

**COMMISSION FOR CONTINUING EDUCATION PROVIDER RECOGNITION
AMERICAN DENTAL ASSOCIATION
May 2, 2024
Minutes**

Call to Order: Dr. Kecia S. Leary, chair, called a regular meeting of the Commission for Continuing Education Provider Recognition (CCEPR) to order on Thursday, May 2, 2024, at 9:03 a.m. Central Daylight Savings Time via Zoom. The meeting was virtual.

Roll Call

Commissioners present: Dr. Anil P. Ardeschna; Dr. Carlos A. Bertot; Ms. Reva Brennan; Dr. Steven Haas; Dr. Kelly Kennedy; Dr. Anthony R. Mecham; Dr. Marc G. Nuger; Dr. Kumar J. Patel; Dr. Seena Patel; Dr. Amey G. Patil; Dr. Cynthia S. Petrie; Dr. Roberta Pileggi; Dr. Victor Rodriguez; Dr. Arif Salman; Dr. Bruce Seidberg; Dr. Jasbir D. Upadhyaya; and Dr. Susan K. Zelazo-Smith.

Dr. Stanley Heleniak was unable to attend.

In addition, Dr. David Manzanares (First Vice President) Board of Trustees liaison, was in attendance.

Commission staff present: Ms. Mary Borysewicz, director; Ms. Kelli Cousins, manager; Mr. Christopher Smith, 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. Christy Picker Rothchild, Senior Associate General Counsel.

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. Leary directed the Commission’s attention to the CCEPR Conflict of Interest Policy and reminded commissioners of their obligation to make disclosures as appropriate. The following affiliations were disclosed during the meeting:

Name	Affiliation
Ms. Reva Brennan	American Society of Constituent Dental Executives, member
Dr. Marc G. Nuger	Maryland State Dental Association, committee member; University of Maryland School of Dentistry, alumni board/admissions committee member
Dr. Kumar J. Patel	American Dental Association, delegate
Dr. Roberta Pileggi	University of Maryland, alumna
Dr. Victor Rodriguez	Hispanic Dental Association, treasurer; University of Texas School of Dentistry Houston, alumnus and professor
Dr. Arif Salman	American Academy of Periodontology, member
Dr. Susan K. Zelazo-Smith	Chicago Dental Society, committee member

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

ADA Policy on Professional Conduct and Prohibition against Harassment: Ms. Rothchild gave a short presentation on the ADA Policy on Professional Conduct.

Approval of Consent Agenda: A consent calendar was prepared to expedite the business of the Commission. Dr. Leary 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 Minutes from CCEPR September 2023 Meeting and recording of December 2023 and January 2024 eBallot actions
Meeting of U.S. Health Professions CE Accreditors Group
CCEPR Appeal Board Appointment
Future CCEPR Meeting Dates
Results of Spring 2024 CERP Applicant Survey
Joint Accreditation Update
CERP Participation and Approval Data

Approval of Minutes from CCEPR September 2023 Meeting and Recording of December 2023 and January 2024 eBallots: The Commission received a draft of minutes from the September 2023 meeting of the Commission as well as records of the December 2023 and January 2024 eBallots (on consent).

Action. The Commission approves the minutes of the September 2023 meeting.

Reports from Other Agencies

ADA Board of Trustees Liaison: Dr. Manzanares reported on recent developments at the ADA, including, a pilot of a new membership model to be launched in several states, and the establishment of the new ADA Forsythe Institute, which will conduct research to support clinical practice, and which will also provide opportunities to bring research into ADA CE activities. With respect to the ADA's CE programming, Dr. Manzanares reported that the Board of Trustees recently sunset its Committee on Annual Meetings, and will be exploring options for organizing SmileCon to meet the evolving needs of the profession. Dr. Manzanares also mentioned that the role of the Strategic Forecasting Committee continues to evolve in its role to identify and support those initiatives which will help all dentists succeed. Dr. Manzanares noted that changes in how dentistry is practiced and the increasing burden of student debt are driving proposed changes at the ADA to better meet the needs of its members and the profession. Dr. Manzanares also reported that the ADA has received an offer to purchase the ADA headquarters building and was in the midst of negotiations.

