

GLOH CE 2019

**CONTINUING DENTAL EDUCATION
COURSE PLANNING INFORMATION**

American Dental Association

Continuing Education Recognition Program

- As an ADA CERP recognized provider, **GLOBAL LASER ORAL HEALTH (GLOH)** must comply with specific Standards and Criteria for Recognition. Continuing education courses that are planned in accordance with these guidelines may be eligible for continuing dental education credit through ASDOH.

I want to offer a CE course. What do I need to do?



- Determine a course topic, speaker, date, and location
- Obtain all required speaker and sponsor forms
- Submit publicity, completed speaker forms, and course materials to GLOH Continuing Dental Education (CDE) department for compliance review prior to distribution
- Obtain CE certificate template from GLOH's CDE department
- Facilitate course on day of event
- Provide GLOH's CDE department with electronic copies of post-course documents within 1 wk of course date.

Developing Your Course

- A brief course description should be developed summarizing the information that will be presented.
- The course must include *measurable* learning objectives.
- A speaker should be selected based on content expertise and professional background and reputation.

The following documents must be completed, signed, and submitted to **GLOH's** CDE dept. prior to distribution of publicity:

- ⦿ Seminar Agreement (if course is being presented by **(GLOH)**)
- ⦿ Scientific Evidence Declaration
- ⦿ Financial Disclosure/Conflict of Interest
- ⦿ Joint Providership Agreement
- ⦿ Commercial Support Letter of Agreement and Disclosure, as applicable

The person/organization planning the CE event must also:

- Secure a location and room for the course
- Register participants
- Manage course budget and facilitate payments
- Be on-site the day of the event
- Provide food and beverage for participants on day of event, as appropriate
- Create and distribute Verification of Participation certificates to attendees
- Submit required documentation to **GLOH's** CDE dept. within 1 wk of course date

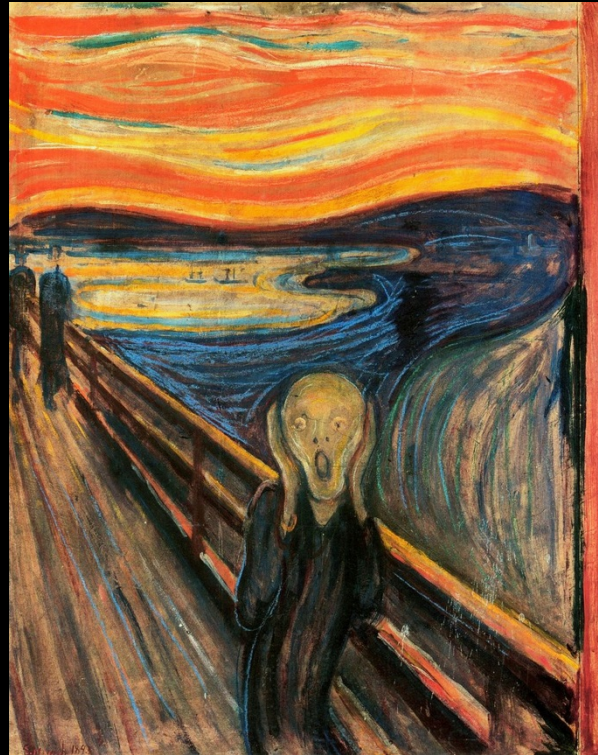
Course Publicity

The following items *must* be included on course publicity. All publicity must be approved by GLOH's CDE dept. prior to distribution:

- Name of course provider
- Name of joint provider/s and ADA CERP statement, if applicable
- Activity title
- Course description
- Learning objectives
- Teaching method/s that will be used
- Names of commercial supporters, if applicable
- Course provider contact information
- Activity costs
- Instructor qualifications/bio
- Instructor Financial Disclosure statement (even if there are no disclosures)
- Refund and cancellation policies
- Location, date, and time of in-person activities
- Original release date, review date, and expiration date for self-instructional activities
- Number of credits provided (hour-for-hour minus breaks and meals)
- Description of prior skill, knowledge, or experience required prior to registration, if applicable
- ADA CERP recognition statement and logo

Seriously, all that information *has* to be included on publicity?

- Yes! However, if you are advertising your event using a short, informational type flyer, email, etc., it is ok to link to a website or document that includes all of the required information. One way or another, participants must be provided specific information prior to course registration.



Post-course Survey

- Participants should be surveyed at the conclusion of the course to determine if their needs and expectations for the activity were met. Survey results must be provided to the course presenter/s and GLOH's CDE department.

Verification of Participation

- If all required documentation has been submitted and planning procedures observed, **GLOH's** CDE department will provide you with a Verification of Participation template. Certificates may be created and distributed to attendees at the conclusion of the activity (must be in PDF format if distributed electronically).

ADA CERP

- ADA CERP requires the use of specific statements in publicity materials, course materials, and verification of participation documents.
- These statements may not be altered in any way.
- Specific requirements regarding use of the ADA CERP logo must also be observed.

Publicity Materials

- The following authorized recognition and credit designation statements *must* be used on publicity materials related to the continuing education course:
GLOBAL LASER ORAL HEALTH.LLC is an ADA CERP Recognized Provider.

ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

GLOBAL LASER ORAL HEALTH,LLC designates this activity for **xx** continuing education credits.

Course Materials and Verification of Participation Documents

- The following authorized recognition and credit designation statements must be published in course materials available to participants during the activity and on all verification of participation documents:
- **GLOBAL LASER ORAL HEALTH,LLC** is an ADA CERP Recognized Provider.

ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

Concerns or complaints about a CE provider may be directed to the provider or to the Commission for Continuing Education Provider Recognition at ADA.org/CERP.

Joint Providership

- Courses that are jointly provided with **GLOH** *must* include the following statement on all publicity and course documents:

This continuing education activity has been planned and implemented in accordance with the standards of the ADA Continuing Education Recognition Program (ADA CERP) through joint efforts between **Global Laser Oral Health** and *name of joint provider*.

Use of the ADA CERP Logo

- It shall not be used to imply that any CE activities or CE credit hours have been approved or endorsed by ADA CERP or the American Dental Association
- It shall not be used on letterheads or in any fashion that would imply that the organization is affiliated with ADA CERP or the American Dental Association, other than as a recognized provider
- It may not be displayed in a type size larger than the provider organization's name, or given greater prominence than the provider organization's name
- It shall not be published in conjunction with any statement or material that, in the ADA's judgment, may be harmful to the ADA's good will or may tend to undermine the ADA's credibility
- It shall only be used in conjunction with the authorized statement that the organization is a recognized provider

Post-course Reporting

- The following items and information must be provided to the **GLOH CDE** department within 1 week of the CE activity:
 - Signed attendance roster including course title, date, printed name, signature, and a form of contact information (address, email, etc.)
 - Total number of attendees
 - Number of dentist and nondentist attendees
 - Electronic copy of course PowerPoint/handout
 - Electronic copy of post-course surveys
 - Electronic copy of Verification of Participation certificates issued
 - Financial accounting, as appropriate

Patient Treatment Courses

- There are very specific CERP requirements for patient treatment courses. Please contact the CDE department well in advance of the activity for assistance with all aspects of planning.



GLOH,LLC Logo Use

- ⦿ Any **non-GLOH** affiliated group interested in using any **GLOH** logo must request permission to do so. A Permission Form can be found online at
- ⦿ **Gloheducation.com** site

Global Laser Oral Health

Monica Nenad

Managing Director, Continuing Dental
Education

- Please contact **GLOH's** CDE office with any questions or concerns or for assistance in planning your activity.
 - info@gloheducation.com