



**COMMISSION FOR CONTINUING EDUCATION PROVIDER RECOGNITION
AMERICAN DENTAL ASSOCIATION
April 28, 2022 Virtual Meeting
Minutes**

Call to Order: Dr. John D. Ball, chair, called a regular meeting of the Commission for Continuing Education Provider Recognition (CCEPR) to order on Thursday, April 28, 2022 at 9:04 a.m. Central.

Roll Call

Commissioners present: Dr. Carlos A. Bertot; Dr. Carlotta A. Evans; Dr. David M. Kim; Dr. Kecia S. Leary; Dr. Daniel J. Meara; Dr. Marc Nuger; Dr. Kumar J. Patel; Dr. Seena Patel; Dr. Mitra Sadrameli; Ms. Carol Trecek; Dr. Jasbir D. Upadhyaya; and Dr. Susan K. Zelazo-Smith.

Ms. Karen Burgess; Dr. Edwin A. Del Valle Sepulveda; Dr. Raquel M. Rozdolski; Dr. Renato M. Silva were unable to attend.

In addition, Dr. Gary R. Oyster (Sixteenth District) 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

Guests of the Commission: Mr. William Pawlucy, President, Association Options LLC and Ms. Carolyn Haynes, Senior Director, Strategy and Engagement, Association Options LLC

Preliminary Business

Adoption of Agenda and Disclosure of Relationships: Dr. Ball advised the Commission that as a result of a recent cybersecurity incident which resulted in disruptions to ADA networks, consideration of several items on the agenda circulated prior to the incident would be deferred. The following agenda items will be discussed by the Commission at a special meeting to be scheduled once access to the pertinent reports is restored:

Approval of CCEPR September 2021 Meeting Minutes, December 2021 Special Meeting Minutes, and January 2022 Electronic Ballot
Standards Revision Update
ADA CERP Spring 2022 Recommended Recognition Actions

The Commission approved the agenda and authorized the chair to alter the order of agenda items as necessary to expedite business.

Dr. Ball directed the Commission's attention to the CCEPR Conflict of Interest Policy and reminded commissioners of their obligation to make disclosures as appropriate. No members of the Commission disclosed any relevant affiliations.

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

Approval of Consent Agenda: A consent calendar was prepared to expedite the business of the Commission. Dr. Ball 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.

- Meeting of U.S. Healthprofessions CE Accreditors Group
- Joint Accreditation Update
- Appointments to the Commission
- CERP Provider Education and Outreach Update
- Committee Appointments
- Future CCEPR Meeting Dates
- Extended Approval Process (EAP) 2022
- Results of Spring 2022 CERP Applicant Survey
- CERP Participation and Approval Data
- CE Regulation Updates

Reports from Other Agencies

ADA Board of Trustees Liaison: Dr. Oyster reported that the Board of Trustees is currently focusing efforts on workforce issues, membership recruitment and retention, and outreach to younger and mid-career dentists.

Senior Vice President Education and Professional Affairs: Dr. Ziebert provided an update on measures in place to maintain business operations and work around the disruptions caused by the cybersecurity incident that occurred on April 22.

Meeting of U.S. Healthprofessions CE Accreditors Group: The Commission received information (on consent) regarding a meeting of the accrediting agencies which participate in Joint Accreditation for Interprofessional Continuing Education, held virtually on January 14, 2022. Items discussed included the planned publication of an article in the November 2022 issue of the Journal of European Continuing Medical Education regarding experiences in developing and delivering interprofessional continuing education (IPCE), and development of a resource for jointly accredited providers listing the credit reporting requirements for each of the accreditors participating in Joint Accreditation.

Joint Accreditation Update: The Commission received information (on consent) on ADA CERP participation in Joint Accreditation for Interprofessional Continuing Education. As of March 1, 2022, 29 of the 134 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 three years that ADA CERP has participated in the program, with jointly accredited providers now representing 5.7% of the total number of ADA CERP nationally recognized providers.

Commission Business, Administration and Governance

Appointments to the Commission: The Commission was informed (on the consent calendar) of the appointment to the Commission of the following members to fill positions being vacated by members completing their terms: Dr. Arif Salman has been selected by the American Academy of Periodontology (AAP), and Dr. Anthony R. Mechum has been selected by the American Academy of Oral and Maxillofacial Radiology (AAOMR). These Commissioners' four-year terms will begin with the close of the 2022 ADA House of Delegates.

Policies and Procedures Committee Report: Dr. Sadrameli presented information on an application received from Dr. Bruce Seidberg for the open position on the Commission for a member of a state licensing board. Based on its review of the Commission's criteria for candidates for this position, the Committee recommended, and the Commission concurred, that Dr. Seidberg meets the requirements for appointment to the Commission as a member of a state dental board.

Action. The Commission appoints Dr. Bruce Seidberg to the open position on the Commission for a member of a state board of dentistry. Dr. Seidberg is appointed to a four-year term beginning with the close of the ADA House of Delegates in October 2022.

Dr. Sadrameli also reminded the Commission that the position for a public member remains open, and requested that Commissioners forward information about the position to professional colleagues who may be interested in a volunteer opportunity. In reviewing the criteria for appointment of a public member and those for a member of a state dental board, the Commission noted that the criteria may be too restrictive, limiting the number of potential candidates. The Commission requested the Committee to review the CCEPR Policies and Procedures related to these appointments and propose revisions for the Commission's consideration at a future date.

