PRE-APPLICATION PROCESS FOR INTERNATIONAL PROVIDERS (PPIP)

ADA CERP defines an international provider as a continuing dental education provider whose primary location is outside the United States and Canada.

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American Dental Association Continuing Education Recognition Program (ADA CERP)

The ADA CERP was established in 1993 to assist members of the American Dental Association, the recognized dental specialty organizations, the American Dental Education Association, the state dental boards and licensing jurisdictions, and the broad-based dental profession in identifying and participating in quality continuing dental education. It is also a goal of the ADA CERP to promote continuous quality improvement of continuing dental education and to assist dental regulatory agencies to establish a sound basis for increasing their uniform acceptance of CE credits earned by dentists to meet the CE re-licensure requirements currently mandated by the majority of licensing jurisdictions. ADA CERP is administered by the Commission for Continuing Education Provider Recognition (CCEPR).

ADA CERP represents a mechanism for reviewing CE providers and recognizing those that demonstrate that they routinely meet certain basic standards of educational quality. The clearly defined ADA CERP Recognition Standards and Procedures are the basis for evaluating the educational processes used by CE providers in designing, planning and implementing continuing education. This review and recognition helps individual dentists select courses presented by recognized CE providers.

Recognition of a provider by the Commission for Continuing Education Provider Recognition does not imply endorsement of course content, products or therapies presented.

Specific objectives of the recognition program are:

1. To improve the educational quality of continuing dental education programs through self-evaluation conducted by the CE program provider in relation to the ADA CERP standards and criteria for recognition, and/or through counsel and recommendations to CE providers from the Commission.

2. To assure participants that recognized continuing education program providers have the organizational structure and resources necessary to provide CE activities of acceptable educational quality, i.e., activities that should assist the participant in providing an enhanced level of care to patients.

3. To promote uniform standards for continuing dental education that can be accepted nationally by the dental profession.

4. To assist regulatory agencies and/or other organizations responsible for granting credit in identifying those continuing dental education providers whose activities are acceptable for credit toward licensure or membership requirements or voluntary recognition programs.

ADA CERP recognition is granted by the Commission for Continuing Education Provider Recognition (CCEPR) based on a provider's demonstration of eligibility to apply and compliance with ADA CERP Recognition Standards and Procedures (CERP Standards).

International providers, defined by CCEPR as providers whose primary location is in a country other than the United States or Canada, must first complete the Pre-application Process for International Providers (PPIP) as described in the Policy on the Pre-application Process for International Providers.

International providers that meet the PPIP eligibility criteria and requirements will be invited to apply for recognition by submitting the ADA CERP Application for Recognition, a form relating to each of the five CERP Standards and their Criteria.

Policy on Pre-application Process for International Providers (PPIP)

ADA Continuing Education Recognition Program (ADA CERP) recognition is based on a provider's demonstration of compliance with ADA CERP standards and criteria. Participation in the ADA CERP is voluntary. ADA CERP was created to assist the dental profession in identifying and participating in quality continuing dental education and to assist dental regulatory agencies to establish a sound basis for increasing their uniform acceptance of continuing dental education (CE) credits earned by dentists to meet the CE requirements for re-licensure currently mandated by the majority of licensing jurisdictions in the United States.

International CE providers may seek ADA CERP recognition for the purpose of obtaining an independent, external review, for benchmarking, or to serve the needs of dental professionals for quality continuing dental education.

An international CE provider is defined as a provider whose primary location is outside the United States and Canada.

An international CE provider seeking ADA CERP recognition must meet the same CERP Recognition Standards as providers in the United States and Canada.

Accordingly, for those international providers interested in obtaining ADA CERP recognition, the Commission for Continuing Education Provider Recognition has implemented a Pre-application Process for International Providers (PPIP) to enhance these providers' understanding of the purpose and function of the program, and to support the Commission's ability to assess providers in diverse cultural, professional and regulatory contexts.

