

PRE-APPLICATION PROCESS FOR INTERNATIONAL PROVIDERS (PIIP)

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 specialty organizations, the American Association of Dental Schools, the American Association of Dental Boards, 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 provider, 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 14 CERP Standards.

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

ADA CERP recognition is based on a provider's demonstration of compliance with ADA CERP standards and criteria. Participation in the ADA Continuing Education Recognition Program 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 (CDE) credits earned by dentists to meet the CDE requirements for re-licensure currently mandated by the majority of licensing jurisdictions in the United States.

International continuing dental education 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 continuing dental education provider is defined as a provider whose primary location is outside the United States and Canada. International continuing dental education providers seeking ADA CERP recognition must meet the same CERP Recognition Standards as providers in the United States and Canada.

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 to enhance these providers' understanding of the purpose and function of the program, and to support the Commission's ability to assess continuing education providers in diverse cultural, professional and regulatory contexts.

Eligibility Criteria for International Providers

1. The survey responses and required documentation are in English and appropriate and understandable.
2. 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.
3. The provider operates under health care standards and standards of care for dentistry which support the ethical practice of dentistry and the profession.
4. The provider has direct oversight of all CE activities offered, and is directly responsible for planning, developing and administering the CE activities.
5. 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.
6. The provider must ensure that all courses offered for continuing education credit have a sound scientific basis in order to adequately protect the public.
7. The provider must demonstrate that it assumes the financial and administrative responsibility of planning, publicizing and offering the continuing education program, and has adequate resources to support the program.

8. 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.

* Effective July 1, 2023.

Pre-application Process for International Providers

An international provider wishing to apply for CERP recognition must submit a pre-application survey to the Commission for Continuing Education Provider Recognition (CCERP) demonstrating that it meets the Eligibility Criteria and complete an ADA CERP training session. International providers that meet these requirements will be invited to submit an ADA CERP application for recognition.

Step 1. Submission of PPIP Survey

The PPIP survey and required fee is submitted by the applicant organization 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 requirements, the provider will be invited 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 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 requirements for international providers.

Step 2. Participation in an ADA CERP educational session for CE providers

An international provider must complete an ADA CERP educational workshop prior to receiving ADA CERP recognition. The provider must complete the educational session within 18 months of being notified of its eligibility to apply for CERP recognition.

Step 3. Submission of ADA CERP application

The CERP application for recognition is the same as the process and procedures for CE providers in the United States and Canada. International providers wishing to pursue ADA CERP recognition must submit an application for recognition, an application fee and evidence of completing the CERP educational session within 18 months of notification of eligibility.

International providers that receive ADA CERP recognition must comply with all program requirements. It is the provider’s responsibility to keep informed of changes in CERP Recognition Standards and Procedures, and abide by all current policies and procedures.

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

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.

ACTIVITY: An individual educational experience such as a lecture, clinic or home-study package.

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

CONTINUING DENTAL EDUCATION: Continuing dental education consists of educational activities designed to review existing concepts and techniques, to convey information beyond the basic dental education and to update knowledge on advances in scientific, clinical, and non-clinical practice related subject matter, including evidence-based dentistry. The objective is to improve the knowledge, skills and ability of the individual to provide the highest quality of service to the public and the profession. All continuing dental education should strengthen the habits of critical inquiry and balanced judgment that denote the truly professional and scientific person and should make it possible for new knowledge to be incorporated into the practice of dentistry as it becomes available.

Continuing education programs are designed for part-time enrollment and are usually of short duration, although longer programs with structured, sequential curricula may also be included within this definition. In contrast to accredited advanced dental education programs, continuing dental education programs do not lead to eligibility for ethical announcements or certification in a specialty recognized by the American Dental Association. Continuing dental education should be a part of a lifelong continuum of learning.

In order for specific course subject material to be acceptable for credit, the stated course objectives, overall curriculum design or topical outlines should be clearly stated. The information presented should enable the dental professional to enhance the dental health of the public, either directly or through improved effectiveness of operations in dental practice, or through expansion of present knowledge through research. The dental professional should be able to apply the knowledge gained within his or her professional capacity.

COURSE: A type of continuing education activity; usually implies a planned and formally conducted learning experience. (See 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 (PIIP) before submitting an application for CERP recognition. (See POLICY ON PRE-APPLICATION PROCESS FOR INTERNATIONAL PROVIDERS.)

