

**COMMISSION FOR CONTINUING EDUCATION PROVIDER RECOGNITION
AMERICAN DENTAL ASSOCIATION
Virtual Meeting
October 1, 2020**

Call to Order: Dr. Susan G. Reed, chair, called a regular meeting of the Commission for Continuing Education Provider Recognition (CCEPR) to order on Thursday, October 1, 2020 at 9:02 a.m. Central.

Roll Call

Commissioners present: Dr. John D. Ball; Ms. Karen Burgess; Dr. Monica H. Cipes; Dr. Maria Cuevas-Nunez; Dr. Edwin A. Del Valle Sepulveda; Dr. Carlotta A. Evans; Dr. David M. Kim; Dr. Daniel J. Meara; Dr. Steven E. Parker; Dr. Marcus K. Randall; Dr. Mitra Sadrameli; Dr. Mana Saraghi; Dr. Renato M. Silva; and Ms. Carol Trecek.

Dr. Gary M. DeWood and Dr. Arpana S. Verma were unable to attend.

In addition, Dr. Paul Leary, Second District Trustee, Board of Trustees liaison, attended the meeting.

Commission staff present: Ms. Mary Borysewicz, director; Ms. Kelli Cousins, coordinator.

ADA staff present for all or portions of the meeting: Dr. Anthony J. Ziebert, senior vice president, Education/Professional Affairs; Ms. Paula Tironi, senior associate general counsel; Ms. Cathryn Albrecht, senior associate general counsel; Dr. Kathleen O'Loughlin, executive director

Guest of the Commission: Dr. Mina Habibian, Dr. Kumar J. Patel, and Dr. Seena Patel, incoming members of CCEPR.

Preliminary Business

Adoption of Agenda and Disclosure of Relationships: The Commission approved the agenda and authorized the chair to alter the order of agenda items as necessary to expedite business.

Dr. Reed directed the Commission's attention to the ADA Conflict of Interest Policy and reminded commissioners of their obligation to make disclosures as appropriate. Commissioners disclosed the following affiliations during the course of the meeting:

Commission Member	Affiliation Disclosed
Dr. Monica Cipes	Vice-president, College of Diplomates of the American Board of Pediatric Dentistry; Past President, American Board of Pediatric Dentistry
Dr. Edwin Del Valle Sepulveda	President, Hispanic Dental Association

Fiduciary Duty and Other Legal Topics: Ms. Tironi gave a short presentation regarding topics such as volunteers' fiduciary duty and conflicts of interest.

ADA Policy on Professional Conduct and Harassment: Ms. Albrecht gave a short presentation regarding the ADA's policies regarding professional conduct.

Approval of Consent Agenda: A consent calendar was prepared to expedite the business of the Commission. Dr. Reed reminded Commission members that any report, recommendation or resolution

may be removed from the consent calendar for discussion. The following reports were accepted by the Commission on consent.

Approval of CCEPR April 23, 2020 Meeting Minutes
Joint Accreditation Update
Committee Appointments
Update on Appointments to the Commission
Future CCEPR Meeting Dates
Results of Fall 2020 CERP Applicant Survey
CERP Participation and Approval Data

Approval of CCEPR April 2020 Meeting Minutes: The Commission approved the minutes of the April 23, 2020 meeting (on the consent calendar).

Reports from Other Agencies

ADA Board of Trustees Liaison: Dr. Leary extended a welcome to the Commission on behalf of the ADA Board of Trustees, and reported that the Board has approved the Commission's request for funding of an online application platform as part of the ADA's overall digital transformation. Dr. Leary applauded the Commission on its efforts to remain current and responsive to the evolving environment of continuing professional development, and thanked the Commissioners and staff for their significant work in support of the profession, which has become increasingly important.

Senior Vice President Education and Professional Affairs: Dr. Ziebert reported that as a result of the COVID-19 pandemic and associated business disruptions, the ADA is in the process of reforecasting its 2020 budget. Dr. Ziebert anticipated that the Division of Education will likely meet its targets for the year as revenues from testing services are returning to normal levels, and travel expenses were significantly reduced.