ADA CERP Eligibility Criteria

1. The CE provider offers a planned program of continuing dental education activities consistent with the definition of continuing dental education provided in the ADA CERP Glossary which defines continuing dental education as follows:

   Continuing Dental Education: Continuing education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a dentist uses to provide services for patients, the public, or the profession. The objective is to enhance and update the knowledge base of dentists, strengthen critical thinking skills and support an evidence-based, ethical practice of dentistry. The content of continuing dental education is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical and dental sciences, the discipline of clinical dentistry, and the provision of oral healthcare to the public.

   Examples of non-clinical topics that are included in the ADA CERP definition of continuing dental education content include but are not limited to:

   - Practice management, for managing offices related to the dental profession
   - Educational methodology, for dentists teaching in academic dental programs
   - Coding and reimbursement in a dental office
   - Research advances in basic and clinical sciences.

   Continuing education activities that are not directly related to a dentist's professional work

do not fall within the ADA CERP definition of continuing dental education. Although these activities may be worthwhile, continuing dental education activities related to a dentist's nonprofessional educational needs or interests—such as personal financial planning or physical fitness—are not considered continuing dental education by ADA CERP.

2. 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.

3. The CE provider must ensure that all courses offered for continuing education credit have a sound scientific basis in order to adequately protect the public. CCEPR reserves the right to require that the applicant provide documentation that courses offered by the provider have a sound scientific basis and proven efficacy in order to ensure public safety.

4. The CE provider must demonstrate that it assumes the financial and administrative responsibility of planning, publicizing and offering the continuing education program consistent with the definition of provider in the CERP Glossary, which defines Provider as follows:

   Provider**:** An agency (institution, organization, or individual responsible for organizing, administering, publicizing, presenting, and keeping records for the continuing dental education program. The CE provider assumes both the professional and fiscal liability for the conduct and quality of the program. If the CE provider contracts or agrees with another organization or institution to provide facilities, instructor/author or other support for the continuing education activity, the recognized provider must ensure that the facilities, instructor/author or support provided meet the standards and criteria for recognition. The CE provider remains responsible for the overall educational quality of the continuing education activity.

5. Commercial interests are not eligible for recognition. The CERP Glossary defines “commercial interest” as follows:

   Commercial Interest: (1) An individual or entity that produces, markets, resells or distributes health care goods or services consumed by, or used on, patients, or (2) an individual or entity that is owned or controlled by an individual or entity that produces, markets, resells, or distributes health care goods or services consumed by, or used on, patients. Providing clinical services directly to or for patients (e.g., a dental practice, dental lab, or diagnostic lab) does not, by itself, make an individual or entity a commercial interest.

6. CE providers that are not based in the United States or Canada must meet the additional eligibility criteria and requirements outlined in the Pre-application Process for International Providers before they will be considered eligible to apply for recognition.

Additional Requirements for International Providers

7. The provider applying is a dental school or a continuing education program within a dental school, a national governmental health authority, a professional membership association, or a dental or medical education or communications company.

8. The provider operates under health care standards and standards of care for dentistry which support the ethical practice of dentistry and the profession.

9. The provider has direct oversight of all CE activities offered, and is directly responsible for planning, developing and administering the CE activities.

10. The survey responses and required documentation are in English and are appropriate and understandable.

The Commission for Continuing Education Provider Recognition reserves the right to determine a provider's eligibility.

Pre-application Process for International Providers (PPIP)

An international CE provider wishing to apply for CERP recognition must submit a pre-application survey to the Commission for Continuing Education Provider Recognition ("the Commission") demonstrating that it meets the Eligibility Criteria. The Commission will invite international providers that meet these criteria to submit an ADA CERP application for initial recognition.

