ADA C·E·R·P® | Continuing Education Recognition Program

Instructions for Submitting PDFs

In light of requirements for social distancing in response to the COVID-19 pandemic, providers are strongly encouraged to consider submitting CERP applications and progress reports in PDF format online via a dedicated FTP site. If you submit a CERP application or report in PDF format via FTP it will not be necessary to ship anything to the Commission.

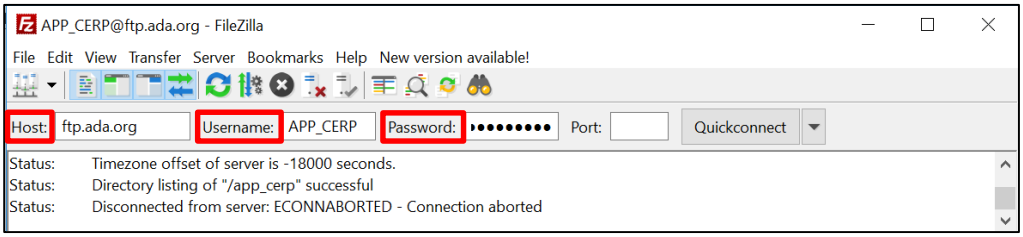
To submit a PDF, the electronic file should contain all required documents combined into a single, bookmarked PDF. Please review the following instructions for formatting a PDF and submitting via FTP.

FTP Submission Process

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

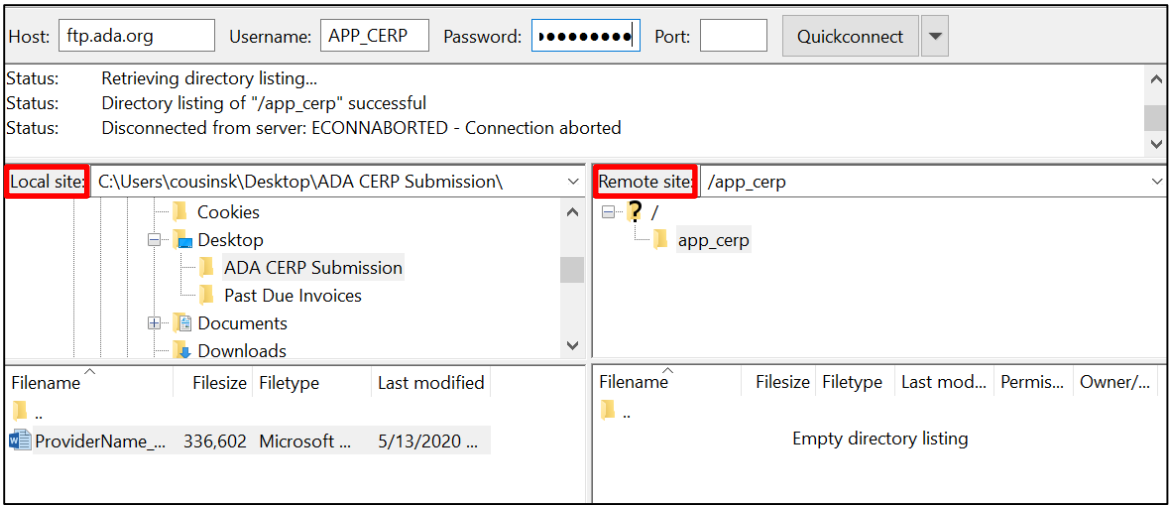
- Download FileZilla Client, a free application. This will allow you to transfer files securely to the ADA FTP site. Note that you will only be able to post a file to the site. Once posted, you will not be able to delete or change the file.
- Open FileZilla and enter the following information in the fields at the top of the window:
  - Host: ftp.ada.org
  - Username: APP_CERP
  - Password: @rt1cl3$4ADA
  - Select the "Quickconnect" button

