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.

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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:
1.3	Click on the green VIEW PROGRAMS button

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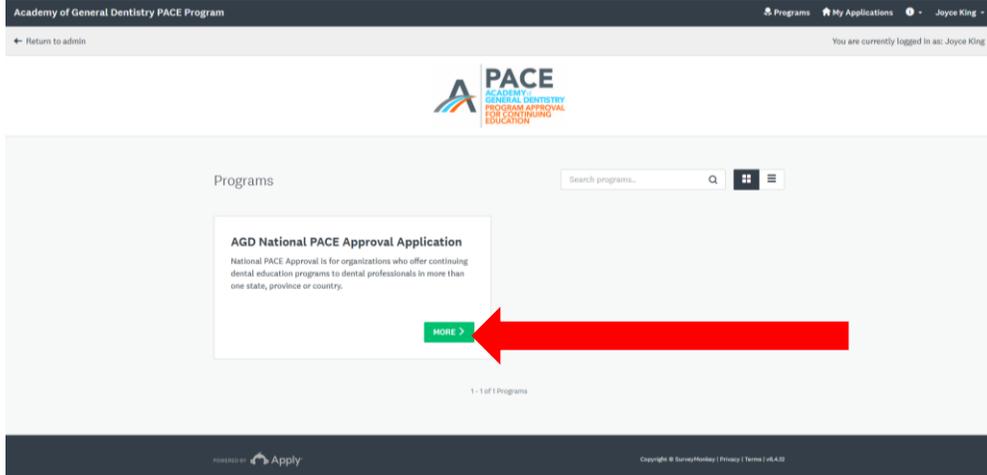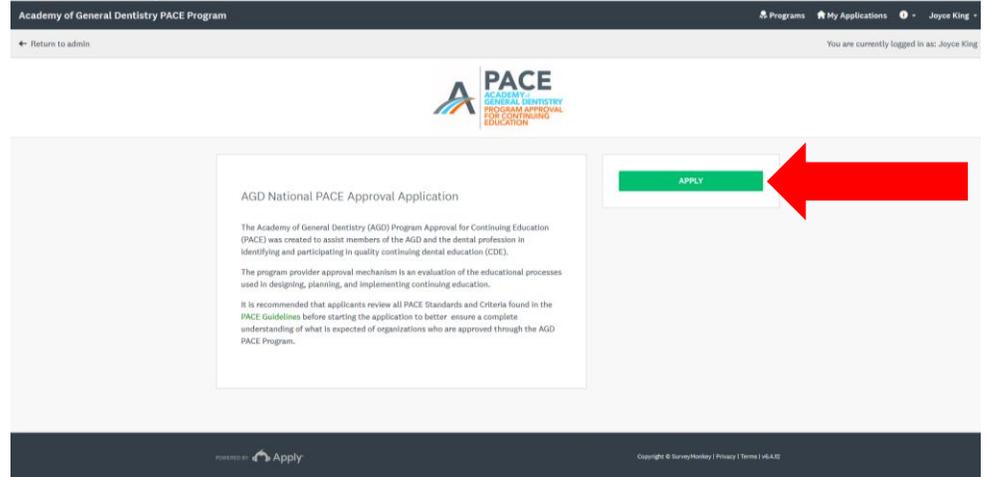
1.7	Under the "Your tasks" heading, click on Eligibility 2020