The Commission also considered a proposal from the Committee establishing a schedule for a periodic review of the ADA CERP Policies and Procedures and the Commission's Policies and Procedures. The Commission agreed with the concept and frequency of a periodic review, noting that Policies and procedures may be reviewed before the scheduled date if needed. In reviewing the policies and procedures, the Commission may also identify the need for new ones.

Action. The Commission adopts a schedule for reviewing the ADA CERP Procedures and the CCEPR Policies and Procedures every five years or as needed, as outlined in Appendix 1.

Finance Committee Report: Dr. David Kim presented the Committee's report, including a summary of the Commission's 2021 year-end financial report. The Commission considered the preliminary 2023 budget presented by the Committee, noting that the proposed budget includes expenses for a third FTE, and assumes travel expenses for one in-person Commission meeting. The Commission also noted that the revenue projections for 2023 assume a 4% increase to CERP provider fees over 2022 levels to help offset increases in program expenses. Revenue projections for 2023 also take into account that approximately 45 providers, which the Commission has identified as commercial interests, will discontinue participation in ADA CERP in 2022 and 2023.

Action. The Commission approves the 2023 CERP provider fees shown in Appendix 2, a confidential section of this report,

And further,

The Commission approves sending the preliminary 2023 budget shown in Appendix 2 to the ADA's Budget and Finance Committee for incorporation into the ADA's 2023 budget, subject to any revisions the Chair of the Commission may make as requested by the ADA Budget & Finance Committee during the ADA budget process.

The Commission also reviewed a draft of a new Intercompany Memorandum of Understanding and Services Agreement (Appendix 3), to replace the current agreement which expires April 30, 2022. The agreement outlines the services the ADA will provide on an ongoing basis in support of the Commission's operations, such as IT and legal support, facilities, etc., and the costs of the covered services. The proposed agreement is for a 4-year term with indirect costs to be reviewed on an annual basis.

Action. The Commission approves submitting the Intercompany Memorandum of Understanding and Services Agreement (Appendix 3) to the ADA executive director for signature.

Planning and Assessment Committee: Dr. Evans reported on the activities of the Planning and Assessment Committee to initiate the Commission's 2022 strategic planning. The Committee recommended that the Commission receive formal guidance for this process. The Commission chair

subsequently approved Association Options, a consulting firm, to help the Commission identify its priorities for the next three years and develop strategies and tactics to achieve these goals. Dr. Evans noted the importance of reviewing the plan and measuring progress on a regular basis.

CERP Provider Education and Outreach Update: The Commission received an informational report (on the consent calendar) regarding communications with the communities of interest in the previous six months

Committee Appointments: The Commission received information on the consent calendar of CCEPR committee appointments for 2022.

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 29-30, 2022 in Chicago; April 20-21, 2023, in Chicago; and September 28, 2023, virtual meeting.

ADA CERP Standards, Policies and Procedures

CERP Eligibility Committee Report: The Commission considered recommendations from the CERP Eligibility Committee regarding the eligibility of two providers to continue to participate in ADA CERP when the revised Eligibility Criteria take effect on July 1, 2023. Ms. Trecek explained the process by which the Committee reviewed providers' responses to the CERP Commercial Interest Questionnaire, and any additional information requested, in order to determine whether the providers were commercial interests, as defined by ADA CERP. Based on the information available, the Commission determined that the two providers under consideration are not commercial interests, and are therefore eligible for continued recognition after June 30, 2023, provided they continue to meet program requirements. The Commission's actions regarding these providers' eligibility are detailed in a confidential section of this report.

The Commission noted that at this time, the Commission has reviewed and made recommendations regarding the eligibility of all currently approved providers for which a determination was required, excluding any providers that notified the Commission that they are voluntarily discontinuing participation in ADA CERP.

Ms. Trecek also summarized the Committee's findings regarding the eligibility of a provider that submitted a pre-application, included in a confidential section of this report. The Committee's determination of eligibility does not require approval by the Commission.

ADA CERP Provider Recognition

Extended Approval Process (EAP) 2022: The Commission received an update (on the consent calendar) regarding participation in the ADA CERP Extended Approval Process. For the May 2022–June 2023 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 106 component societies. The list of EAP approved providers is published on the Commission's website.

Results of Spring 2022 CERP Applicant Survey: The Commission received an informational report summarizing survey results from providers submitting applications in Spring 2022, along with comparisons 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).

Miscellaneous

Introduction to CCEPR 2022 Strategic Planning: The Commission has contracted the consulting firm Association Options LLC to assist the Commission in conducting its 2022 strategic planning. Mr. William Pawlucy and Ms. Carolyn Haynes of Association Options provided an overview of the planning process, which will include a survey of current and former Commissioners, and a survey of ADA CERP stakeholders. The Commission will use the survey results to identify 3-5 priority goals for the next three years, as well as strategies and tactics to implement them. Planning will be conducted in a webinar prior to the Commission meeting and in an in-person session facilitated by Association Options during the Commission's September meeting.

CE Regulation Updates: The Commission received an informational report (on consent), prepared by staff of the ADA Council on Dental Education and Licensure, summarizing states' continuing dental education requirements, and highlighting temporary revisions implemented during the Covid-19 pandemic.

New Business: The Commission received an oral report from staff regarding a competitor's email marketing campaign. The Commission discussed the importance of articulating and communicating to the communities of interest the value of ADA CERP provider recognition.

Adjournment: 11:42 a.m., Thursday, April 28, 2022