ADA Executive Director: Dr. O'Loughlin updated the Commission on the ADA's response to the Covid-19 pandemic to date, highlighting the ADA's coordination with the Centers for Disease Control and Prevention (CDC) and legislators to develop scientifically based guidelines and toolkits to support the safe re-opening of dental clinics, as well as the ADA's efforts to distribute personal protective equipment to dental offices through the state and local dental associations. The ADA will continue its focus on science, translating research to dental practice, and advocacy. Dr. O'Loughlin noted that the pandemic has speeded up the ADA's plans to transform its digital platforms. In accordance with its strategic plan, Common Ground 2025, the ADA will continue ongoing efforts to recruit and retain a diverse membership and simplify the dues structure.

Meeting of U.S. Health Professions CE Accreditors: The Commission received an informational report from staff on an informal meeting of over 20 accreditors for continuing education in the health professions held virtually on August 20, 2020. Some themes emerging from the discussion included: the continuing evolution of accreditation standards to emphasize quality measures and outcomes in continuing professional development; the role of accreditors in supporting CE that addresses disparities in health equity; changes to CE regulations in response to the pandemic; and technology solutions used by accrediting agencies.

Commission Business, Administration and Governance

Finance Committee Report: Ms. Burgess presented the Finance Committee's report, noting that based on financial reports through August 2020, CCEPR is forecast to meet budgeted revenues. With reductions in travel expenses resulting from the pandemic, the Commission is projected to end the year

with a surplus of revenue over direct expenses. This will help offset the Commission's indirect expenses, which will be included in the year-end financial statement. CERP provider annual fees were invoiced before most pandemic-related lockdowns took effect. The impact of these closures on CE providers is not yet known; staff will monitor payment trends and manage requests for payment extensions or other financial relief considerations on a case by case basis. The Commission was also informed that the ADA had placed a cap on the total number of ADA staff in 2021. As a result, consideration of the Commission's request for a third FTE has been deferred until 2022.

CERP Provider Education and Outreach: The Commission received an informational report on communications with the communities of interest in the previous six months. These included information and resources posted on the CCEPR website regarding Covid-19 and guidelines for delivering online CE; broadcast email communications with CERP recognized providers, and virtual presentations regarding CERP to groups including the Association of Continuing Dental Education.

Committee Appointments: The Commission received an informational report of committee assignments for 2020, and was advised that the chair will make new appointments for 2021 (on the consent calendar).

Appointments to the Commission: The Commission was informed (on the consent calendar) that Dr. Susan Reed and Dr. Ken Randall will complete their terms on the Commission on October 19, 2020. To fill the positions on the Commission that will be vacated, the American Association of Public Health Dentists has appointed Dr. Mina Habibian and the American Dental Association has appointed Dr. Kumar J. Patel. In addition, the American Academy of Oral Medicine, the sponsoring organization of the newly recognized dental specialty of oral medicine, has appointed Dr. Seena Patel to serve on the Commission. The new members are each appointed to a 4-year term beginning with the close of the ADA House of Delegates on October 19, 2020. The search for a public member, to be selected and appointed by the Commission, is underway.

Policies and Procedures Committee Report: Dr. Randall reported that, at the request of the Chair of the Commission, the Committee reviewed an application submitted for the public member position on the Commission. Based on its review of the application and other publicly available information, the Committee concluded that the applicant did not meet the published criteria for the public member to CCEPR. The Commission concurred with the Committee's recommendation, electing not to appoint the individual, and requested staff to thank the applicant for expressing interest in the position. The call for nominations for public member will be extended until such time as a qualified applicant is identified.

Election of 2020-2021 Officers: In accordance with the Rules of the Commission for Continuing Education Provider Recognition, the Commission elected Dr. Monica H. Cipes as chair of the Commission for 2020-2021, and Dr. John D. Ball as vice-chair of the Commission for 2020-2021. The officers' terms will be effective beginning with the close of the ADA House of Delegates in October 2020 through the close of the House of Delegates in October 2021.

Acknowledgement of Service: The Commission acknowledged the following Commissioners whose terms will expire in October 2020, and thanked them for their service: Dr. Marcus K. (Ken) Randall, and Dr. Susan G. Reed (chair). The Commission also held a moment of silence to honor the memory of Mr. Conor McNulty, recently deceased. Mr. McNulty was serving on the CCEPR Appeal Board. He had been a member of the Commission from 2014-2018.