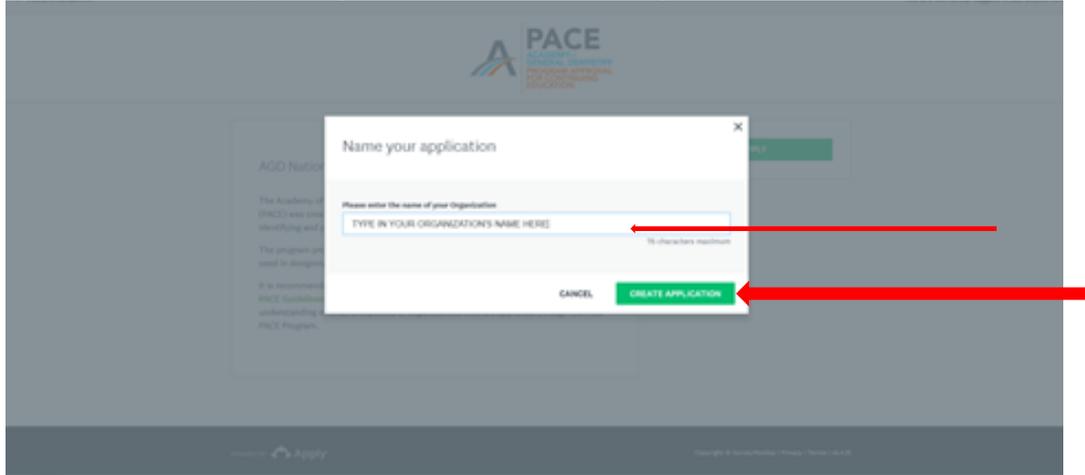| **2**	**ELIGIBILITY**
2.1	Complete the ELIGIBILITY section of the application to make sure your organization meets the eligibility requirements. Click on the black **Start** button ► Start
2.2	You will be brought to the first page of the Eligibility section of the PACE application for national approval. 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. SAVE & CONTINUE EDITING NEXT When you click on the NEXT button, your work will automatically be saved.
2.4	At the end of the Eligibility section click on the green MARK AS COMPLETE 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.
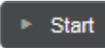
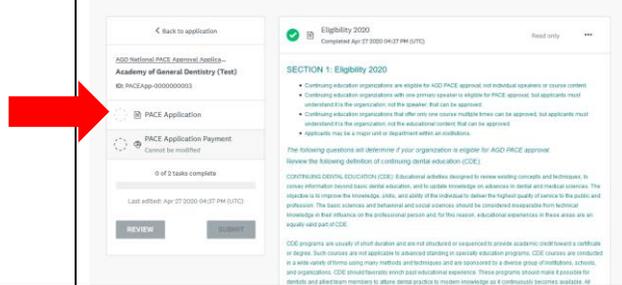| 2.6 | You are now ready to start the full application.   You can do this by clicking on 🔘 📄 PACE Application in the box on the left. |

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.
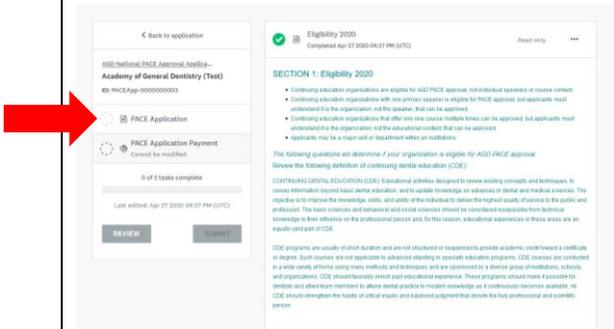
4	**Section 2: Continuing Dental Education Program Summary**
4.1	Begin section two of the application. Read through all information and answer each question.
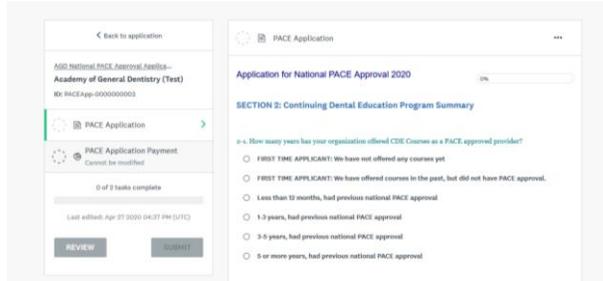
4.2	**Answering Question 2-2 of the application correctly is VERY IMPORTANT as it will determine the questions presented to you in the application.**

2-2. Based on the definitions above, select all course types your organization *CURRENTLY* offers:

If your organizations 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 <u>has offered</u> in the past or are currently offering.
- <u>**Do not click on a course type that you have not offered in the past or not currently offering**</u>. 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 **NEXT** button.

4.3	Enter information about your most recent courses on the course tables and then click on the **NEXT** button. You will be asked to identify the courses that you offered during the last 12 months, plan to offer in the next 12 months and any self-instruction courses you offer. • 1: List of past courses • 2: List of upcoming courses • 3: List of self-instruction courses (if applicable) **NOTE:** The course tables are wide and usually require users to scroll to the right. Use the scroll bar at the bottom of the table to move from left to right.

