



## 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](http://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](mailto:PACE@agd.org) to receive your credentials. Emails will be answered within 24-hours, Monday through Friday, 9 a.m. – 4 p.m., CT.

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:

The screenshot shows the 'PACE APPROVAL' page on the AGD website. The page has a light blue header with the title 'PACE APPROVAL' in large, bold, black letters. Below the header, there are several sections: 'APPLICANT INFORMATION' (orange background), 'PACE PROVIDER RESOURCES' (green background), and 'Getting Started'. A red arrow points to a blue 'APPLY NOW' button located at the bottom left of the page. The page also includes social media icons, a search bar, and a navigation menu.

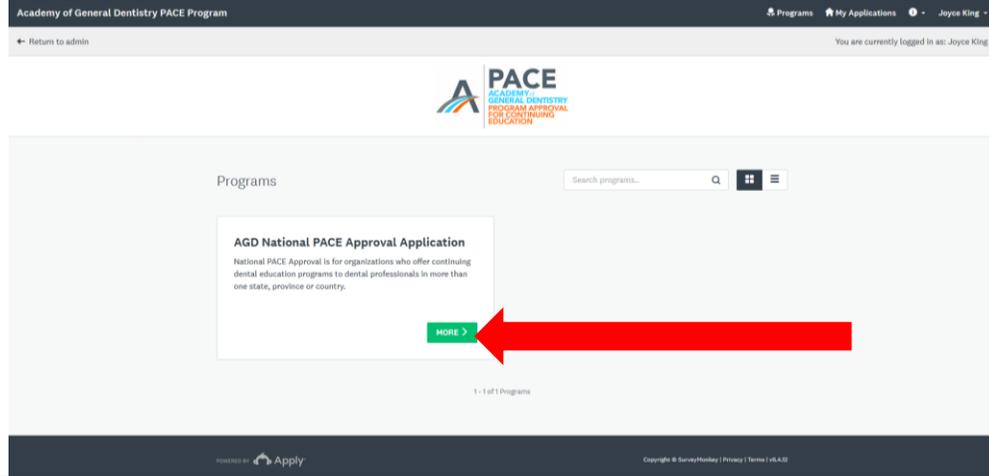
1.3

Click on the green VIEW PROGRAMS button

The screenshot shows the 'Academy of General Dentistry PACE Program' page. The page has a dark blue header with the title 'Academy of General Dentistry PACE Program' and navigation links for 'Programs', 'My Applications', and 'Lynda Lipske'. The main content area is white and contains the text 'No applications. Please choose a program from our program listings page to get started'. A green 'View programs' button is centered below the text. A red arrow points to this button. The footer of the page includes 'POWERED BY Apply' and 'Copyright © SurveyMonkey | Privacy | Terms | v6.4.16'.