Step 1. Submission of PPIP Eligibility Survey
The applicant organization submits a PPIP survey, with supporting documentation, and a Pre-application fee to begin the application process. The survey is reviewed by the Commission using the eligibility criteria listed above. If the Commission consensus is that the continuing education provider meets the Eligibility Criteria, the Commission will invite the provider to submit an application for CERP recognition. If the Commission consensus is that the provider has the potential to meet the Eligibility Criteria for International Providers but the Pre-application Survey does not demonstrate that the provider meets all requirements, the Commission may ask the provider to submit additional information. If the Commission consensus is that the international provider is not eligible to pursue CERP recognition, the Commission will inform the provider of the specific areas that, in the opinion of the Commission, limit the ability of the provider to meet CERP recognition requirements for international providers.

Step 2. Submission of ADA CERP application for initial recognition
International CE providers that are eligible and that wish to apply for ADA CERP recognition will be requested to complete an ADA CERP Application for Recognition within a specified time frame, usually within 18 months of notification of eligibility, and in accordance with published application deadlines. The Commission will inform eligible providers of the date(s) by which an initial application must be submitted. Eligible providers that do not submit an application for the Commission's consideration by the final date specified by the Commission will be required to submit a new pre-application form and pay the applicable fee. Published application deadlines shall fall approximately two months prior to meetings of the Commission.

The Commission will consider applications submitted by published deadlines at its next regularly scheduled meeting, and will communicate its findings to the provider in accordance with the ADA CERP Regulations Governing the Recognition Process.

Step 3. Maintaining ADA CERP recognition once approved
International providers that receive ADA CERP recognition must comply with all program requirements. It is the provider's responsibility to stay informed of changes in the ADA CERP Recognition Standards and Procedures and to abide by all current policies and procedures.

All ADA CERP recognized providers must periodically reapply for continued recognition, as described in the ADA CERP Recognition Policy and the Policy on Continued Recognition of Previously Recognized Providers.

Adopted: December 2013; Revised: March 2015, September 2015: April 2019; October 2020; April 2023

Definitions

Definitions for terms used in this document are provided below as used by the Commission for Continuing Education Provider Recognition in relation to continuing dental education and ADA CERP. For further definitions, please see the ADA CERP Glossary.

ACTIVITY: An individual educational experience such as a lecture, clinic, or home-study course. (See BLENDED LEARNING ACTIVITY, COURSE, LIVE COURSES/ACTIVITIES, SELF-INSTRUCTIONAL COURSES/ACTIVITIES)

COMMERCIAL INTEREST: (1) An individual or entity that produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients, or (2) an individual or entity that is owned or controlled by an individual or entity that produces, markets, resells, or distributes health care goods or services consumed by, or used on, patients. Providing clinical services directly to or for patients (e.g., a dental practice, dental lab, or diagnostic lab) does not, by itself, make an individual or entity a commercial interest. (See INELIGIBLE COMPANY)

CONTINUING DENTAL EDUCATION: Continuing education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a dentist uses to provide services for patients, the public, or the profession. The objective is to enhance and update the knowledge base of dentists, strengthen critical thinking skills and support an evidence-based, ethical practice of dentistry. The content of continuing dental education is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical and dental sciences, the discipline of clinical dentistry, and the provision of oral healthcare to the public.

Examples:
Examples of non-clinical topics that are included in the ADA CERP definition of continuing dental education content include but are not limited to:

- Practice management, for managing offices related to the dental profession.
- Educational methodology, for dentists teaching in academic dental programs.
- Coding and reimbursement in a dental office.
- Research advances in basic and clinical sciences.

Continuing education activities that are not directly related to a dentist's professional work do not fall within the ADA CERP definition of continuing dental education. Although these activities may be worthwhile, continuing dental education activities related to a dentist's nonprofessional educational needs or interests—such as personal financial planning or physical fitness—are not considered continuing dental education by ADA CERP.

COURSE: A type of continuing education activity; usually implies a planned and formally conducted learning experience. (See ACTIVITY, BLENDED LEARNING ACTIVITY, LIVE COURSE/ACTIVITY, SELF-INSTRUCTIONAL COURSE/ACTIVITY)

DENTAL/MEDICAL EDUCATION OR COMMUNICATIONS COMPANY: Company whose sole purpose is to produce educational programs or communications for healthcare professionals.