ADA Senior Vice President Education and Professional Affairs: Dr. Ziebert provided an update on interstate licensure compacts, an initiative in which the ADA is participating with the Council of State Governments (CSG). At the time of this meeting, eight states had adopted legislation supporting interstate dental licensure compacts, reaching the minimum required before moving into the implementation phase. It is anticipated that dentists and dental hygienists will be able to obtain a "privilege to practice" in those eight states by the summer of 2025, with an additional 8-12 states potentially joining in 2025. Dr. Ziebert also reported that the ADA Division of Education was in a positive financial position, largely as a result of an increase in the number of test administrations. Dr. Ziebert noted, however, that CCEPR will likely face a deficit this year due to changes in the ADA's budgeting and accounting allocations processes. Dr. Ziebert also reported that, due to the impending sale of the ADA headquarters building, the Division of Education will be vacating the 6th floor by the end of May.

Meeting of U.S. Health Professions CE Accreditors Group: The Commission received information (on consent) regarding a meeting of accrediting agencies for continuing education in various health professions held in New Orleans on February 5, 2024, in conjunction with the annual meeting of the Alliance for Continuing Education in the Health Professions. Items discussed included: development of a

document comparing CE accreditation standards in the health professions; development of a joint statement regarding the purpose and value of accredited continuing education in the health professions; and implications of the use of Artificial Intelligence (AI) for continuing education accreditors, providers and learners. The group also reviewed the Accreditation Council for Pharmacy Education's (ACPE) recently published guidance for CE providers on the use of AI. The group was also informed regarding some accreditors' initiatives to incorporate DEI requirements into accreditation criteria in response to requirements of their professions' regulatory boards.

Commission Business, Administration and Governance

Planning and Assessment Committee: CCEPR Strategic Planning: Dr. Nuger provided a status report on the Commission's 2023-2025 strategic plan and tactics slated for 2024, noting that progress is being made on revising the ADA CERP Recognition Standards and that work on an online application platform has begun. Dr. Nuger also noted that the Commission's self-assessment report to the ADA House of Delegates is due in June of 2024. As part of the self-assessment, the Planning and Assessment Committee reviewed the Commission's previous self-assessment report from 2019. The Committee also considered feedback from ADA CERP stakeholders received during the 2022 strategic planning process, data from CERP provider post-application surveys, financial reports and ADA CERP participation levels. Results of the Commission's self-assessment survey were also reviewed. Dr. Nuger noted that responses to the survey indicated that the Commission is meeting its *Bylaws* responsibilities. Areas the survey identified where improvements are needed were also noted as priorities in the Commission's strategic plan, and work in these areas is being undertaken. The Committee's findings were summarized in a self-assessment report which the Committee recommended for inclusion in the CCEPR Annual Report to the 2024 House of Delegates.

Action: The Commission approves the summary of the Commission's self-assessment for inclusion in the CCEPR Annual Report to the 2024 House of Delegates, and authorizes the Chair to make any necessary editorial changes.

Financial Report: Dr. Kumar Patel presented a summary of the Commission's finances through February 2024, as well as a year-end summary of 2023 finances, noting that the Commission ended 2023 with a slight deficit. In 2024, and going forward, the Commission is forecast to incur a larger deficit as a result of a new ADA budgeting process which allocates to the CCEPR budget a percentage of salaries from four Division of Education staff who provide general support to the Commission. In order to help offset this deficit in 2025, the Committee recommended increasing CERP provider fees by 5% in 2025. The Committee also considered reducing costs by holding both CCEPR meetings virtually beginning in 2025. The Commission concurred with the 2025 CERP provider fees proposed by the Committee, however the Commission considers that there is value to meeting in person once a year and agreed to retain expenses for one in person meeting in the 2025 budget. Dr. Patel also reported that the ADA has contracted with Armature Solutions Corporations to configure an online ADA CERP application and review platform; the ADA will support funding for this project.