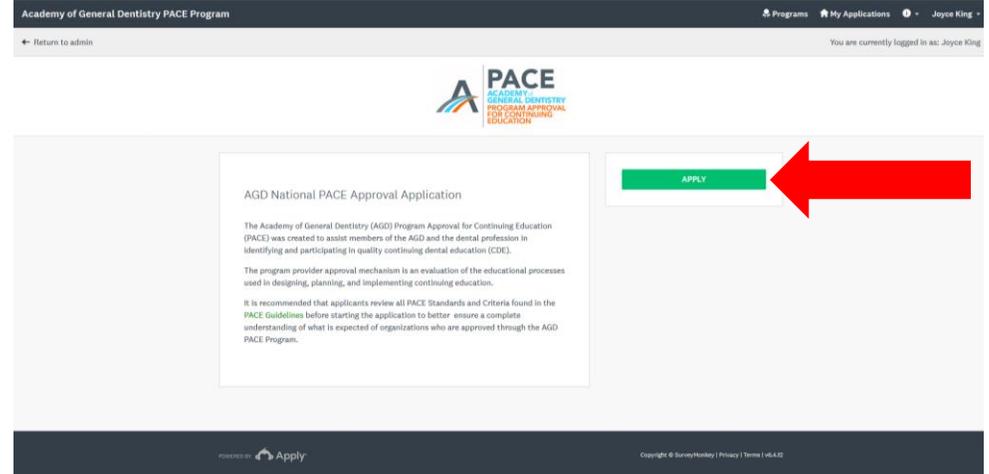
1.4

Click on the green MORE button



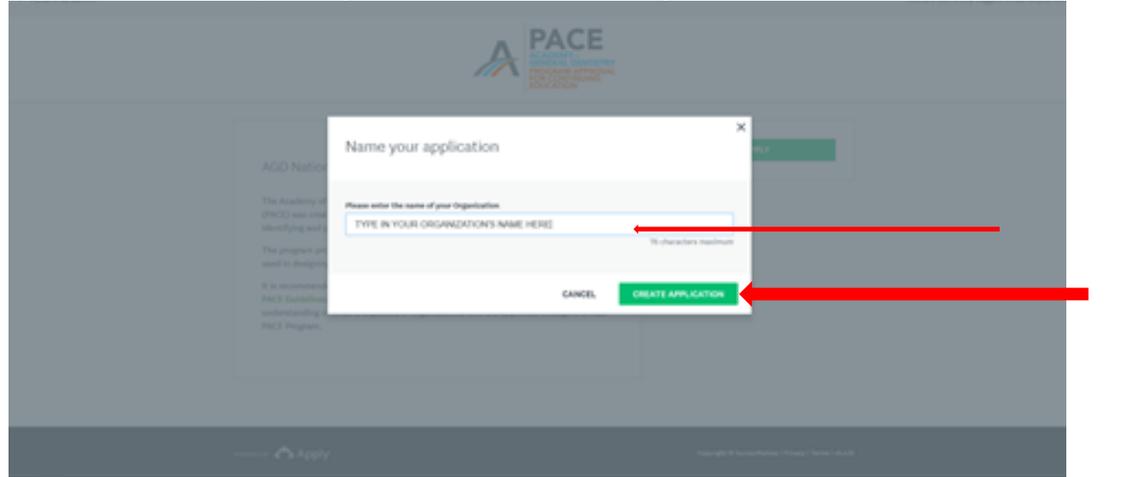
1.5

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.

Academy of General Dentistry PACE Program

Programs My Applications

You are currently logged in

0 of 1 tasks complete

Last edited: Aug 6 2020 08:11 AM (CDT)

REVIEW SUBMIT

AGD National PACE Approval Ap... Preview

ID: PACEApp-0000000175

APPLICATION ACTIVITY

Your tasks

Eligibility

POWERED BY Apply

Copyright © Homebridge | Privacy | Terms

## 2 ELIGIBILITY

- 2.2 After clicking on the word Eligibility from your task list (see step 1.7 above), you will be brought to the first page of the Eligibility section of the application. Please read the information, scroll down using the scroll bar on the far right and answer all 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 **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](mailto: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 able to review 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

AGD National PACE Approval Application

ID: PACEApp-000000075

PACE Application

Required Satisfaction Survey-Must complete before payment

PACE Application Payment

0 of 3 tasks complete

Last edited: Mar 29 2023 11:32 AM (CDT)

REVIEW SUBMIT

Eligibility

Completed Mar 29 2023 11:32 AM (CDT) Read only

SECTION 1: PACE Eligibility Requirements

- Continuing education organizations are eligible for AGD PACE approval, not individual speakers or course content.
- Continuing education organizations with one primary teacher are 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 may be a major unit or department within an institution.

The following questions will determine if your organization is eligible for AGD PACE approval.

Review the following definition of Continuing Dental Education (CDE):

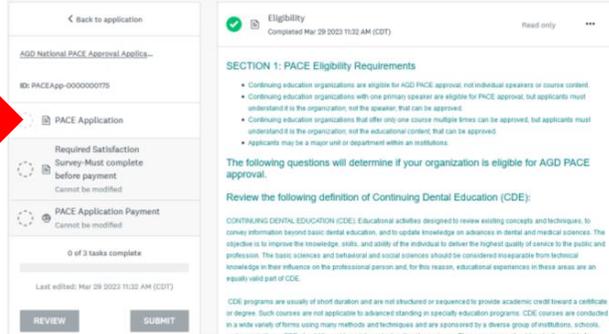
CONTINUING DENTAL EDUCATION (CDE): Educational activities designed to review existing concepts and techniques, to convey information beyond basic dental education, and to update knowledge on advances in dental and medical sciences. The objective is to improve the knowledge, skills, and ability of the individual to deliver the highest quality of service 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 an equally valid part of 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 sponsored by a diverse group of institutions, subjects,

