | Terms | v6.4.12'.

2 ELIGIBILITY

2.1 Complete the ELIGIBILITY section of the application to make sure your organization meets the eligibility requirements. Click on the black **Start** button 

2.2 You will be brought to the first page of the Eligibility section of the PACE application for national approval. Please read the information and answer the questions.

2.3 At the end of the page you can click on either the **Save & Continue Editing** button or the **Next** button.  

When you click on the  button, your work will automatically be saved.

2.4 At the end of the Eligibility section click on the green  button.

If at any time your answers make you ineligible for approval you will be given direction to contact the AGD at pace@agd.org. If you do not receive any warning messages then you are eligible to apply for national PACE approval.

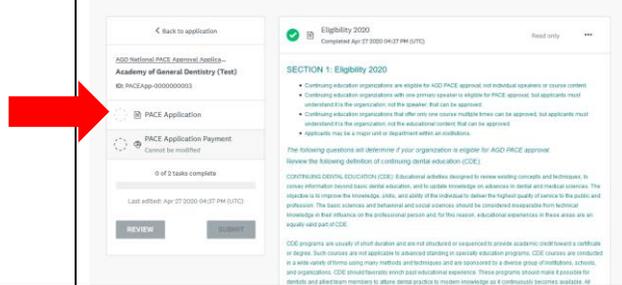
2.5 Once the Eligibility section is completed you will be brought to the REVIEW page so that you can look over your answers

RECOMMENDED: Save a copy of the form to your computer by clicking on three dots on the upper right of the form and then select Download.

2.6

You are now ready to start the full application. You can do this by clicking on

 PACE Application in the box on the left.



← back to application

ASD National PACE Approval Authority
Academy of General Dentistry (Test)
ID: PACApp-000000000

PACE Application

PACE Application Payment
Cannot be modified

0 of 2 tasks complete

Last edited: Apr 27 2020 04:27 PM (UTC)

REVIEW Submit

Eligibility 2020
Completed Apr 27 2020 04:27 PM (UTC) Read only

SECTION 1: Eligibility 2020

- Continuing education organizations are eligible for ASD PACE approval, not individual sessions or course content
- Continuing education organizations with one primary speaker is eligible for PACE approval, but applicants must understand it is the organization, not the speaker, that can be approved.
- Continuing education organizations that offer only one course multiple times can be approved, but applicants must understand it is the organization, not the educational content that can be approved.
- Applicants must be a high and in requirement nation or jurisdiction.

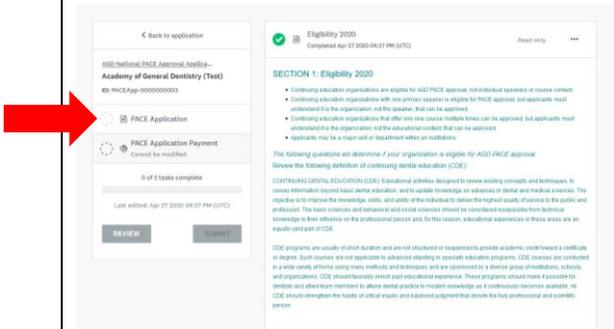
The following questions are determinative of your organization's eligibility for ASD PACE approval.
Review the following definition of continuing dental education (CDE):

CONTINUING DENTAL EDUCATION (CDE): Educational activities designed to review existing concepts and techniques, to review information beyond basic dental education, used to update knowledge on advances in dental and medical sciences. The objective is to improve the knowledge, skills, and ability of the individual to deliver the highest quality of services to the public and profession. The basic sciences and behavioral and social sciences should be considered inseparable from technical knowledge in their influence on the professional person and, for this reason, educational experiences in these areas are equally important to CDE.

