

## ADA CERP Application Checklist

Spring 2010

**Application deadline:** January 8, 2010

### Advance preparation

- Review *ADA CERP Recognition Standards & Procedures* at [www.ada.org/goto/cerp](http://www.ada.org/goto/cerp).
- Obtain current version of the electronic application form. New applicants may download form at [www.ada.org/goto/cerp](http://www.ada.org/goto/cerp). Providers seeking continued recognition will receive the appropriate form via email.
- Obtain pre-printed tabs for application.
- Review application instructions.
- Review documentation requirements (itemized in each section of the application and listed on the face of each tab).
- Gather examples of required documentation; documents should include examples of policies, forms and other published materials developed and used by the applicant to demonstrate the provider's actual practices. Examples of course materials and forms submitted should be from CE activities listed on the "Provider's List of Education Activities."

### Assembling application

- Answer all questions in the application form unless directed otherwise.
- Applications must be typed.
- Insert additional information or explanations in the shaded box after any question in the application form if you feel that this will help the reviewers better understand aspects of your continuing education program. Additional information may also be appended after the relevant tab.
- Prepare report in response to recommendations for improvement (providers applying for continued recognition only).
- Label each appended document with the number of the relevant standard /or the number(s) of the related question in the application form. Documentation must be in English; translations submitted with original materials will be accepted.
- Highlight relevant information on documentation examples as directed in the application.
- Insert completed sections of application form and append documentation after appropriate tab. Review items listed on the face of each tab to ensure that all required materials are appended.
- Prepare title page containing the provider's name, the type of application (Standard or Abbreviated Application for Recognition), and the application review cycle; title page should be the first page of the assembled application.
- Prepare table of contents listing each section of the application and each appended document, including the document label numbers you have assigned.
- Prepare 4 copies of the complete application and all supporting documentation; applications must be bound (3-ring binders or other removable bindings are acceptable; please do not submit perfect bound/book bound applications).
- Applications must be signed by the person responsible for preparing the application, and the person with overall responsibility for the CE program.

### **Submitting application**

- Submit 3 bound, tabbed copies of the application; retain one copy for your files.
- Ship applications to:

American Dental Association  
ADA CERP  
211 East Chicago Avenue  
Chicago, IL 60611

- Applications must be received by January 8, 2010.**

### **Application fee**

- Complete Application Fee Transmittal Form
- Send transmittal form and fee payment (\$590 for new applications; \$490 for applications for continued recognition) separately to:

American Dental Association  
Accounts Receivable  
211 East Chicago Avenue  
Chicago, IL 60611-2678  
Fax: 312-587-5116

- Do **not** ship fee with application materials.
- Application fee must be received by January 8, 2010.**

### **Contact ADA CERP**

ADA CERP Recognition Standards, policies, and sample documents are available at [www.ada.org/goto/cerp](http://www.ada.org/goto/cerp)

Contact ADA CERP staff at 800-621-8099, ext. 2869 or [hendricksk@ada.org](mailto:hendricksk@ada.org).