### 3 BEGIN THE APPLICATION

3.1

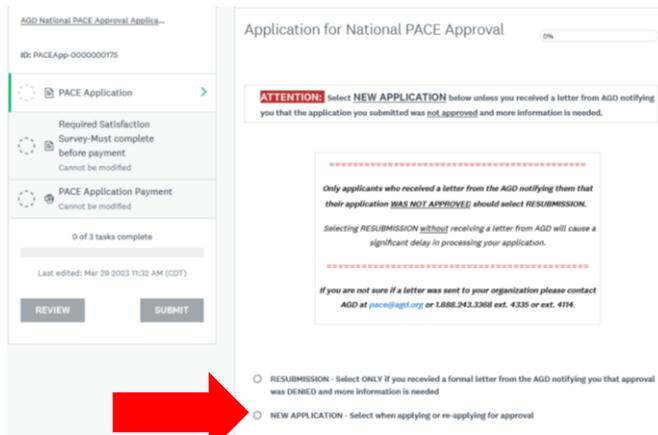
To start filling out the PACE Application for national approval click on the  PACE Application from the box on the left.



The screenshot shows the 'Eligibility' section of the PACE Application. The sidebar on the left contains a 'PACE Application' button with a red arrow pointing to it. The main content area displays 'SECTION 1: PACE Eligibility Requirements' with a list of bullet points and a definition of Continuing Dental Education (CDE). The 'PACE Application' button in the sidebar is highlighted with a red arrow.

3.2

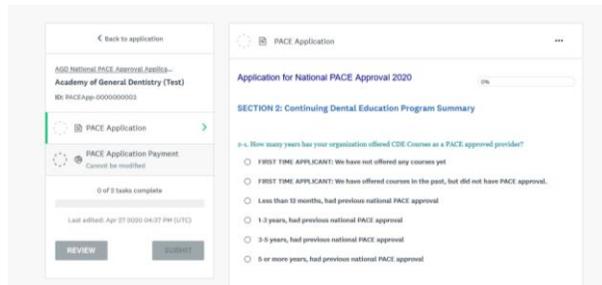
To start a new application, click on the NEW APPLICATION button. Both first time and returning applicants should select NEW APPLICATION. The only time applicants should choose RESUBMISSION is if they submitted an application and the application was returned for more information. If you are unsure of which button to choose email PACE at [pace@agd.org](mailto:pace@agd.org).



The screenshot shows the 'Application for National PACE Approval' section. A red arrow points to the 'NEW APPLICATION' radio button. The main content area displays an 'ATTENTION!' message and a warning box. The 'NEW APPLICATION' radio button is selected.

## 4 Section 2: Continuing Dental Education Program Summary

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



The screenshot shows a web application interface for a PACE application. On the left, there is a sidebar with navigation options: 'Back to application', 'PACE Application' (selected), and 'PACE Application Payment'. The main content area is titled 'Application for National PACE Approval 2020' and shows 'SECTION 2: Continuing Dental Education Program Summary'. Below the title, there is a question: '2-2. How many years has your organization offered CDE Courses as a PACE approved provider?'. There are five radio button options: 'FIRST TIME APPLICANT: We have not offered any courses yet', 'FIRST TIME APPLICANT: We have offered courses in the past, but did not have PACE approval.', 'Less than 12 months, had previous national PACE approval.', '1-3 years, had previous national PACE approval.', '3-5 years, had previous national PACE approval.', and '5 or more years, had previous national PACE approval.' At the bottom of the sidebar, there are 'REVIEW' and 'SUBMIT' buttons.

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.

4.3

Enter information about your courses 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 currently offer (if applicable)

- 1: List of past courses
- 2: List of upcoming courses
- 3: List of self-instruction courses (if self-instruction selected in question 2-2)

You can add information for up to five (5) courses. Check the last box to add information about your next course.