CDE programs are usually of short duration and are not structured or sequenced to provide academic credit toward a certificate or degree. Such courses are not applicable to advanced standing in specialty education programs. CDE courses are conducted in a wide variety of forms using many methods and techniques and are conducted to a diverse group of institutions, schools, and organizations. CDE should therefore avoid basic educational experience. These programs should make it possible for persons and programs members to obtain deep practice to modern knowledge and if combined becomes suitable for

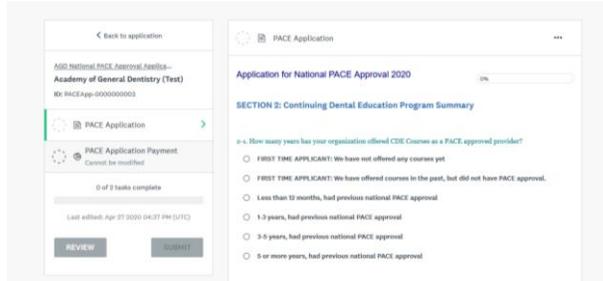
3 BEGIN THE APPLICATION

3.1 To start filling out the PACE Application for national approval click on the  PACE Application from the box on the left.



4 Section 2: Continuing Dental Education Program Summary

4.1 Begin section two of the application. Read through all information and answer each question.



4.2 Answering Question 2-2 of the application correctly is **VERY IMPORTANT** as it will determine the questions presented to you in the application.

2-2. Based on the definitions above, select all course types your organization **CURRENTLY** offers:
If your organization conducts live webinars and records them so that other may watch the recordings independently to earn CE please check both Self-Instruction and Electronically-mediated.

*If your organization is planning to offer webinars or self-instruction programs in the future but are not available yet, DO NOT check that you have these types of programs. You should only check the types of programs your organization **CURRENTLY** offers.*

- Lecture
- Participation/Hands-on: No live patients treated during the course
- Participation/Hands-on: Live patients treated by the instructor and/or participants during the course
- Protocol
- Self-Instruction (all types, including recorded webinars or online programs)
- Electronically-mediated (Live or recorded webinars, online programs, etc.)

- Make sure to read the course type definitions carefully before responding to the question.
- Click on only course types your organization has offered in the past or are currently offering.
- **Do not click on a course type that you have not offered in the past or not currently offering.** Example, if you plan to offer a self-instruction course in the next six months, but it is not currently available DO NOT check self-instruction.

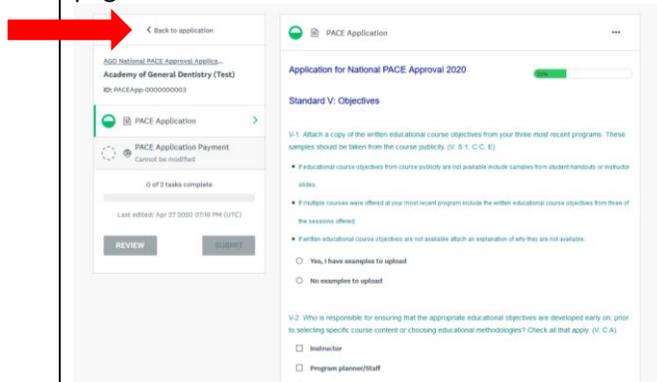
After making your selections click on the  button.

5 Section 3: Standard Review

5.1 Once you complete the program summary section you will automatically move to Section 3 STANDARD REVIEW. This is where the majority of questions occur. The questions are designed to ensure you are meeting PACE Standards and Criteria. Questions are presented in order of the Standards.

- Question numbers will first identify the standard it is referring to and then the question number under that standard. Example: question number I-3 means it is the third question related to PACE Standard I: Administration, question II-1 means it is the first question associated with PACE Standard II: Fiscal Responsibility
- Most questions will also identify the exact standard and criterion it is addressing. Example: (IV, C:B) means that the question addresses Standard IV: Goals, Criterion B.
- All applicants will be presented with questions referencing Standards I – VII. If your organization also offers self-instruction or electronically-mediated courses (example: webinars) you will also be presented with questions referencing Standard XIII.

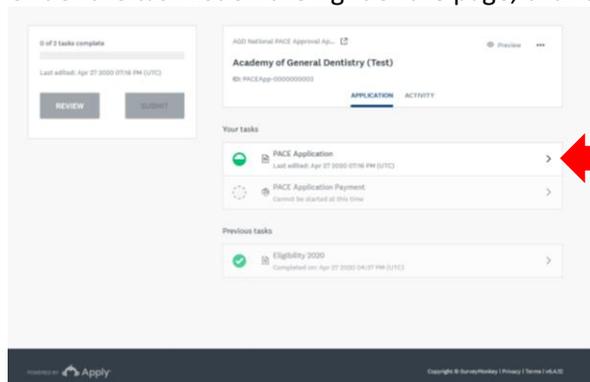
5.2 You can exit the application at any time by clicking on the  button on left of the page.



