ADA C·E·R·P[®] Continuing Education Recognition Program

Instructions for Submitting PDFs

In light of requirements for social distancing in response to the COVID-19 pandemic, providers are strongly encouraged to consider submitting CERP applications and progress reports in PDF format online via a dedicated FTP site. If you submit a CERP application or report in PDF format via FTP it will not be necessary to ship anything to the Commission.

To submit a PDF, the electronic file should contain all required documents combined into a single, bookmarked PDF. Please review the following instructions for formatting a PDF and submitting via FTP.

FTP Submission Process

To submit your PDF via File Transfer Protocol (FTP), follow these steps:

- Download <u>FileZilla Client</u>, a free application. This will allow you to transfer files securely to the ADA FTP site. Note that you will only be able to post a file to the site. Once posted, you will <u>not</u> be able to delete or change the file.
- Open FileZilla and enter the following information in the fields at the top of the window:
 - Host: ftp.ada.org
 - Username: APP_CERP
 - Password: @rt1cl3\$4ADA
 - o Select the "Quickconnect" button

Figure 1. Login to FTP site via FileZilla

CERP@ftp.ada.org - FileZilla		_	\times
File Edit View Transfer Server Bookmarks Help New version available!			
₩ - ■ 🗂 🛣 😋 🎠 😳 🏗 🍳 🚸			
Host: ftp.ada.org Username: APP_CERP Password: Port: Quickconnec	t 💌		
Status: Timezone offset of server is -18000 seconds.			^
Status: Directory listing of "/app_cerp" successful			
Status: Disconnected from server: ECONNABORTED - Connection aborted			~

• This should give you the following view, where the folders from your computer appear in the left side of the window (listed as "Local site:"), and the folder called "app_cerp" appears in the right side of the window (listed as "Remote site:"):

Figure 2. FileZilla view

Host:	ftp.ada.org	Us	ername: APP_	CERP Passw	ord:	••	•••• Port:	C	uickconne	ect 💌		
Status: Retrieving directory listing												^
Status	Status: Directory listing of "/app_cerp" successful											
Status	: Disconne	ected from	server: ECONN	ABORTED - Co	nnection al	00	rted					~
									•			
Local	site: C:\Users\	cousinsk\[)esktop\ADA (ERP Submission	n\ >	~	Remote site: /ap	p_cerp				~
		📜 Cookie	es		1		⊟-?/					
🖃 📴 Desktop						app_cerp						
- ADA CERP Submission												
	Past Due Invoices											
- Te Documents												
		🐌 Downl	oads			/						
Filena	me	Filesize	Filetype	Last modified			Filename	Filesize	Filetype	Last mod	Permis	Owner/
							1					
ProviderName 336,602 Microsoft 5/13/2020							Er	npty direct	tory listing			



- Find the folder that contains your CERP application PDF in the Local Site window. (To simplify the transfer process, it is recommended that you first save the CERP application to your desktop.)
- Once you have found your CERP application file and determined that it meets the criteria listed in the section below, drag and drop it into the bottom righthand quadrant under the "app_cerp" folder. You can also move your document into the "app_cerp" folder by double clicking it. Please note that if you move a document by mistake into the "app_cerp" folder you will not be able to delete or remove it; please contact CCEPR staff to make any necessary corrections.
- If you have uploaded your document successfully, it will say "File transfer successful" at the top of the window and you should see your file in the bottom right quadrant as shown below:

Host: [ftp.ada.org] Username: APP_CERP Password: ••••••• Port: Quickconnect 💌												
Error:	rror: Critical file transfer error								^			
Status: Starting upload of C:\Users\cousinsk\Desktop\ADA CERP Submission\ProviderName_CERP_Application_2021.docx												
Status:	Status: File transfer successful, transferred 336,602 bytes in 3 seconds 🛑 🔤											
	· · · · · · · · · · · · · · · · · · ·											
Local site:	C:\Users\o	ousinsk\[Desktop\ADA C	ERP Submission	n\	\sim	Remote site: /app	_cerp				\sim
		📕 Cookie	S			^						
	<u> </u>	늘 Deskto	p				app_cerp	с				
ADA CERP Submission												
Past Due Invoices												
	B	🗎 Docum	nents									
		👃 Downle	oads			\checkmark]					
Filename	`	Filesize	Filetype	Last modified			Filename	Filesize	Filetype	Last mod	Permis	Owner/
1							1.					
💼 Provide	erName	336,602	Microsoft	5/13/2020			ProviderNam	336,6	Micros	←		

Figure 3. FileZilla file transfer confirmation

• You will receive an email from CCEPR staff within a few days confirming that your application was received.