Action: The Commission approves the 2025 budget, including a 5% increase to ADA CERP provider fees as shown in Appendix 1.

Policies and Procedures Committee Report: Dr. Upadhyaya presented the Committee's recommendations regarding revisions to ADA CERP policies, as part of the Commission's periodic review of its policies and procedures.

The Committee recommended, and the Commission supported, the addition of a new ADA CERP Policy on Extensions in order to provide transparency and guidance regarding the process by which CERP recognized providers may request and receive a one-time extension of their recognition term.

Action. The Commission adopts the new ADA CERP Policy on Extensions as indicated in Appendix 2.

The Committee recommended that the Commission adopt a new ADA CERP definition of Continuing Dental Education that could assist both the Commission and providers of continuing dental education in identifying whether certain activities fall within the scope of CE, and whether a provider may be eligible for ADA CERP recognition. The new definition places an emphasis on educational activities related to professional practice, and provides examples of courses that might be outside the scope of CE, as defined by ADA CERP. The Commission concurred with the Committee's recommendations.

Action. The Commission adopts the ADA CERP definition of Continuing Dental Education as indicated in Appendix 2.

As part of its periodic review, the Committee also recommended revisions to several CCEPR policies.

The Committee recommended, an editorial change to the CCEPR Policy on Changes to the Composition of the Board of Commissioners.

Action. The Commission amends the CCEPR Policy on Changes to the Composition of the Board of Commissioners as indicated in Appendix 3.

The Committee proposed changes to the CCEPR Policy on Committees of the Commission to correct the name of the Planning and Assessment Committee and update language to reflect the ADA's current budgeting practices.

Action. The Commission amends the CCEPR Policy on Committees of the Commission as indicated in Appendix 3.

The Committee proposed editorial changes to the CCEPR Policy on Appointment of Consultants.

Action. The Commission amends the CCEPR Policy on Appointment of Consultants as indicated in Appendix 3.

Communications, Marketing and Education Update: Dr. Leary and Ms. Borysewicz reported on their participation in a virtual meeting with the American Society of Constituent Dental Executives (ASCDE) in December 2023. The purpose of the meeting was to review the revised Joint Providership Policy and CERP criteria for appropriate management of commercial support. Some members of the ASCDE also registered their concerns regarding the challenges of the CERP application process. Staff also reported on a virtual meeting with the Massachusetts Dental Society Education Committee in October 2023 to provide information about ADA CERP Standards and answer questions about the CERP Extended Approval Process. The Commission also received information about a live webinar for CE providers presented by CCEPR staff in November 2023 on understanding the ADA CERP Standards and preparing an application. Ms Borysewicz also reported that staff have requested a proposal from a marketing and communications company to develop a communications plan for the Commission.

CCEPR Appeal Board Appointments: The Commission received an update (on the consent calendar) regarding a new appointment to the CCEPR Appeal Board. The American Association of Oral and Maxillofacial Pathology has selected Dr. Elizabeth Ann Bilodeau to serve on the Appeal Board for the

2023-2027 term. The Appeal Board provides a mechanism for CE providers to appeal adverse actions taken by the Commission.

Future CCEPR Meeting Dates: The Commission received an informational report (on consent) on the Commission's next meeting dates which are scheduled as follows: September 26-27, 2024, in Chicago; April 24, 2025, virtual meeting; and September 25-26, 2025, in Chicago.

ADA CERP Standards, Policies and Procedures

CERP Standards Revision Steering Committee Summary Report: Dr. Bertot summarized activity to date on the comprehensive revision of the ADA CERP Recognition Standards, noting that the Standards Revision Steering Committee reviewed drafts of proposed revisions to the ADA CERP Standards which were considered by the Commission at its September 2023 meeting, focusing on several questions raised by the Commission at that meeting. As a result of its review, the Committee proposed that several criteria from the current CERP Standards should be reformulated as CERP policies related to the administration of a provider's CE programming, rather than being included as criteria for recognition. The Committee also recommended some further revisions to the drafts of the revised Standards as described below.