GOVERNMENTAL HEALTH AUTHORITY: A government or its designated entity responsible for health matters.

INTERNATIONAL PROVIDER: A continuing dental education provider whose primary location is outside the United States and Canada. International providers interested in participating in ADA CERP must meet the Eligibility Criteria and complete the process outlined in the Pre-application Process for International Providers (PPIP) before submitting an application for CERP recognition. (See Policy on Pre-Application Process for International Providers)

PLANNED PROGRAM/OVERALL PROGRAM: The total efforts of a CE provider as they relate to continuing dental educational activities offered to professional audiences. A sequence or series of continuing education activities, courses or events that in total constitutes the provider's activities as they relate to continuing dental educational activities offered to professional audiences.

PROFESSIONAL MEMBERSHIP ASSOCIATION: An organization of dental or other healthcare professionals formed for the purpose of advancing the health of the public through education and training, development and support of standards, and advocacy for the profession and the public interest.

PROGRAM PLANNING: The total process of designing and developing continuing education activities. This process includes assessing learning needs, selecting topics, defining educational objectives, selecting instructors/authors, facilities and other educational resources, and developing evaluation mechanisms. All steps in the program planning process should be aimed at promotion of a favorable climate for adult learning.

PROVIDER: An agency (institution, organization, or individual) responsible for organizing, administering, publicizing, presenting, and keeping records for the continuing dental education program. The CE provider assumes both the professional and fiscal liability for the conduct and quality of the program. If the CE provider contracts or agrees with another organization or institution to provide facilities, instructor/author or other support for the continuing education activity, the recognized provider must ensure that the facilities, instructor/author or support provided meet the standards and criteria for recognition. The CE provider remains responsible for the overall educational quality of the continuing education activity.

RECOGNITION: Recognition is conferred upon CE providers which are judged to be conducting a continuing dental education program in compliance with the standards and criteria for recognition.

RECOGNITION STANDARDS: The criteria which applicant continuing dental education providers will be expected to meet in order to attain and then retain recognition status. The verbs used in the ADA CERP Standards, Procedures, and Policies (i.e., must, should, could, may) were selected carefully and indicate the relative weight attached to each statement. Definitions of the words which were utilized in preparing the standards are:

1. **Must** expresses an imperative need, duty or requirement; an essential or indispensable item; mandatory.
2. **Should** expresses the recommended manner to meet the standard; highly recommended, but not mandatory.
3. **May** or **could** expresses freedom or liberty to follow an idea or suggestion.