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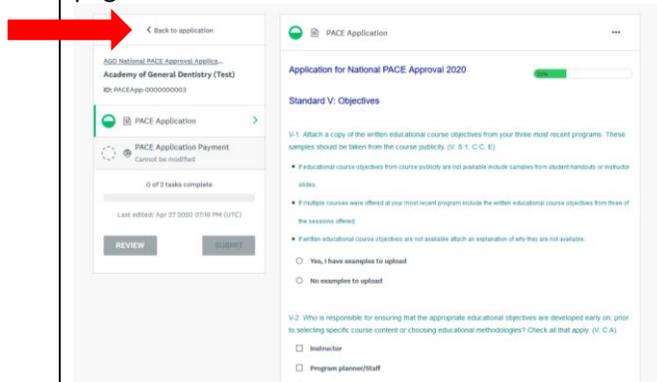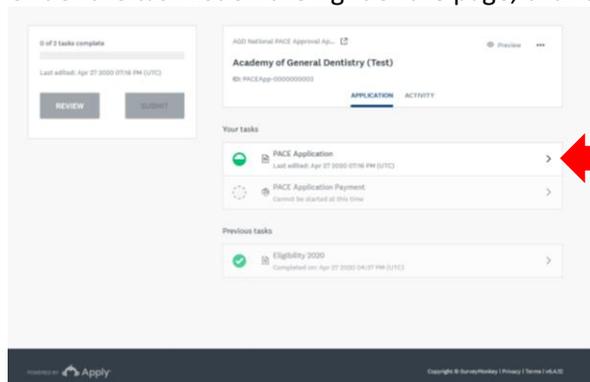
5.4	Once all questions have been completed you can submit your application by clicking on the green **MARK AS COMPLETE** button. You will be returned to the main page.

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.

< Back to application

AGD National PACE Approval Applica...
Academy of General Dentistry (Test)
ID: PACEApp-0000000003

✔ 📄 PACE Application >

◌ 🖐 PACE Application Payment

1 of 2 tasks complete

✔ 📄 PACE Application
Completed Apr 28 2020 05:25 PM (UTC)   ...

ication for National PACE Approval 2020
PROGRAM SUMMARY
SECTION 2: Continuing Dental Education Program Summary

2-1. How many years has your organization offered CDE Courses as a PACE approved provider?

1-3 years, had previous national PACE approval

Review the following course-type (teaching method) definitions:

ELECTRONICALLY MEDIATED LEARNING: Continuing education activities that use one or more of the following technologies to deliver
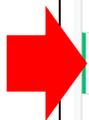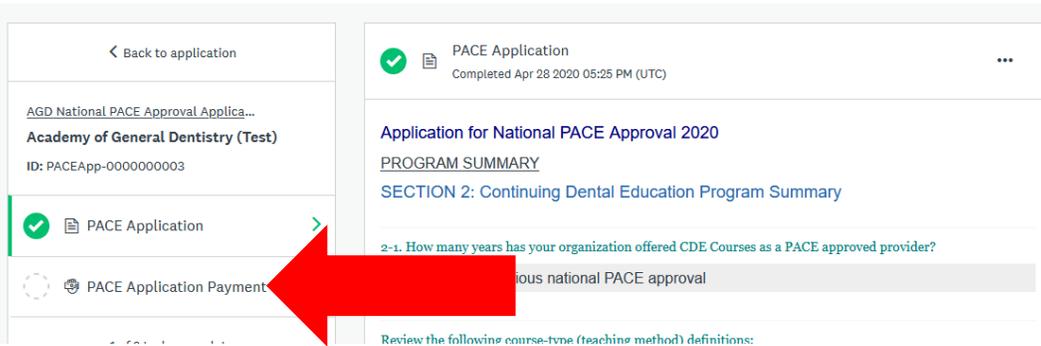
5.6	You can save or edit your application by clicking on the three dots `...` in the upper right corner of your application. You will get a dropdown menu where you can choose to download, reset, or edit your application.

< Back to application

AGD National PACE Approval Applica...
Academy of General Dentistry (Test)
ID: PACEApp-0000000003

✔ 📄 PACE Application >

◌ 🖐 PACE Application Payment

1 of 2 tasks complete

Last edited: Apr 28 2020 05:25 PM (UTC)

✔ 📄 PACE Application
Completed Apr 28 2020 05:25 PM (UTC)   ...