Past Course 1

Course Title

Course Date and Location:

Audience (See definitions above)

Number of attendees:

Number of Instructors and Assistants

Delivery methods (See above definitions):

Number of CE hours awarded:

Did you work JOINTLY with another organization to PLAN and IMPLEMENT this course?  Yes  No

Did you receive any form of support from an outside commercial entity (i.e. sponsorship) for the development of  Yes  No

Were prerequisites required to complete this course?  Yes  No

Check this box to add another course:

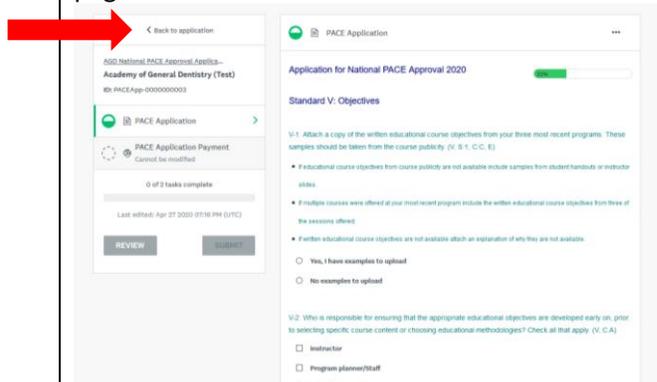
A large red arrow points from the text above to the checkbox at the bottom of the form.

## 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.

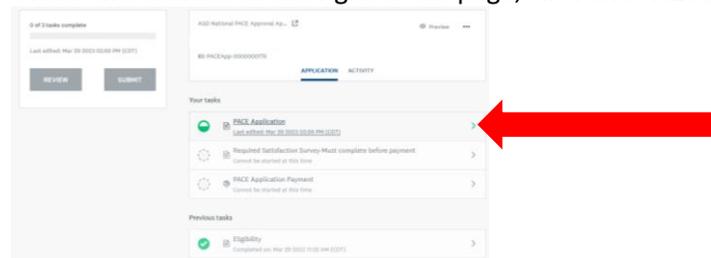
**5.2** You can exit the application at any time by clicking on the  button on left of the page.



All answers on completed pages will be saved.

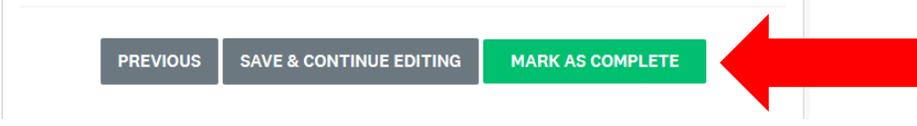
**5.3** To return to the application, log back into the AGD website and click on the Apply Now button from the AGD website: <https://www.agd.org/continuing-education-events/pace/apply-for-pace-approval/apply-for-national-pace-approval> (See step 1.2 above)

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



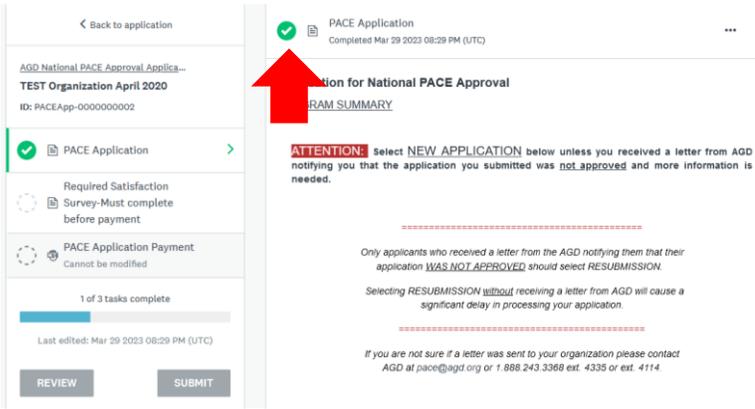
You will be returned to the page you were on when you exited.

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.