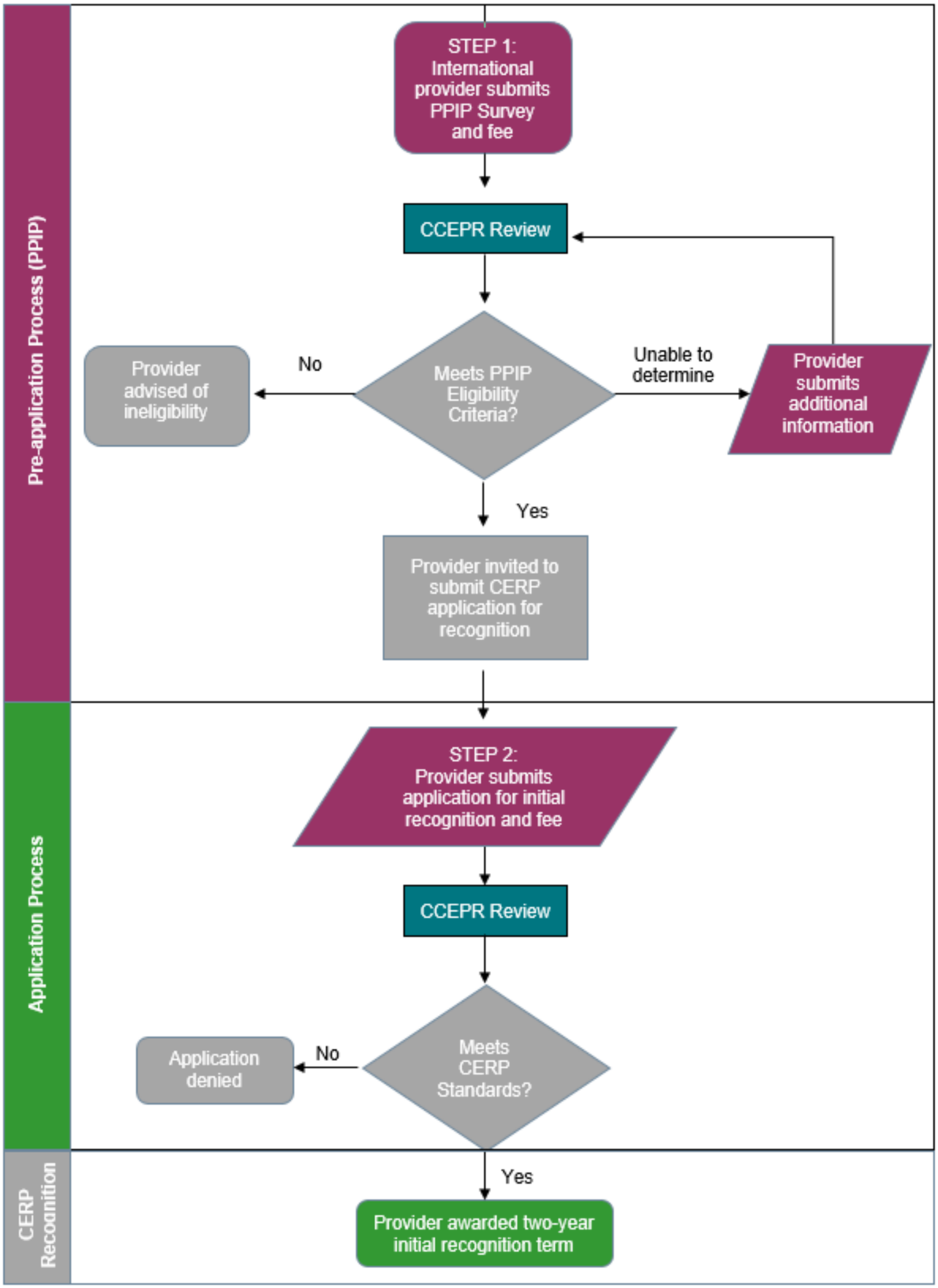
RELEVANT FINANCIAL RELATIONSHIPS: For a person involved in the planning, presentation, or implementation of a continuing education activity, relevant financial relationships are financial relationships in any amount, occurring in the last 24 months, that are relevant to the content of the CE activity. Relevant financial relationships must be mitigated and disclosed to learners prior to CE activities. (See FINANCIAL RELATIONSHIP, MITIGATE)

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).

SOUND SCIENTIFIC BASIS: CE material should have peer-reviewed content supported by generally accepted scientific principles or methods that can be substantiated or supported with peer-reviewed scientific literature that is relevant and current; or the CE subject material is currently part of the curriculum of an accredited U.S. or Canadian dental education program and, whenever possible, employ components of evidence-based dentistry.

Flow Chart of Application Process for International CE Providers



Survey Instructions

Preparing and Submitting the Survey

The Pre-application Eligibility Survey is designed to assist the Commission assess whether a CE provider outside the United States or Canada meets the ADA CERP eligibility criteria for international providers as outlined in the Policy on the Pre-application Process for International Providers (PPIP).

Applicants should answer all questions in the survey. Answers may be brief, but should provide information that clearly describes the organization, its continuing dental education program, and the environment in which it operates. If a question is not applicable, indicate this in the space provided and explain why this does not apply.