PLANNED PROGRAM: The total efforts of a CDE 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 professionals formed for the purpose of advancing the dental profession and the oral 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 CDE provider assumes both the professional and fiscal liability for the conduct and quality of the program. If the CDE 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 CDE provider remains responsible for the overall educational quality of the continuing education activity.

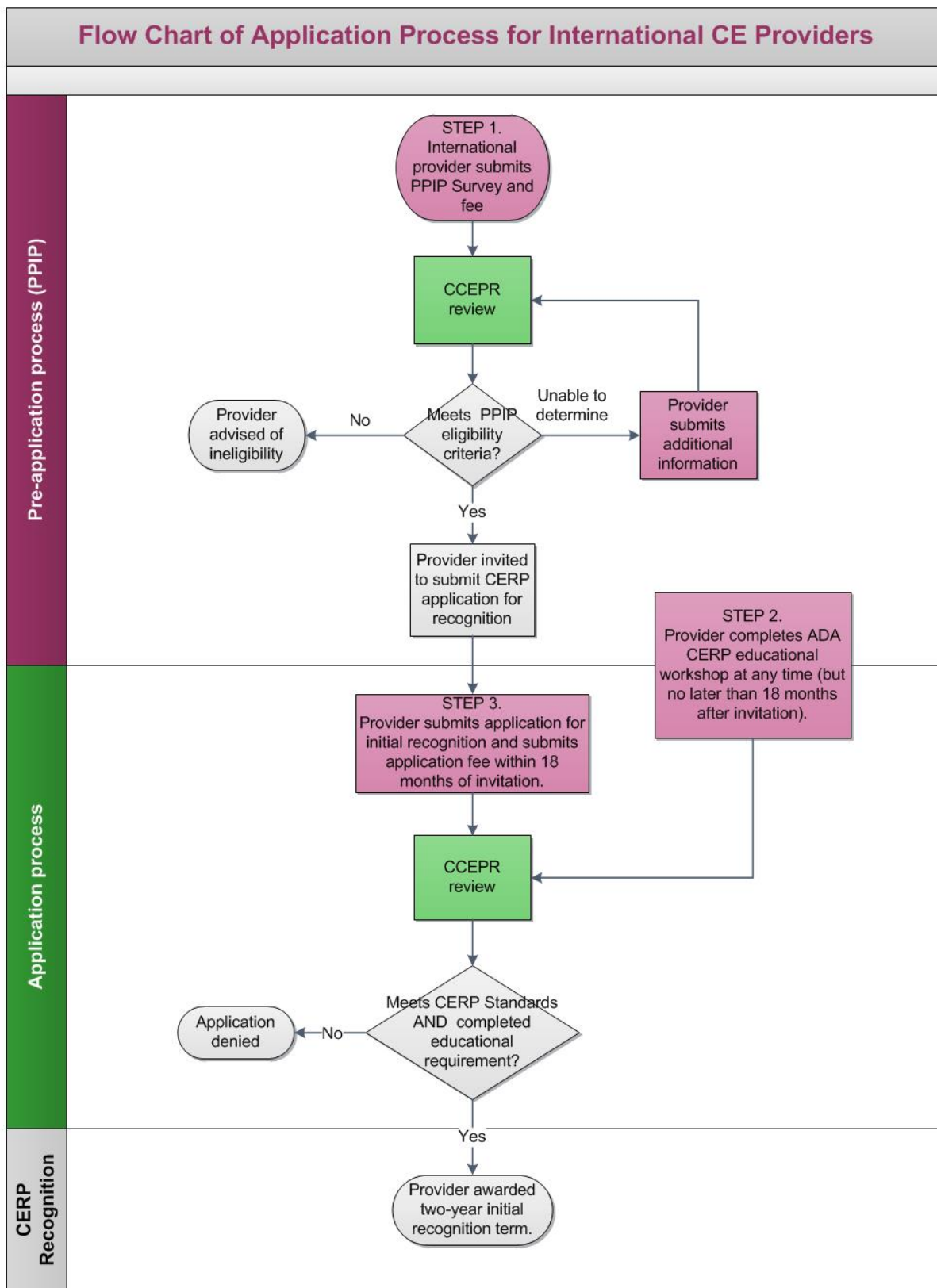
RECOGNITION: Recognition is conferred upon CDE providers which are judged to be conducting a continuing dental education program in compliance with the standards and criteria for recognition.