Standard 2.1. Educational Needs: The Committee recommended including in the intent statement for the proposed new Standard 2.1 several examples of methods a CE provider might use to identify knowledge or performance gaps which point to its audience's educational needs, as shown in Appendix 4.

Action. The Commission approves the addition of examples to the intent statement for the draft CERP Standard 2.1 as shown in Appendix 4.

Proposed new policy on Periodic Review of Self-study Activities: The Committee recommended that the current CERP Standard which requires providers to review enduring self-study activities every three years, and to publish the release, review and expiration dates for all self-study activities, should be removed from the draft Standards and formulated as a policy as shown in Appendix 4.

Action. The Commission approves adoption of the draft Policy on Periodic Review of Self-Study Activities as shown in Appendix 4 at such time as the draft of the revised ADA CERP Standards are adopted.

Standard 2.4. Instructors: The Committee recommended splitting requirements related to instructor qualifications and collaborations into two separate criteria as shown in draft Standards 2.4 and 2.5 in Appendix 4.

Action. The Commission approves modifying draft Standards 2.4 and 2.5, as shown in Appendix 4.

2.5. Content Validity: The Committee noted that at its meeting in September, the Commission approved the concept of adopting the ACCME Standards for Integrity and Independence in Accredited Continuing Education as a requirement for CERP recognized providers in conjunction with the revised CERP Standards. The Standards for Integrity and Independence include a standard regarding a CE provider's responsibility for ensuring that CE content is valid. The Committee therefore suggested that in the event that the Commission formally adopts the Standards for Integrity and Independence, it would not be necessary to retain a separate CERP requirement regarding the provider's responsibility for ensuring that CE content is based on sound science, as initially proposed and as shown in Appendix 4.

Action. The Commission approves the deletion of the draft criterion on Content Validity from the draft CERP Standard 2 as shown in Appendix 4, at such time as the Commission adopts the Standards for Integrity and Independence.

2.6. Publicity: The Committee recommended modifying the intent statement for this draft Standard, by eliminating the words “and complete” from the explanation that publicity materials include accurate information, noting that the Standard lists the elements that must be included in publicity for CE activities. The proposed revision to the intent statement for draft Standard 2.6 is shown in Appendix 4.

Action. The Commission approves revising the intent statement for the draft Standard 2.6 as shown in Appendix 4.

Proposed new policy on Calculating CE Credits: The Committee recommended that criteria regarding how to calculate credits for CE activities should be reformulated as an administrative policy, noting that definitions of acceptable credits are established by individual licensing boards. The Committee therefore recommended that criteria for calculating CE credits be removed from the draft Standards and that a new policy on Calculating CE Credits be established, as shown in Appendix 4.

Action. The Commission approves adoption of the Policy on Calculating Credits shown in Appendix 4 at such time as the draft of the revised ADA CERP Standards are adopted.

Proposed new policy on Awarding Credit: The Committee recommended that current CERP criteria specifying what must be included in documents issued to learners verifying CE credits earned is administrative in nature. As such, the Committee recommended that these criteria be removed from the draft Standards and a new policy on Awarding Credit be established, as indicated in Appendix 4.

Action. The Commission approves adoption of the Policy on Awarding Credit as shown in Appendix 4, at such time as the draft of the revised ADA CERP Standards are adopted.

Proposed new policy on Record Keeping: The Committee recommended that current CERP criteria specifying how long providers must retain records of their CE programs are administrative in nature, defining expectations for recognized providers, and as such they do not need to be included in the draft ADA CERP Standards. The Committee recommended that record keeping requirements be included in a new policy, as shown in Appendix 4.

Action. The Commission approves adoption of the Policy on Record Keeping as shown in Appendix 4 at such time as the draft of the revised ADA CERP Standards are adopted.