The Pre-application Survey also asks applicants to support some information with documentation. Required documents are indicated with a file folder icon 🗁 and a number. Label each document with the corresponding number and attach at the end of the survey.

All answers must be in English. English language translations must be provided for all documents not in English; attach both the original document and an English translation.

Pre-application Surveys may be submitted at any time; there is no submission deadline. Pre-applications will not be processed until the fee has been received. Use the attached Fee Transmittal form and make payment arrangements as instructed on the form.

Access the current version of the Pre-application Eligibility Survey for International Providers (available here under the “Submit pre-application: International providers” dropdown). Complete all sections of the form and attach the required documents in a single PDF file with bookmarks. Submit the PDF as directed below.

Electronic submission (PDF) via File Transfer Protocol (FTP) site. Combine the completed survey and all required documents in a single PDF file. All documents must be labeled as directed in the survey. The PDF must be bookmarked so that individual documents can be located within the file. (An illustration of the PDF bookmarks is provided below.)

Save a copy to your desktop to facilitate the FTP transfer. Retain a copy of your complete submission for your own files.

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

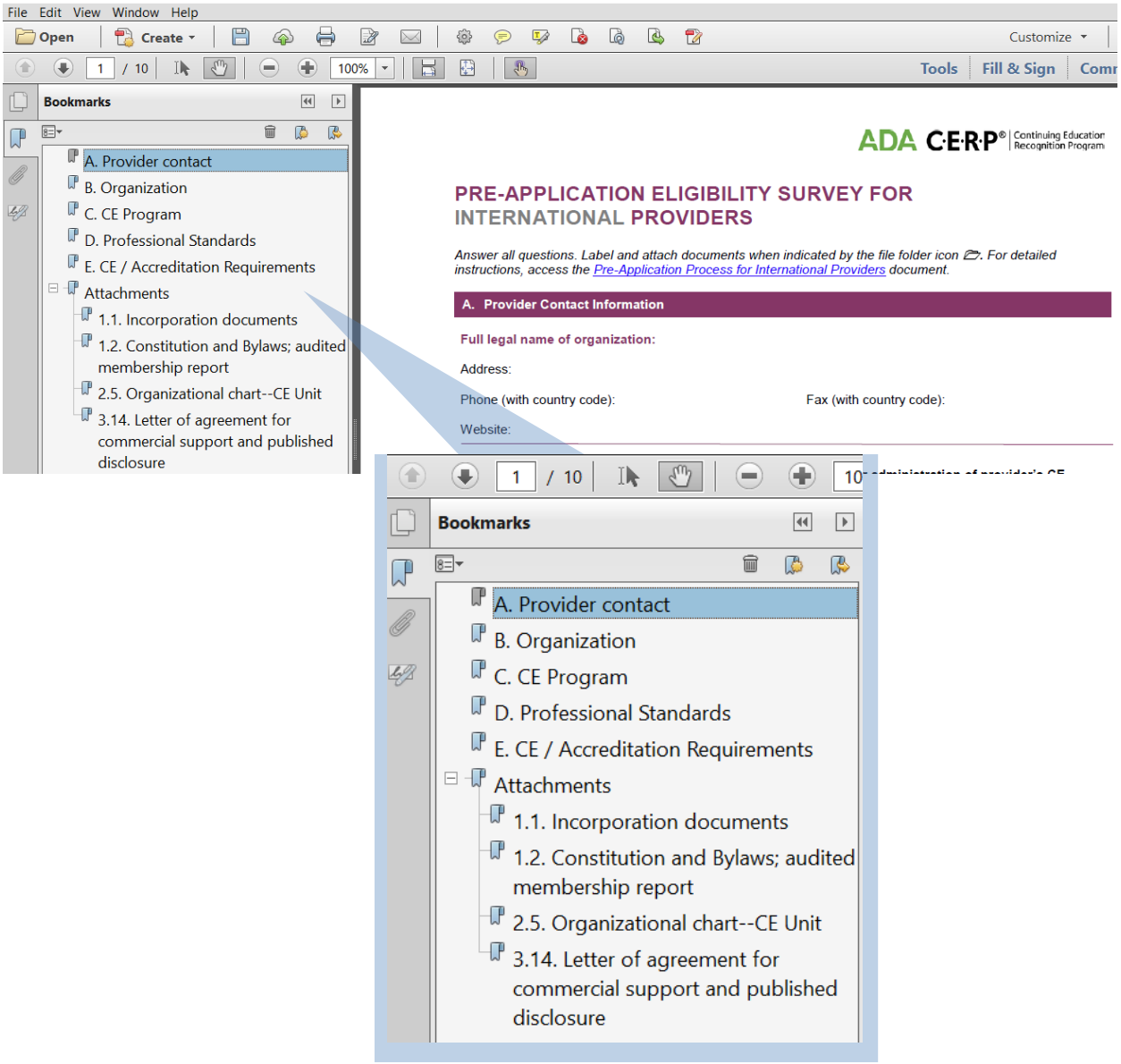
- Download FileZilla, a free application. This will allow you to transfer files securely to the ADA FTP site. Note that you will only be able to post a file to the site. Once posted, you will not be able to delete or change the file.
- Open FileZilla and enter the following information in the fields at the top of the window:
  - Host: ftp.ada.org
  - Username: APP_CERP
  - Password: @rt1cl3$4ADA
  - Select the “Quickconnect” button
- Find the folder that contains your CERP application PDF in the Local Site window.
- Locate your PDF Pre-application file. Drag and drop into the bottom righthand quadrant in the FileZilla window under the “app_cerp” folder. 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, the message “File transfer successful” will display at the top of the window and you should see your file in the bottom right quadrant. (Review detailed FTP instructions.)

