



Preparing for the Application

The PACE Application for national approval is now available online. Once you start the application you will be able to save your work and come back at another time, but it is good to be prepared before beginning the application.

The application consists of yes or no, short answer and multiple choice type questions. You will also be asked to attach several examples of documents your organization uses when planning and implementing continuing dental education courses or copies of your internal policies or guidelines. Below is a list of the documents AGD recommends you have available before starting the application:

Document needed:	Notes:
Job descriptions/job responsibilities for each member of your staff and planning committee.	<ul style="list-style-type: none"> • Basic examples are available on the Application Support page of AGD's website. • Job descriptions should be only for people who have responsibilities associated with planning and implementing your continuing dental education program. • Planning committee members whose only responsibilities are to provide independent guidance to the program planners must also be clearly identified. • You will need include an individual job description/job responsibilities for each person identified as being on staff and/or the planning committee. • Staff members are usually those people who carry out the day-to-day activities of planning and implementing the program. • Key staff members are usually also part of the planning committee. • PACE Standards do not require an organization to have a staff; PACE Standards do require an organization to have a planning committee.
Planning committee meeting minutes	<ul style="list-style-type: none"> • Up to three copies of meeting minutes should be included with your application. • Meeting minutes should come from your most recent meetings. • Returning applicants should attach minutes from meetings that occurred within their most recent approval term. • First-time applicants or returning applicants who did not record meeting minutes should draft and attach an explanation as to why meeting minutes are not available.
A copy of your written policy, procedure, or guideline designed to ensure that all clinical and/or technical CE activities offered include the scientific basis for the program content and assessment of the associated benefits/risks in order to promote public safety.	<ul style="list-style-type: none"> • All organizations are expected to work within a guideline or policy to ensure that all content presented is scientifically sound. • If a policy does not exist, it is recommended that applicants work with their planning committee to develop one prior to applying for approval.

Document needed:	Notes:
IF APPLICABLE, joint provider agreement letters	<ul style="list-style-type: none"> • Needed ONLY if your organization has worked jointly with another organization to plan and implement a CE program. • Review the definitions of Joint Providers in the PACE Guidelines Lexicon of terms. If you have questions as to whether an event qualifies a joint program, call AGD at 888.243.3368, ext. 4114, or 4335 for more information.
A copy of your organization's overall mission, organizational goals and long-range educational goals related to the continuing education program.	<ul style="list-style-type: none"> • Basic examples are available on the Application Support page of AGD's website; goals should be specific to your organization. • Mission, organizational and educational goals should be scanned as a single document. • Whenever possible, try to clearly distinguish between the organization's overall mission, long-range organizational goals and long-range educational goals. • Goals should be related to the health care needs of the public and/or interests and needs of the dental profession.
Written course objectives from your three most recent programs.	<ul style="list-style-type: none"> • Samples should be taken for the course publicity. If objectives from course publicity are not available, include samples from student handouts or instructor slides. • If multiple courses were offered at your most recent program, include the written course objectives from three of the sessions offered. • If less than three programs have been offered, attach course objectives from your most recent one or two programs. • If written courses objectives are not available, attach an explanation.
IF APPLICABLE, examples of how you notify potential participants that previous training or preparation is necessary to participate in the course or if attendees are required to provide materials or equipment to participate in the course.	<ul style="list-style-type: none"> • If a course requires previous training, preparation or a certain level of knowledge, skill or experience that precise information must be made clear to participants prior to registering. • If attendees are required to provide materials and/or equipment to participate in the course, that precise information must be made clear to participants prior to registering.
IF APPLICABLE, complete instructor curriculum vita (CV)	<ul style="list-style-type: none"> • Instructor CVs are only required if one instructor presents 50% or more of the courses in your education program. • If two instructors both present 50% of the courses offered through your program, attach both CVs. • If CVs are not available, attach detailed biographies and/or resumes. • If more than two individuals present courses offered through your program CVs are not needed but you will be expected to explain your instructor selection process.
Affidavit of Image Authenticity	<ul style="list-style-type: none"> • Basic examples are available on the Application Support page of AGD's website. • Acceptable to have as a separate form or incorporate language into a general speaker contract. • Language should make it clear to instructors that any clinical images shown in the course cannot be altered so as to misrepresent treatment outcomes (i.e. it must be clear that clinical images cannot be "photo shopped.") • Organizations that do not use clinical images in any of their courses should click "Sample not available" and provide an explanation.

Document needed:	Notes:
Up to three copies of your most recent samples of publicity.	<ul style="list-style-type: none"> • Samples can include flyers, brochures, advertisements, printed web pages. • Samples should be from courses offered during the last twelve months, or for those that will be offered in the next twelve months. • If no current examples are available attach a draft of publicity you will use for upcoming planned courses or an explanation why no samples are available.
A completed sample of a course evaluation form used in each of your three (3) most recent courses. (Total number of samples: 3).	<ul style="list-style-type: none"> • If less than three samples are available, attach one or two samples. • If completed samples are not available attach a blank example AND an explanation as to why completed samples are not available • Applicants can black out any information they believe is confidential or proprietary.
A completed sample of a course attendance verification form provided to participants upon completion of a program from each of your three (3) most recent courses. (Total number of samples: 3).	<ul style="list-style-type: none"> • If less than three samples are available, attach one or two samples. • If completed samples are not available attach a blank example AND an explanation as to why completed samples are not available • DO NOT ATTACH ROSTERS; the council needs to see what is given to participants, not what a provider uses to maintain their organization's records. • Applicants can black out any information they believe is confidential or proprietary.
A copy of your organization's written guidelines and/or policies that clearly identify you as responsible for program content, ensure scientific integrity of all CE activities and faculty selection, and help you avoid commercial influence in your courses.	<ul style="list-style-type: none"> • Additional information is available on the Application Support page of AGD's website.
Up to three signed forms/agreements, from recent courses used to identify any potential conflicts of interest your instructors and/or planning committee members may have. (Okay to black out names/signatures to maintain confidentiality)	<ul style="list-style-type: none"> • Having potential conflicts of interest does not prohibit a person from planning or presenting courses, but potential conflicts of interest should be disclosed to participants prior to registration • Organizations where there is a limited number of instructors should still maintain copies of forms identifying potential conflicts of interest; it is recommended that these forms be updated annually. • Additional information is available on the Application Support page of the website. • Organizations can create individual forms specifically to identify potential conflicts of interest OR language can be included in an overall speaker/instructor agreement. • Applicants can black out any information they believe is confidential or proprietary.