Organization of the new CERP Standards: After approving the Committee’s recommendations regarding the specific criteria discussed above, the Commission agreed with the Committee’s recommendation to further revise the framework of the draft ADA CERP Standards to better reflect those changes. Specifically, the Commission proposed that the draft Standard related to the integrity and independence of CE should be moved immediately after draft Standard 2. CE Planning, since ensuring integrity and independence is an essential part of the planning process. Therefore, the proposed draft Standard on Integrity and Independence becomes the new draft Standard 3. In addition, with the proposal to remove record keeping requirements from the proposed Standard on CE Delivery, that Standard’s sole focus shifts to patient protection requirements for those providers that offer courses in which patients are treated. The Commission agreed that the draft Standard on evaluation should become the new draft Standard 4. Evaluation, and the draft Standard on CE Delivery should become the new draft Standard 5. Patient Protection, required only for those providers that offer courses in which patients are treated. The revised outline of the draft Standards is presented in Appendix 4.

Action. The Commission adopts the revised framework for the draft ADA CERP Standards as shown in Appendix 4.

Feedback on the draft of the revised ADA CERP Standards from communities of interest: The Committee recommended that the draft of the revised ADA CERP Standards, reflecting the changes approved by the Commission at this meeting, be published and the communities of interest invited to review and provide feedback for the Commission's consideration at its meeting in September.

Action. The Commission requests staff to publish the draft of the revised ADA CERP Standards as shown in Appendix 4 and invite the communities of interest to comment, and that the CERP Standards Revision Steering Committee review the comments and make recommendations to the Commission at its September 2024 meeting.

CERP Eligibility Committee Report: Dr. Seena Patel outlined the Committee's recommendations to revise the CERP Business Structure Review, a process designed to assist the Commission and any CE provider that may request a detailed evaluation of its business structure in order to determine whether or not it is a commercial interest. The Business Structure Review outline developed in 2021 requests specific information about the organization's business lines and organizational structure. After using this outline for several years, the Committee recommended requesting additional information about the organization's ownership, leadership, and affiliations in order to help determine whether the organization is a commercial interest. The Committee recommended that the Commission adopt the revised CERP Business Structure Review outline in Appendix 5.

Action. The Commission approves the revised CERP Business Structure Review outline as shown in Appendix 5.

ADA CERP Provider Recognition Actions

CERP Complaints Committee Report: Dr. Bertot reported on the Committee's review of a complaint against an ADA CERP recognized provider. The Commission's discussion and findings are detailed in a confidential section of these minutes.

ADA CERP Spring 2024 Recommended Recognition Actions: The Commission considered nine new applications for ADA CERP recognition, 65 applications for continued recognition, 10 progress reports, three Pre-applications from International Providers, one substantive change report, and requests from five providers to voluntarily discontinue participation in ADA CERP.

Action: The Commission grants initial recognition to eight providers of continuing dental education, and continued recognition to 65 providers; and postpones action on one new application, two progress reports, and one Pre-application from an international provider. The Commission discontinues recognition of five providers at the request of those providers. Individual recognition actions are listed in Appendix 6, a confidential section of these minutes.

As a result of these actions, 482 CE providers will be ADA CERP recognized, effective July 1, 2024. This total includes 40 providers approved through Joint Accreditation.

Extended Approval Process (EAP) 2024-2025: The Commission received an update (on the consent calendar) regarding participation in the ADA CERP Extended Approval Process. For the May 2024–June 2025 approval period, 15 ADA CERP approved providers (including four specialty societies and 11 ADA constituent societies) report that they will be extending approval to a total of 112 component societies. The list of EAP approved providers is published on the Commission's website.

Results of Spring 2024 CERP Applicant Survey: The Commission received an informational report summarizing survey results from providers submitting applications in Spring 2024, along with comparisons from previous application cycles (on the consent calendar).

Joint Accreditation Update: The Commission received information on ADA CERP participation in Joint Accreditation for Interprofessional Continuing Education. As of April 4, 2024, 40 of the 165 providers accredited by Joint Accreditation have elected CERP recognition through this process. The number of jointly accredited providers requesting ADA CERP recognition has increased in each of the five years that ADA CERP has participated in the program, with jointly accredited providers now representing 8.4% of the total number of ADA CERP nationally recognized providers.

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

New Business: None.

Adjournment: 2:32 p.m., Thursday, May 2, 2024