SELF-INSTRUCTIONAL COURSE / ACTIVITY: Continuing education courses in printed or recorded format, including audio, video, or online recordings that may be used over time at various locations.

SOUND SCIENTIFIC BASIS: CDE 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 CDE 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.

STANDARDS AND CRITERIA FOR RECOGNITION: The criteria which applicant continuing dental education providers will be expected to meet in order to attain and then retain recognition status. (See RECOMMENDATIONS). The verbs used in the standards and criteria for recognition (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.




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](#). Complete all sections of the form and attach the required documents following one of the methods described below.

1. Electronic submission (PDF) via File Transfer Protocol (FTP) site (recommended)

If submitting an electronic file, combine the 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 on the next page.)

Save a copy to your desktop to facilitate the FTP transfer. Retain a copy of your 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.)

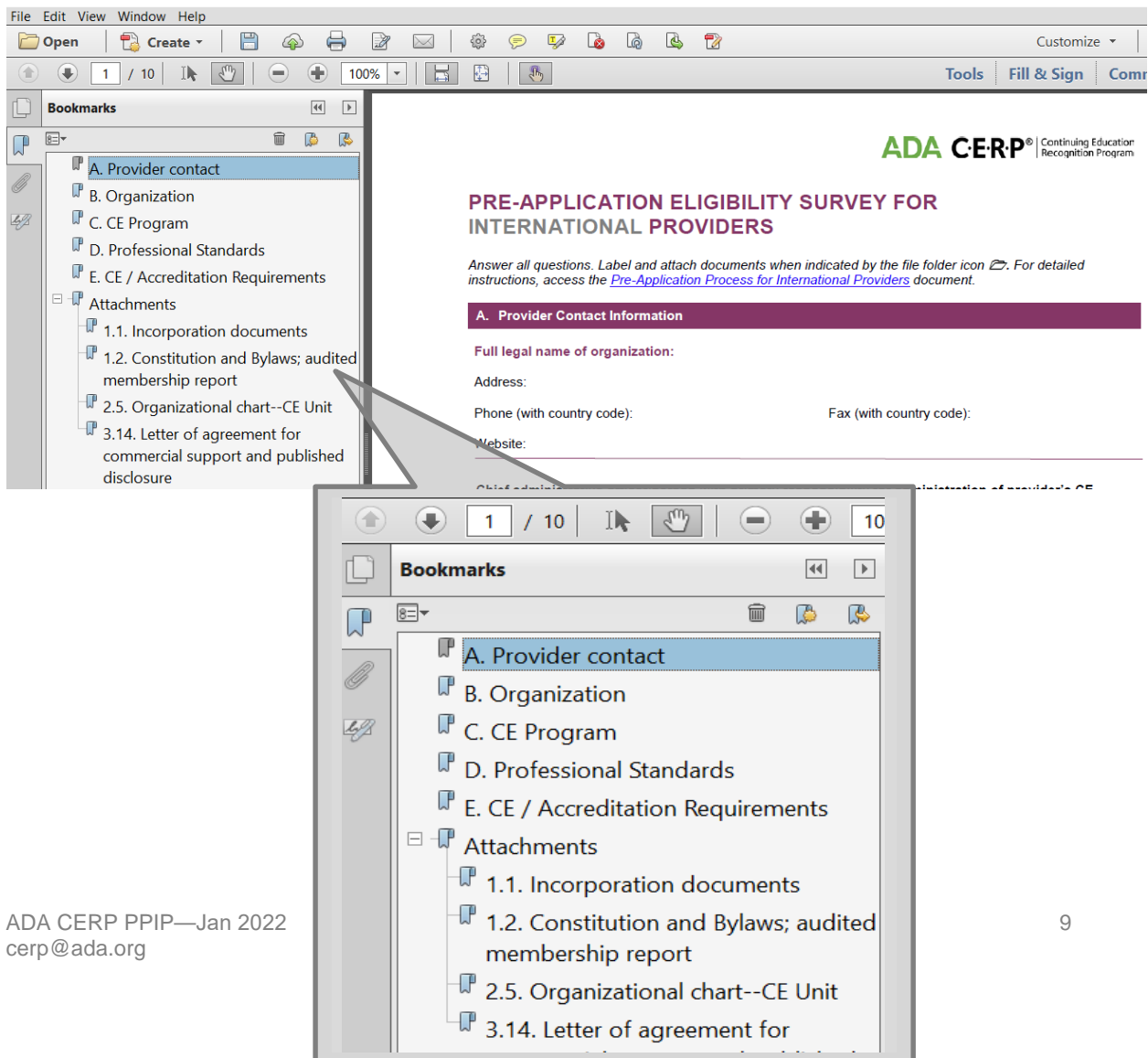
2. Paper copies

If submitting hard copies, the survey must be assembled in ring binders, presentation binders or folders. Application materials must not be stapled, inserted in plastic sleeves or any type of permanent bindings. Required documents must be clearly labeled and placed at the end of the survey. Insert tabs to facilitate location of each document. Prepare four copies. Submit three copies of the survey and supporting documents; retain one copy for your files