Document needed:	Notes:
<p>IF APPLICABLE, up to three (3) recent completed samples of the written agreements used to outline the terms and conditions of any arrangement/relationship between you and a commercial supporter.</p> <p>If your organization has not accepted any financial or in-kind support from an outside organization then you will not need to provide samples.</p>	<ul style="list-style-type: none"> • If your organization accepted any financial or in-kind support from an outside organization, the terms of this support should be outlined in an agreement signed by both organizations. • Examples of financial or in-kind support are, but not limited to: Grants from dental materials, dental services or dental equipment companies; Instructor/speaker honorariums paid for by dental materials, dental services or dental equipment companies; donations of dental materials to be used in a course from a dental materials company; loans of equipment to be used in a course from a dental equipment company; classroom space at a dental materials, dental services or dental equipment company, etc. • Agreements should make it clear that the CE organization, not the organization providing financial or in-kind support, has control of the content to be presented. • It is acceptable to black out signatures to maintain confidentiality. • If financial or in-kind support was accepted but a written agreement was used, you will need to provide an explanation as to why examples are not available.
<p>IF APPLICABLE, up to three (3) of the most recent samples of your printed announcements, brochures or other promotional materials, disclosing the source of external funding.</p> <p>If your organization has not accepted any financial or in-kind support from an outside organization then you will not need to provide samples.</p>	<ul style="list-style-type: none"> • If your organization accepted financial or in-kind support from an outside organization, this should be disclosed in your course announcements/publicity. • If financial or in-kind support was accepted but not disclosed in your course announcements/publicity you will need to provide an explanation as to why the information was not disclosed.
The following documents are needed if your organization TREATS LIVE PATIENTS during the courses.	
<p>An example of a signed informed consent obtained from a patient treated during a recent course.</p>	<ul style="list-style-type: none"> • Forms should be similar to what a clinician uses in before treating patients in non-training situations. • Patients must be informed, in non-technical language, of: the training situation, the nature and extent of the treatment to be rendered, the benefits or potential harm that may result from the procedure, available alternative procedures, and their right to discontinue treatment.
<p>An example of information provided to patients explaining postoperative care.</p>	<ul style="list-style-type: none"> • Information should include who to contact for post-course treatment and what to do if an emergency arises as a result of treatment.
The following documents are needed if your organization offers SELF-INSTRUCTION courses.	
<p>Up to three (3) examples of resources from current courses that will aid participants in securing relevant supportive materials if needed.</p>	<ul style="list-style-type: none"> • Resources may include, but are not limited to: A list of published references, web-based supplemental information, study guides, supporting articles from peer-reviewed journals, etc.
<p>Up to three copies of your most recent samples of publicity for self-instruction courses.</p>	<ul style="list-style-type: none"> • Samples can include flyers, brochures, advertisements, printed web pages. • Samples should be from current courses. • If no current examples are available attach a draft of publicity you will use for upcoming planned courses or an explanation why no samples are available.

Document needed:	Notes:
The following documents are needed if your organization offers ELECTRONICALLY-MEDIATED programs. (Online, live or recorded webinars, podcasts, etc.)	
Up to three copies of your most recent samples of publicity for electronically-mediated courses informing participants of specific computer and other requirements needed to participate in the course.	<ul style="list-style-type: none"> • Samples can include flyers, brochures, advertisements, printed web pages. • Samples should be from current courses. • If no current examples are available attach a draft of publicity you will use for upcoming planned courses or an explanation why no samples are available.
The following documents are needed if your organization offers PROTOCOL courses. (Protocol courses assign homework involving clinical activities. Participants present assignment results to the course instructor and fellow students to receive CE credit for activities completed outside the classroom.)	
The course director's or course instructor's Curriculum Vitae (CV).	<ul style="list-style-type: none"> • If CVs are not available, attach detailed biographies and/or resumes.
An example of a written bibliography distributed to participants of your most recent course.	<ul style="list-style-type: none"> • Bibliographies should consist of current literature relevant to the topic taught. • If you have not had recent courses, or if a bibliography was not distributed in the past, include the bibliography that will be distributed at your next course.
An example of written instructions distributed to participants, detailing specific homework and recordkeeping expectations.	
The following documents are needed if your organization does not have a permanent location in the United States, Canada or one of their territories.	
Documentation demonstrating accreditation, certification or other recognition status within your region.	
Documents demonstrating legal status of your organization.	
Published standards or codes of conduct under which your organization operates outlining requirements for the ethical practice of dentistry.	