



ADA CERP Guidance on Online CE Activities

The following information summarizes ADA CERP Standards and Policies for CE activities delivered online, whether live or recorded. Providers should review the [ADA CERP Recognition Standards, Policies, and Procedures](#) (PDF), with particular attention to and the Policies below.

Definitions

ONLINE ACTIVITIES: Continuing education activities that are offered via the internet. Online activities may be live (i.e., webinars) or self-study (i.e., recorded webinars meant to be viewed asynchronously, journal articles, videos, etc.)

SELF-STUDY COURSE / ACTIVITY: Structured, on-demand continuing education courses in printed or recorded format—including audio, video, or online recordings—that do not have a specific time or location designated for participation; rather, the participant determines whether and when to complete the activity (also known as an asynchronous activity).

ADA CERP Policies for Providers

PERIODIC REVIEW OF SELF-STUDY ACTIVITIES

Providers that produce self-study activities must review each activity at least once every three years or more frequently if indicated by new scientific developments to ensure that content is current and accurate. Providers must publish the original release date of each self-study activity, the review date, and the expiration date on the self-study activity.

ADA CERP Policy on Periodic Review of Self-Study Activities
Approved: September 2024

CALCULATING CREDITS

The provider designates credits for CE activities as follows:

- a. Credits are based on the actual length of instruction time, including Q&A periods, and any mandatory self-assessment. Credits are not awarded for breaks, meals, registration periods or general business.
- b. Credits may be awarded in increments of 15 minutes (0.25 credits per 15 minutes); no credits are awarded for activities that are less than 15 minutes in duration.
- c. Self-instructional activities are designated for credit based on a good faith estimate of the time an average participant needs to complete the activity.

ADA CERP Policy on Calculating Credits
Approved: September 2024

AWARDING CREDIT

The provider issues verification of CE credits earned to learners who complete a CE activity; the verification issued contains the following information:

- a. Name of the CE provider
- b. Name of the participant
- c. Title of the CE activity, including specific subjects if these are not included in the activity title
- d. Dates, hours and location of the activity (live activities), or the learner's completion date (self-study activities)

- e. Educational format of the activity (e.g., in-person lecture, hands-on participation, live webinar, on-demand webinar, online self-study, etc.)
- f. The number of credits awarded (for large conferences or extended programs, the title of each session and the number of credits awarded for each are listed)
- g. The complete, authorized ADA CERP recognition statement, including information on filing complaints.

Documentation must not resemble a diploma. 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.

ADA CERP Policy on Awarding Credits
Approved: September 2024

Contact CCEPR staff for more information at 312-440-2869 or cerp@ada.org.