You may also review ADA CERP Instructions for Submitting PDFs.

Example of Bookmarks in PDF Submission



Fees

Applicants are required to pay a Pre-application Fee. The current fee schedule is published on CCEPR.ADA.org. Use the Fee Transmittal Form and mail or fax with payment to:

American Dental Association
Attn: Accounts Receivable
28094 Network Place
Chicago, IL 60673-1280
USA

Phone: +1 312 440 2610

Do not email credit card information. Do **not** ship fee with application materials. Contact CCEPR staff if you wish to make payment by phone or wire transfer. Application fees are non-refundable. Surveys will not be reviewed until the fee is received.

Confidentiality

The Commission for Continuing Education Provider Recognition will not release in any form the name of any continuing dental education provider that has:

1. Initiated contact with CCEPR concerning application for recognition;
2. Applied for recognition but has not yet been apprised of a decision;
3. Applied for and been denied recognition.

Further, the CCEPR will not confirm that a CE provider has not applied for recognition, or provide details regarding any weaknesses of an ADA CERP-recognized provider. All inquiries as to the recognition status of a specific provider will be answered by referral to the published, official list of ADA CERP recognized providers.

The Commission reserves the right to notify members of its participating organizations in the event that a provider's recognition is withdrawn, if a provider's recognition status changes, or if a provider uses false or misleading statements regarding its ADA CERP recognition.

Notification

Surveys will be reviewed by the Commission for Continuing Education Provider Recognition. Applicants will notified of the Commission’s findings usually within eight weeks of receipt of the survey and fee.

If the Commission consensus is that the continuing education provider meets the requirements, the provider will be invited to submit the ADA CERP Standard Application for recognition, as described below.

If the Commission consensus is that the provider has the potential to meet the Eligibility Criteria for International Providers but the Pre-application Survey does not demonstrate that the provider meets all requirements, the provider will be asked to submit additional information.

If the Commission consensus is that the international provider is not eligible to pursue CERP recognition, the provider will be informed regarding the specific areas that, in the opinion of the Commission, limit the ability of the provider to meet CERP recognition requirements for international providers.

Questions and Information

Contact CCEPR staff at +1 312 440 2869 or cerp@ada.org with any questions about the process.