Figure 1. Login to FTP site via FileZilla



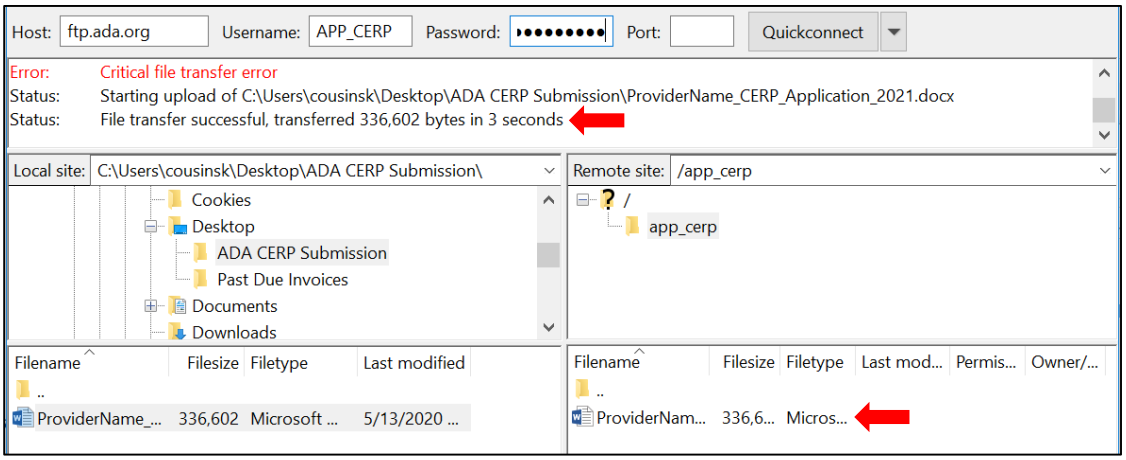
- This should give you the following view, where the folders from your computer appear in the left side of the window (listed as "Local site:"), and the folder called "app_cerp" appears in the right side of the window (listed as "Remote site:"):

Figure 2. FileZilla view



- Find the folder that contains your CERP application PDF in the Local Site window. (To simplify the transfer process, it is recommended that you first save the CERP application to your desktop.)
- Once you have found your CERP application file and determined that it meets the criteria listed in the section below, drag and drop it into the bottom righthand quadrant under the "app_cerp" folder. You can also move your document into the "app_cerp" folder by double clicking it. 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, it will say "File transfer successful" at the top of the window and you should see your file in the bottom right quadrant as shown below:

Figure 3. FileZilla file transfer confirmation



- You will receive an email from CCEPR staff within a few days confirming that your application was received.

Basic PDF Formatting

File format: Adobe Portable Document Format (.pdf)

Maximum file size: 50 megabytes (50,000 kilobytes)

Organization of materials: The application and supporting materials should be combined into a single PDF document. Submission of documents in individual files will not be accepted. Files submitted separately will be returned to the provider for reformatting.

All documents to be included in the application file must be labeled in the top right corner with the corresponding document number (as listed on the "documentation" page for each section, for example: A1, A2, B1, B2, etc.). Highlight or otherwise label the specific areas of the document that demonstrate compliance with the Standards and Criteria.

Documents should be inserted in the appropriate section as directed in the application: Documents A1, A2, A3, etc., should be placed after the Section A. Provider Documentation page, B1, B2, B3, etc., should be placed in order after the Section B. Activity File page, and so on.

All documents must be positioned so that they do not have to be rotated to view.

Web-based information: The Commission must retain records of all information considered as part of an application. If you wish the Commission to view information on your web site, you must include screen captures of those web pages. It is not sufficient to include a hyperlink alone; a copy of the page must be supplied.

Protected information: Application materials must not contain any protected personal information or identifiable patient information in compliance with applicable federal, state or local laws. Application materials must not contain any social security numbers or credit card information.

Authorized signature: The application must be signed on the first page of Section A by the person responsible for oversight of the provider's continuing education program.

Naming convention: The single PDF file should be named as follows:
"Provider Name_CERP_Application_2020." It is recommended that you save the PDF to your desktop before uploading to the FTP site (see next section).