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 Application  
TEST Organization April 2020  
ID: PACEApp-000000002

✓ PACE Application

Required Satisfaction Survey-Must complete before payment

PACE Application Payment  
Cannot be modified

1 of 3 tasks complete

Last edited: Mar 29 2023 08:29 PM (UTC)

REVIEW SUBMIT

PACE Application  
Completed Mar 29 2023 08:29 PM (UTC)

Application for National PACE Approval  
PROGRAM SUMMARY

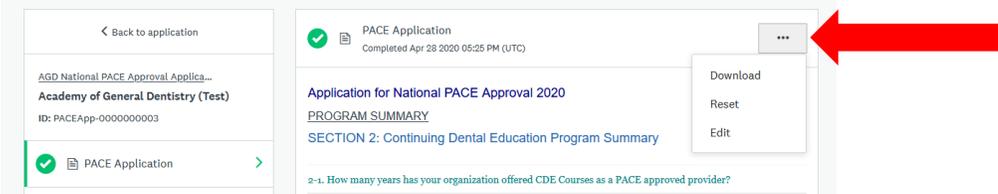
**ATTENTION:** Select **NEW APPLICATION** below unless you received a letter from AGD notifying you that the application you submitted was not approved and more information is needed.

Only applicants who received a letter from the AGD notifying them that their application WAS NOT APPROVED should select **RESUBMISSION**.

Selecting **RESUBMISSION** without receiving a letter from AGD will cause a significant delay in processing your application.

If you are not sure if a letter was sent to your organization please contact AGD at [pace@agd.org](mailto:pace@agd.org) or 1.888.243.3368 ext. 4335 or ext. 4114.

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 Application  
Academy of General Dentistry (Test)  
ID: PACEApp-000000003

✓ PACE Application

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

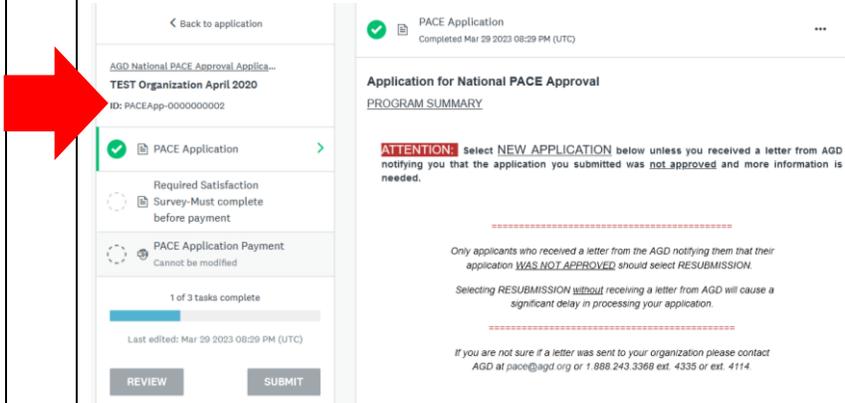
Application for National PACE Approval 2020  
PROGRAM SUMMARY  
SECTION 2: Continuing Dental Education Program Summary

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

Download  
Reset  
Edit

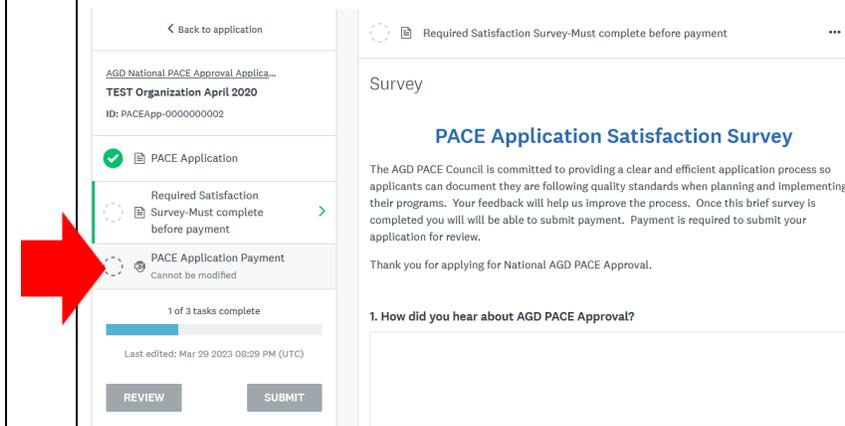
- If you click on Download, you can save a .pdf version of your application that also links to the documents you attached to the file.
- If you click on Edit you can go back into your application and make changes.
- **DO NOT CLICK ON RESET** Clicking on reset will delete all attachments and answers and 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 you can move to the required survey by clicking the words Required Satisfaction Survey. This your opportunity to provide us with feedback so that we can improve in the future. There are only seven questions and, depending on your comments, should take more than three minutes to complete. We thank you in advance for your comments.