Future Meeting Dates: The Commission received an informational report on the consent calendar listing the Commission's next meeting dates: a virtual meeting is scheduled for April 22, 2021, and an in person meeting, conditions permitting, is scheduled for September 23-24, 2021 in Chicago.

ADA CERP Standards, Policies and Procedures

Standards Revision: The Commission received an informational report regarding the process to revise the CERP Recognition Standards. The process was deferred while the Commission focused efforts on related projects, including revising and implementation of the CERP Eligibility Criteria. The Standard revision process will resume in 2021.

CERP Eligibility Committee Report: Dr. Cipes summarized the Committee's recent activities which have focused on the implementation of the revised CERP Eligibility Criteria approved by the Commission in April 2019, and which will take effect July 1, 2023. Under the revised Eligibility Criteria, commercial interests will no longer be eligible for CERP recognition.

To identify providers that are commercial interests and that will not be eligible for CERP recognition after June 30, 2023, a Pre-Application Determination of Eligibility form was introduced in July 2020, and is now a required first step for new CERP applicants. Dr. Cipes reported that in its review of several Pre-Application forms, the Committee noted that the existing requirement that a provider "must have offered a planned program of CE for at least 12 months" (CERP Eligibility Criterion 1) could lead to different interpretations regarding eligibility. As a result of its review of the CERP Eligibility Criteria and the Pre-Application form, the Committee recommended that Eligibility Criterion 1 be modified to state that to be eligible, "The provider must have planned, implemented and evaluated at least one CE activity within the last 12 months prior to initiating the CERP pre-application process." The Committee also recommended that CERP Eligibility Criteria 4 and 5 should be deleted, noting that these criteria are repeated in CERP Standards VI.1, VIII.1 and VIII.4, and providers are required to attest to compliance with these Standards in the CERP application. The Commission concurred with the Committee's recommendations.

Action. The Commission approves revisions to the CERP Eligibility Criteria indicated in Appendix 1.

The Committee recommended corresponding revisions to the CERP Pre-Application form. In addition, the Committee recommended revising the format of the question related to ensuring sound scientific content in CE to an attestation question, consistent with the other questions in that section of the Pre-Application form.

Action. The Commission approves revisions to the CERP Pre-Application Determination of Eligibility Form indicated in Appendix 2.

At the Commission's request, the Committee drafted a process whereby a provider may request the Commission to conduct a review of the provider's business structure to determine whether the provider is an ADA CERP-defined commercial interest. Based on its review of a similar process offered by the ACCME, and consideration of a draft prepared by staff, the Committee recommended that the Commission adopt the CERP Business Review Process outlined in Appendix 3.

Action. The Commission adopted the CERP Business Review Process (Appendix 3), as an optional screening process which a provider may request the Commission conduct in order to determine whether the provider is a commercial interest as defined by ADA CERP.

In establishing a fee for the optional CERP Business Review Process, based on the Committee's recommendation, the Commission approved the following.

Action. The Commission established that the optional CERP Business Review Process should be available at no charge to any currently recognized provider if requested prior to June 30, 2023, and that a fee of \$400 be charged to any new applicant or other provider that may request this review at any time.

ADA CERP Provider Recognition

Fall 2020 Recommended Recognition Actions: The Commission considered 13 new applications for ADA CERP recognition, one request for reconsideration of a denied new application, 20 applications for continued recognition, and 6 progress reports.

Action: The Commission grants initial recognition to 11 providers of continuing dental education, and continued recognition to 20 providers. The Commission discontinued recognition of three providers at the request of the providers. Individual actions on all submissions are listed in Appendix 4, a confidential section of these minutes.

As a result of these actions, 492 CE providers will be ADA CERP recognized as of November 1, 2020. This total includes 14 providers approved through Joint Accreditation.

Results of Fall 2020 CERP Applicant Survey: The Commission received an informational report summarizing survey results from providers submitting applications in Fall 2020, along with results from previous application cycles (on the consent calendar).

CERP Participation and Approval Data: The Commission received an informational report tracking annual data on program participation, submission types and acceptance rates (on the consent calendar).

Adjournment: 3:15 p.m., Thursday, October 1, 2020.