Navigation Bookmarks: To facilitate navigation throughout the document, you must create a bookmark for each of the application sections with sub-bookmarks to identify each of the labeled documents, as shown in the example below. A list of required bookmarks is included in the Application Instructions.

PDFs submitted without bookmarks will not be accepted.

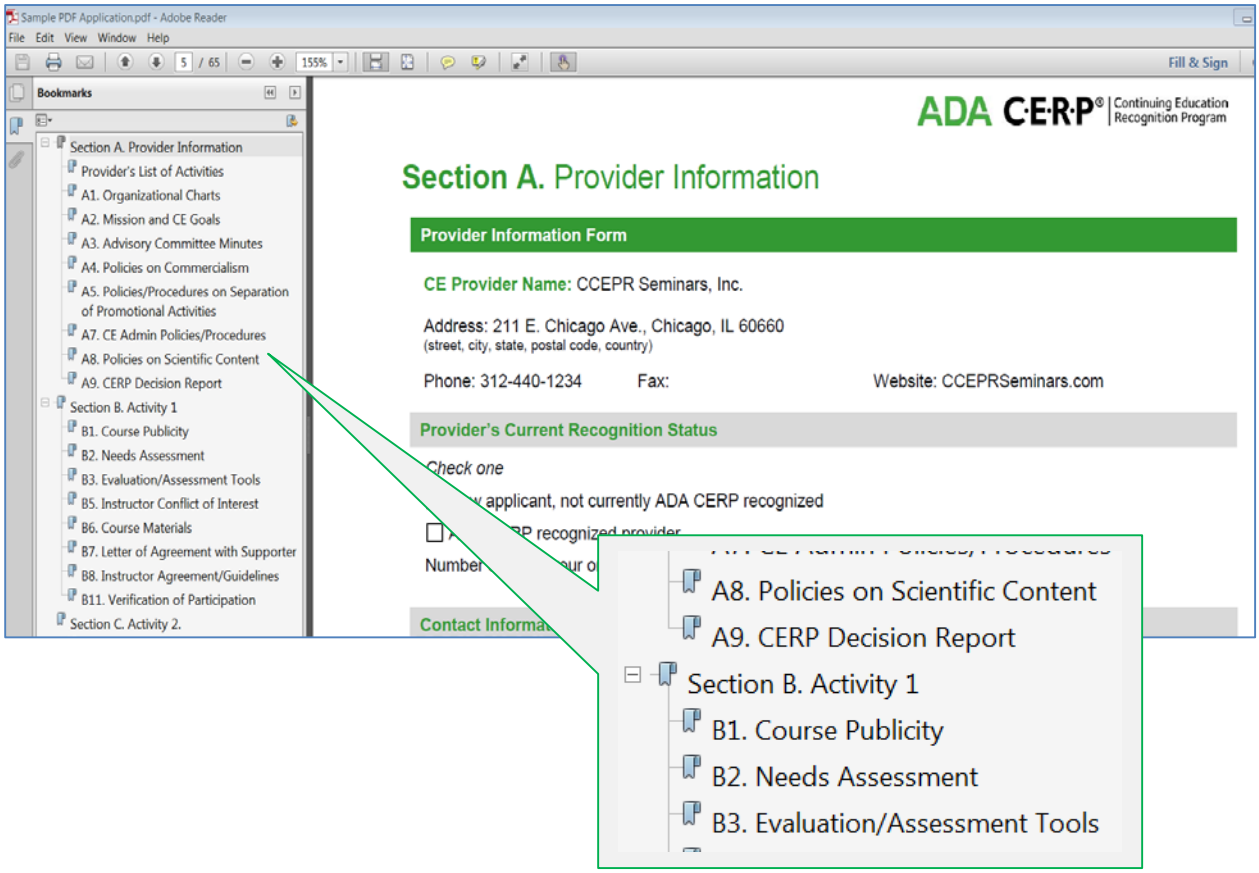



Figure 4. Example of Bookmarks in PDF of Application