All answers on completed pages will be saved.

5.3 To return to the application, log back into the AGD website and click on the Apply Now button from the AGD website: <https://www.agd.org/continuing-education-events/pace/apply-for-pace-approval/apply-for-national-pace-approval> (See step 1.2 above)

Under the task list on the right of the page, click on PACE Application.



You will be returned to the page you were on when you exited.

5.4

Once all questions have been completed you can submit your application by clicking on the green **MARK AS COMPLETE** button. You will be returned to the main page.

4-9. Explain how CE is awarded for completion of protocol courses. (XI, C:B-5)

X

PREVIOUS

SAVE & CONTINUE EDITING

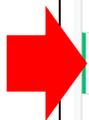
MARK AS COMPLETE



5.5

A green checkmark  next to the word PACE Application means the application is complete.

The screenshot shows a sidebar on the left with a list of tasks: 'AGD National PACE Approval Applica...', 'Academy of General Dentistry (Test)', 'ID: PACEApp-0000000003', 'PACE Application' (with a green checkmark), and 'PACE Application Payment'. A progress bar at the bottom indicates '1 of 2 tasks complete'. The main content area shows the 'PACE Application' header with a green checkmark and a dropdown menu. The dropdown menu is open, showing options: 'Download', 'Reset', and 'Edit'. The application title is 'Application for National PACE Approval 2020' and it shows a 'PROGRAM SUMMARY' section with a question: '2-1. How many years has your organization offered CDE Courses as a PACE approved provider?' with the answer '1-3 years, had previous national PACE approval'.



5.6

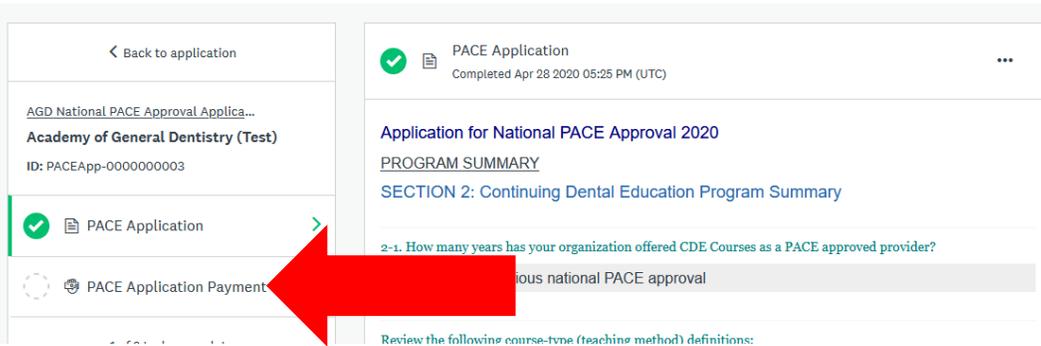
You can save or edit your application by clicking on the three dots  in the upper right corner of your application. You will get a dropdown menu where you can choose to download, reset, or edit your application.

This screenshot is similar to the one in 5.5, but the dropdown menu is open, showing the options: 'Download', 'Reset', and 'Edit'. A red arrow points to the three dots menu icon in the upper right corner of the application header.



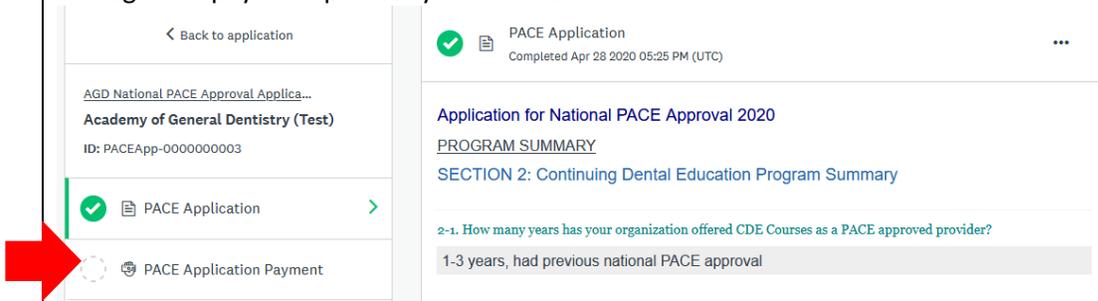
- If you click on Download, you can save a .pdf version of your application that also links to the documents you attached to the file.
- If you click on Edit you can go back into your application and make changes.
- **DO NOT CLICK ON RESET** Clicking on reset will delete all attachments and answers and you will need to restart the application. Clicking on Reset means none of your work will be saved.

