

Call for Comments May 2017

Proposed Revisions to ADA CERP Standard XIV.3: Calculating Credits for CE Activities

The Commission for Continuing Education Provider Recognition is considering changing CERP Standard XIV.3 which outlines the minimum length of continuing education activities. The Standard currently states that all CE activities must be a minimum of one hour. The Commission is proposing to reduce the minimum length of CE activities to 0.25 hour, with credits to be awarded in increments of 0.25 credit hours.

The Commission is proposing this change in light of the growth of newer educational formats and methods for delivering continuing education. Short format videos, podcasts, and other online instructional materials, for example, may be effective in enhancing and reinforcing learning, either as stand-alone activities or as part of a blended learning activity. However, the current CERP requirement that activities must be a minimum of one hour does not permit providers to offer credits for shorter activities.

To qualify as formal continuing education, all activities CERP providers designate for credit would still need to meet the criteria outlined in the ADA CERP Standards, including requirements for published learner objectives, disclosures, content-based assessment, etc. Subject matter and educational objectives would continue to drive educational design and delivery, and activities of longer duration would remain important. However, by reducing the minimum length of a CE activity to 15 minutes, and designating credit in increments of 0.25 hour, CERP recognized providers would have a mechanism for awarding credits for formal CE activities delivered in shorter segments. Providers would also be able to issue credits that correspond more accurately to actual instruction time, such as, for example, activities that run 75 minutes.

In proposing this change, the Commission acknowledges that CE regulations in some states may stipulate that credits must be reported in increments of 0.5 hours or whole hours. As with other limits on CE subject matter or format established by local regulation, it is the responsibility of the individual dentist to report CE activities that satisfy those requirements.

Stakeholders are invited to comment on the revisions to Standard XIV.3 detailed on the following pages. Comments are requested by **July 21, 2017**.

The Commission will review feedback from the communities of interest at its October 2017 meeting. The Commission may publish comments received, but will not publish the names of the individual or organization submitting comments.

Written comments may be submitted through an online survey on the Commission's website at ADA.org/CCEPR, or directed to borysewicz@ada.org or mailed to the Commission for Continuing Education Provider Recognition at the address below.

**Proposed Revisions to ADA CERP Recognition Standard
April 2017**

Proposed additions underlined; proposed deletions ~~struck through~~.

STANDARD XIV. RECORD KEEPING _____

CRITERIA

1. Providers must issue accurate records of individual participation to attendees.
2. Documentation must not resemble a diploma or certificate. Documentation must not attest, or appear to attest to specific skill, or specialty or advanced educational status. Providers must design such documentation to avoid misinterpretation by the public or professional colleagues.
3. Credit awarded to participants of a recognized provider's educational activity must be calculated as follows:
 - a. For all CE activities, 0.25 credit hours will be awarded for each 15 minutes of activity time, not including breaks, meals, registration periods or general business. No credit shall be awarded if the activity is less than 15 minutes in duration. For participation in formal structured lectures delivered in real time, whether in person or electronically mediated via teleconference or web-based seminar, credit must be awarded based on the actual number of contact hours (excluding breaks, meals and registration periods). No credit should be awarded if the course is less than one hour in duration.
 - b. ~~For courses in which at least 30% of course content involves the participant in the active manipulation of dental materials or devices, the treatment of patients or other opportunities to practice skills or techniques under the direct supervision of a qualified instructor, participation credit must be awarded based on the actual number of contact hours (excluding breaks, meals and registration periods).~~
 - c. b. For CDE activities that involve both on-site lecture and demonstration portions and in-office, independent participation components, credit must be awarded based on contact hours. Credit for the in-office, independent study portion may not exceed credit awarded for the lecture and demonstration portions.
 - d. c. For participation in audio or audiovisual self-instructional programs, credit must be awarded based on the actual length of the audiovisual instructional time plus a good faith estimate of the time it takes an average participant to complete all required elements of the activity, including the self-assessment mechanism. Such courses must offer a minimum of one credit hour. Audio visual self-instructional activities include, but are not limited to:
 - i. Audio- or audio-visual activities delivered via tape, CD, DVD, pod cast, on-line, etc.
 - ii. Multi-media activities comprised of audiovisual elements in combination with written materials.
 - e. d. For participation in self-paced self-instructional programs, the provider must award credit based on a good faith estimate of the time it takes an average participant to complete the program. Such courses must offer a minimum of one credit hour. Self-paced self-instructional activities include, but are not limited to, written self-study activities such as journals or monographs, either print-based or electronically mediated.
4. Verification of participation documentation must clearly indicate at least:
 - a. The name of the CDE provider
 - b. The name of the participant

- c. The date(s), location and duration of the activity
 - d. The title of the activity and/or specific subjects
 - e. The title of each individual CDE course the participant has attended or successfully completed as part of a large dental meeting or other similar activity (and number of credits awarded for each)
 - f. The educational methods used (e.g., lecture, videotape, clinical participation, electronically mediated)
 - g. The number of credit hours awarded (excluding breaks and meals)
 - h. The recognition status of the provider, through the use of the authorized recognition statement, and, whenever feasible (given space considerations) the use of the ADA CERP logo in conjunction with the authorized statement.
 - i. Notice of opportunity to file complaints.
5. Providers must maintain records of the individual participants at each educational activity, including their names, addresses and telephone numbers, for a period of at least six years.

RECOMMENDATIONS

- A. Providers should be aware of the professional and legal requirements for continuing dental education that may affect their participants.
- B. Providers should cooperate with course participants and with regulatory or other requiring agencies in providing documentation of course participation, as necessary.
- C. Each attendee is responsible for maintaining his/her own records and for reporting his/her CDE activities to all appropriate bodies in accord with any jurisdictional and/or membership requirements.
- D. The provider should provide a course completion code at the end of each educational activity or educational session.