Basic PDF Formatting

File format: Adobe Portable Document Format (.pdf)

Maximum file size: 50 megabytes (50,000 kilobytes)

Organization of materials: The application and supporting materials should be combined into a single PDF document. <u>Submission of documents in individual files will not be accepted.</u> Files submitted separately will be returned to the provider for reformatting.

All documents to be included in the application file must be labeled in the top right corner with the corresponding document number (as listed on the "documentation" page for each section, for example: A1, A2, B1, B2, etc.). Highlight or otherwise label the specific areas of the document that demonstrate compliance with the Standards and Criteria.

Documents should be inserted in the appropriate section as directed in the application: Documents A1, A2, A3, etc., should be placed after the Section A. Provider Documentation page, B1, B2, B3, etc., should be placed in order after the Section B. Activity File page, and so on.

All documents must be positioned so that they do not have to be rotated to view.

Web-based information: The Commission must retain records of all information considered as part of an application. If you wish the Commission to view information on your web site, you must include screen captures of those web pages. It is not sufficient to include a hyperlink alone; a copy of the page must be supplied.

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Protected information: Application materials must <u>not</u> contain any protected personal information or identifiable patient information in compliance with applicable federal, state or local laws. Application materials must not contain any social security numbers or credit card information.

Authorized signature: The application must be signed on the first page of Section A by the person responsible for oversight of the provider's continuing education program.

Naming convention: The single PDF file should be named as follows:

"Provider Name_CERP_Application_2020." It is recommended that you save the PDF to your desktop before uploading to the FTP site (see next section).

Navigation Bookmarks: To facilitate navigation throughout the document, you must create a bookmark for each of the application sections with sub-bookmarks to identify each of the labeled documents, as shown in the example below. A list of required bookmarks is included in the Application Instructions.

PDFs submitted without bookmarks will not be accepted.

Sample PDF Application.pdf - Adobe Reader								
File Edit View Window Help								
		Fill & Sign						
Bookmarks	Δ	C.E.D.D [®] Continuing Education						
	~	JA CENF Recognition Program						
Section A. Provider Information								
Provider's List of Activities	Section A. Provider Information							
A1. Organizational Charts								
A2. Mission and CE Goals	Provider Information Form							
A4. Policies on Commercialism								
A5. Policies/Procedures on Separation	CE Provider Name: CCEPR Seminars, Inc.							
of Promotional Activities	Address 211 E. Chisers Ave. Chisers II. 00000							
A7. CE Admin Policies/Procedures	(street, city, state, postal code, country)							
A8. Policies on Scientific Content	Dhamai 242 442 4024							
A9. CERP Decision Report	Phone: 312-440-1234 Pax: Website: (CEPRSeminars.com						
P1 Course Publicity	Provider's Current Recognition Status							
B2. Needs Assessment								
B3. Evaluation/Assessment Tools	check one							
B5. Instructor Conflict of Interest	applicant, not currently ADA CERP recognized							
B6. Course Materials	P recognized provider							
B7. Letter of Agreement with Supporter	Number Sur o							
B8. Instructor Agreement/Guidelines	A8 Policies on Scier	tific Content						
B11. Verification of Participation		tine content						
* Section C. Activity 2.	A9. CERP Decision R	leport						
	Section B. Activity 1							
	B1. Course Publicity							
	B2. Needs Assessme	ent						
	B3 Evaluation /Accor	ssment Tools						
	DS. Evaluation/Asse	smentrools						

Figure 4. Example of Bookmarks in PDF of Application