The screenshot shows a dashboard for a 'PACE Application' completed on Mar 29 2023 08:29 PM (UTC). The left sidebar contains a task list: 'PACE Application' (checked), 'Required Satisfaction Survey-Must complete before payment' (highlighted with a red arrow), and 'PACE Application Payment' (cannot be modified). A progress bar shows '1 of 3 tasks complete'. The main content area displays 'Application for National PACE Approval' with a 'PROGRAM SUMMARY' section. It includes an 'ATTENTION' warning about selecting 'NEW APPLICATION' or 'RESUBMISSION' based on whether the application was approved. Contact information for AGD is provided at the bottom.

- 5.8** Once the application and survey are completed you can move to the Payment by clicking on the PACE Application Payment task from the box on the left.

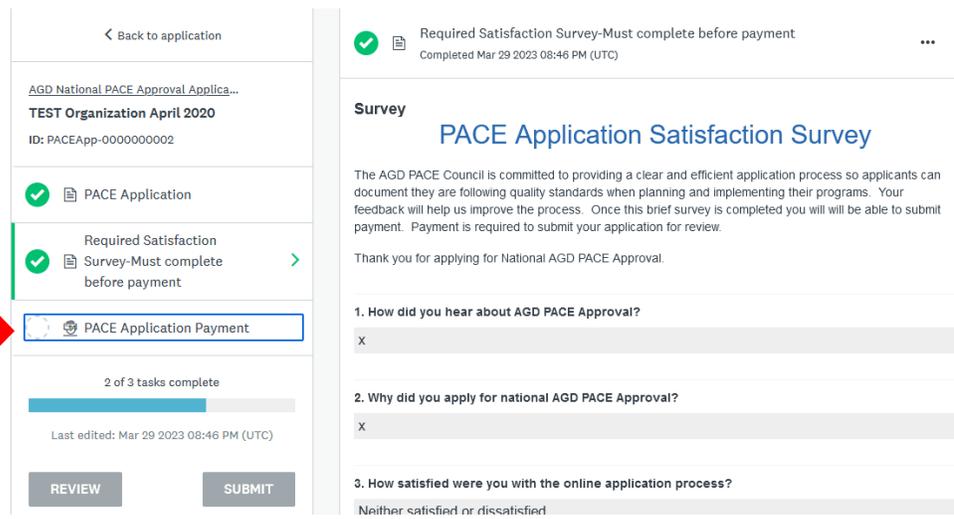


The screenshot shows the 'Required Satisfaction Survey-Must complete before payment' screen. The left sidebar task list now shows 'PACE Application' (checked), 'Required Satisfaction Survey-Must complete before payment' (checked), and 'PACE Application Payment' (cannot be modified, highlighted with a red arrow). The main content area is titled 'Survey' and 'PACE Application Satisfaction Survey'. It contains introductory text from the AGD PACE Council and a question: '1. How did you hear about AGD PACE Approval?' with a text input field below it.

## 6 PAYMENT

6.1

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



Back to application

AGD National PACE Approval Applica...  
TEST Organization April 2020  
ID: PACEApp-000000002

✓ PACE Application

✓ Required Satisfaction Survey-Must complete before payment

⚙️ PACE Application Payment

2 of 3 tasks complete

Last edited: Mar 29 2023 08:46 PM (UTC)

REVIEW SUBMIT

Required Satisfaction Survey-Must complete before payment  
Completed Mar 29 2023 08:46 PM (UTC)

### Survey

#### PACE Application Satisfaction Survey

The AGD PACE Council is committed to providing a clear and efficient application process so applicants can document they are following quality standards when planning and implementing their programs. Your feedback will help us improve the process. Once this brief survey is completed you will be able to submit payment. Payment is required to submit your application for review.

Thank you for applying for National AGD PACE Approval.