Download
Reset
Edit

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Review the following course-type (teaching method) definitions:

ELECTRONICALLY MEDIATED LEARNING: Continuing education activities that use one or more of the following technologies to deliver instruction to participants who are separated from the instructor and to support interaction between the participants and the instructor: (1) the internet; (2) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) audio conferencing; or (4) DVDs, CD–ROMs, and videocassettes if these are used in a course
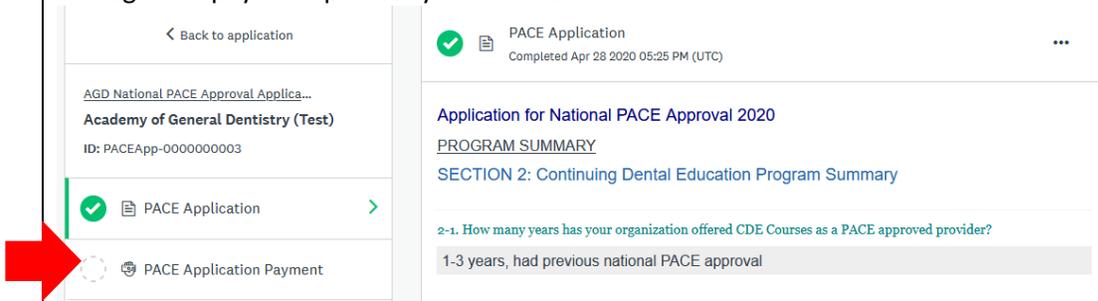
- If you click on Download, you can save a .pdf version of your application that also links to the documents you attached to the file.
- If you click on Edit you can go back into your application and make changes.
- **DO NOT CLICK ON RESET**   Clicking on reset will delete all attachments and answers and you will need to restart the application. Clicking on Reset means none of your work will be saved.

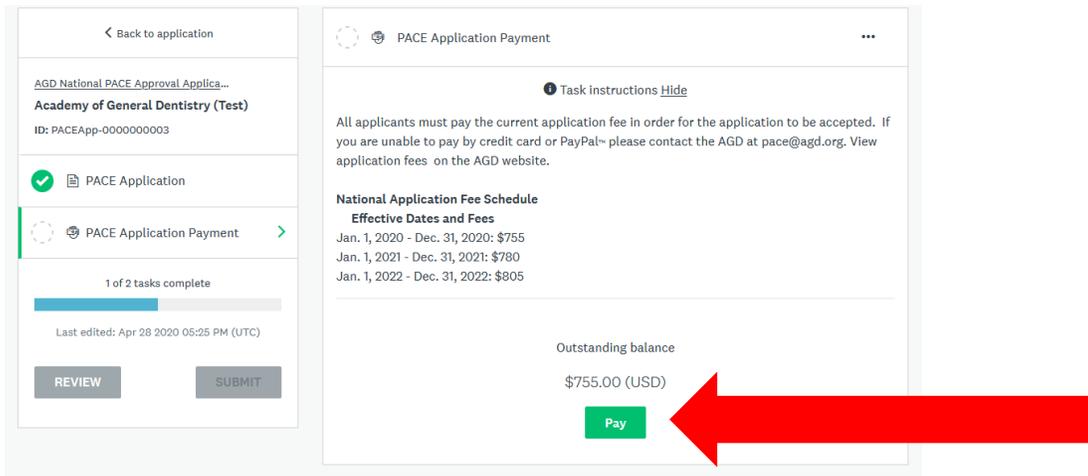|	
5.7	Once the application is completed and you are satisfied with it you can move to the Payment by clicking on the PACE Application Payment task from the box on the left.
6	**PAYMENT**
6.1	To begin the payment process you will need to click on ⟲ 🌐 PACE Application Payment from the task list.
6.2	Next click on the green **Pay** 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.
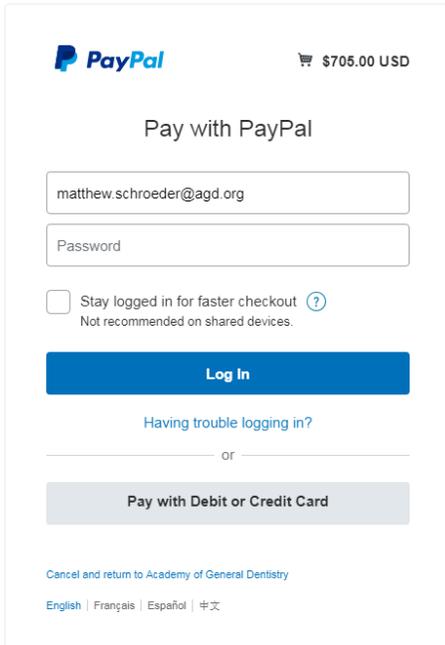
7 SUBMIT YOUR APPLICATION

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.