5.7 Once the application is completed and you are satisfied with it you can move to the Payment by clicking on the PACE Application Payment task from the box on the left.

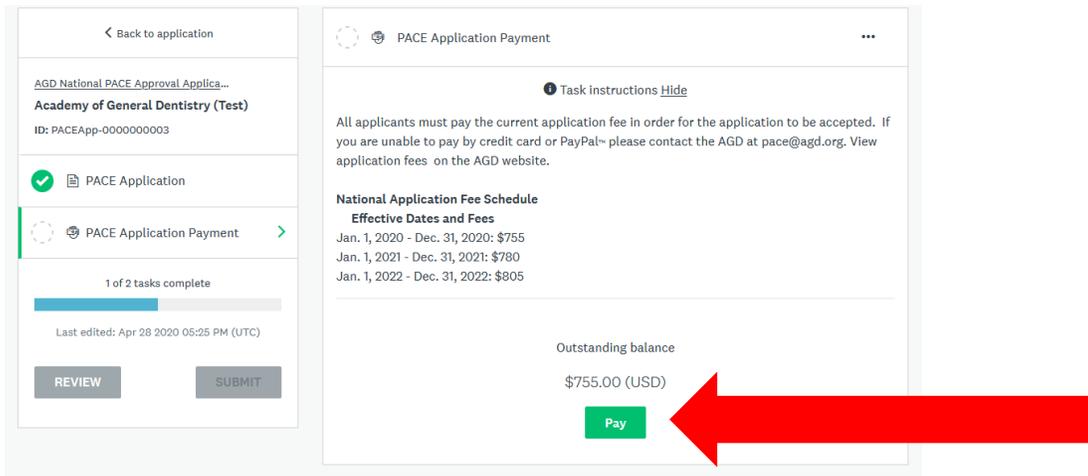


6 PAYMENT

6.1 To begin the payment process you will need to click on  PACE Application Payment from the task list.



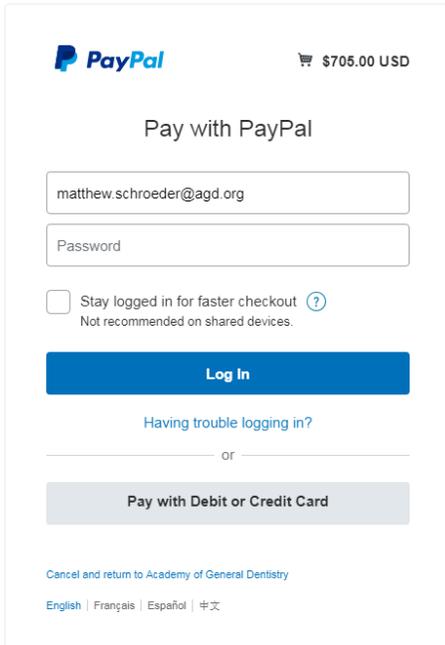
6.2 Next click on the green  button to be brought to a secure PayPal screen.



- The AGD accepts Visa, MasterCard and American Express from U.S. Applicants
- Applicants located outside the U.S. can pay using Visa or MasterCard
- Applicants who cannot pay using Visa, MasterCard or American Express should contact the AGD at pace@agd.org.

6.3

You will be linked to pay securely through PayPal using either a PayPal account or by clicking the Pay with Debit or Credit Card button as seen below. You will receive an email confirmation with a receipt for your records confirming that payment has been processed.



7 SUBMIT YOUR APPLICATION

7.1

Once payment has been completed you must submit your application.

8 QUESTIONS

8.1

Any questions can be emailed to PACE@agd.org or call 1.888.243.3368 ext. 4114 or ext. 4335, 8:30 a.m. to 5:00 p.m., Monday through Friday, central time.