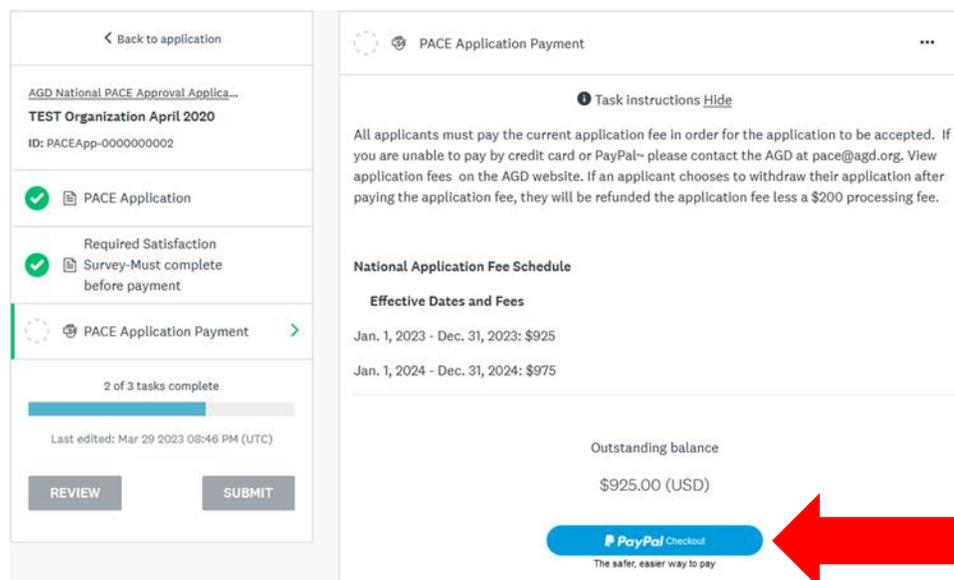
1. How did you hear about AGD PACE Approval?  
X

2. Why did you apply for national AGD PACE Approval?  
X

3. How satisfied were you with the online application process?  
Neither satisfied or dissatisfied

6.2

To check out click on the blue *PayPal* button. You will be brought to a secure PayPal screen.



Back to application

AGD National PACE Approval Applica...  
TEST Organization April 2020  
ID: PACEApp-000000002

✓ PACE Application

✓ Required Satisfaction Survey-Must complete before payment

⚙️ PACE Application Payment

2 of 3 tasks complete

Last edited: Mar 29 2023 08:46 PM (UTC)

REVIEW SUBMIT

Task instructions [Hide](#)

All applicants must pay the current application fee in order for the application to be accepted. If you are unable to pay by credit card or PayPal~ please contact the AGD at [pace@agd.org](mailto:pace@agd.org). View application fees on the AGD website. If an applicant chooses to withdraw their application after paying the application fee, they will be refunded the application fee less a \$200 processing fee.

#### National Application Fee Schedule

##### Effective Dates and Fees

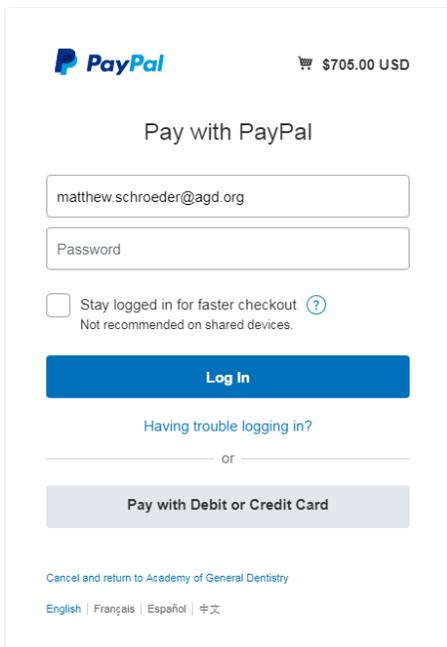
Jan. 1, 2023 - Dec. 31, 2023:	\$925
Jan. 1, 2024 - Dec. 31, 2024:	\$975

Outstanding balance  
\$925.00 (USD)

[PayPal Checkout](#)  
The safer, easier way to pay

- 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](mailto: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.** If you do not receive confirmation that payment has been processed, please email the AGD at [pace@agd.org](mailto:pace@agd.org).



## 7 SUBMIT YOUR APPLICATION

- 7.1** Once payment has been completed you must submit your application. **You will receive an email confirmation that your application has been submitted.** If you do not receive confirmation that your application has been submitted, please email the AGD at [pace@agd.org](mailto:pace@agd.org).

## 8 QUESTIONS

- 8.1** Any questions can be emailed to [PACE@agd.org](mailto: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.