Ship **three copies** of the survey with all required supporting documentation to:

Commission for Continuing Education Provider Recognition
 ADA CERP
 211 East Chicago Avenue
 Chicago, IL 60611
 USA

Example of Bookmarks in PDF Submission



Fees

Surveys will not be reviewed until the pre-application survey fee is received. See information on current fees on the next page. Use the PPIP Fee Transmittal form provided when submitting payment. Mail or fax to:

American Dental Association Fax: +1 312-440-2567
Attn: Accounts Receivable
211 East Chicago Avenue
Chicago, IL 60611-2678
USA

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.

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 be 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.

Fees for International Providers

International continuing dental education providers wishing to participate in ADA CERP must first submit the ADA CERP Pre-application Survey for International Providers and pay the corresponding fee. ADA CERP defines international providers as those with a primary location outside the United States or Canada.

If the Commission for Continuing Education Provider Recognition determines the provider meets the eligibility requirements for international providers, the provider may then submit an application for initial recognition and pay the initial application fee. Once approved, in order to maintain recognition status, all ADA CERP approved providers must submit an annual report, and periodically submit an application for continued recognition. Providers are also assessed an annual fee. No annual fee will be required in the year the provider receives initial CERP recognition.

Fees for international providers are assessed based on the size of the provider's overall continuing education program, according to the schedule below.

2022 ADA CERP Fees for International Providers

	Tier 1	Tier 2	Tier 3
Pre-application survey	\$629		
New Application	\$1,090	1,700	\$4,500
Application for Continued Recognition	\$0	\$0	\$0
Progress Report	\$0	\$0	\$0
Request for Application Extension	\$650	\$650	\$650
Appeal	\$1,225	\$1,575	\$1,575
Annual Fee	\$936	\$1,645	\$4,599

Tier 1: Dental schools or CE programs within dental schools with 9 or less CE activities per annum.

Tier 2: Dental schools or CE programs within dental schools with 10 or more CE activities, or 500 or more participants per annum; National governmental health authorities, membership associations, or dental or medical education companies that have 9 or less CE activities or less than 3,000 participants per annum.

Tier 3: National governmental health authorities, membership associations or dental or medical education companies that have 10 or more CE activities or 3,000 or more participants per annum.

Non-payment of all required fees within the established deadline(s) will be viewed as a decision by the ADA CERP-recognized provider to voluntarily withdraw from the Continuing Education Recognition Program. The provider will be removed from the current list of ADA CERP recognized providers. Any provider wishing to reinstate its recognition following discontinuation for non-payment of fees will be required to submit an ADA CERP Application and follow the established procedures for recognition.

Fees support ADA CERP program operating expenses and are subject to change annually. All fees are non-refundable.

ADA CERP PPIP Fee Transmittal Form 2022

Note: *Fee payments and surveys must be sent separately to the addresses below.*

Remit fees to this address:

American Dental Association
Attn: *Accounts Receivable*
211 East Chicago Avenue
Chicago, IL 60611-2678
USA
Fax: +1 312-440-2567

**Ship surveys only to this address or
request instructions for online submission:**

American Dental Association
Attn: ADA CERP
211 East Chicago Avenue
Chicago, IL 60611-2678
USA
cerp@ada.org

Provider Information

Name of CE Provider:

Address:

Contact Name and Title:

Phone:

E-mail Address:

ADA CERP Pre-application Survey for International Providers. Fee: US \$629.00

Method of Payment

Check enclosed. *Check should be payable to: American Dental Association CERP*

Credit card—*Check one:*

VISA

MasterCard

American Express

Card number:

Expiration date:

Cardholder name:

Billing address:

Cardholder signature: _____

Mail or fax this form as directed above. Do not email credit card information.

Or contact CCEPR staff for information about wire transfers.

Office use only: 160-0050-020 435401
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