

TEMPLATE FOR APPLICATION TABS

Standard Application for ADA CERP Recognition
Not for use with the *Abbreviated* Application.

**This template is for use with laser printer compatible,
blank 5-tab presentation dividers.**

You may also request preprinted tabs
by contacting ADA CERP staff at
312-440-2869

DO NOT PRINT THIS PAGE.

TABLE OF CONTENTS

Place the following documents after this tab:

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A. PROVIDER INFORMATION

Place the following documents after this tab:

Signed PROVIDER INFORMATION section of application

**A. PROVIDER
INFORMATION**

B. PROVIDER'S LIST OF EDUCATION ACTIVITIES

Place the following documents after this tab:

PROVIDER'S LIST OF EDUCATION ACTIVITIES

If applicable, also include:

Final Program for any multi-session conferences offered.

In the margins of the program, write the number of attendees for each session next to the session description.

C. REPORT TO RESPOND TO RECOMMENDATIONS FOR IMPROVEMENT

Place the following documents after this tab:

- Section of application titled REPORT TO RESPOND TO RECOMMENDATIONS FOR IMPROVEMENT

If applicable, also include:

- Provider's most recent ADA CERP Decision Report (Q.2)
- Provider's report on improvements (Q.4)

STANDARD I. MISSION/GOALS

Place the following documents after this tab:

- Section of application titled MISSION/GOALS
- Provider's organizational mission statement (Q.5)
- Provider's continuing education goals (Q.6)

STANDARD IX. ADMINISTRATION

Place the following documents after this tab:

- Section of application titled ADMINISTRATION
- Job descriptions for all administrative personnel (Q.11)
- CE Advisory Committee meeting report/minutes (Q.17)

If applicable, also include:

- Copy of a letter of agreement between providers for joint sponsorship of CE activities (Q.26)

STANDARD II. NEEDS ASSESSMENT

Place the following documents after this tab:

- Section of application titled NEEDS ASSESSMENT
- Examples of all mechanisms used to identify the need for continuing education activities. (Q.30)

Examples may include, but are not limited to:

- Most recent comprehensive needs assessment survey or questionnaire
- Summary report(s) of data collected from surveys and evaluation forms
- Summary report(s) of verbal feedback collected during or after courses
- Summary report(s) of advisory committee input
- Summary report(s) of advice/guidelines collected from professional organizations
- Summary report(s) of public health statistics or other pertinent patient care data demonstrating need for professional education on relevant topics
- Meeting minutes or reports from advisory committee showing how needs assessment data were used to plan CE activities

STANDARD III. OBJECTIVES

Place the following documents after this tab:

- Section of application titled OBJECTIVES
- Examples of **course materials** containing published educational objectives. (Q.34)

Examples may include, but are not limited to:

- Course handouts
- Course curriculum
- Introductory slides
- Study guides
- Screen captures of online activities

Highlight the following on all examples course materials provided in this section and in the section on Standard XI. Publicity:

- Educational objectives

STANDARD IV. EVALUATION

Place the following documents after this tab:

- Section of application titled EVALUATION
- Example(s) of evaluation instruments used by the provider for each type of continuing education activity offered. (Q.39)

Examples may include, but are not limited to:

- Post-test(s) or written self-assessment(s)
- Activity evaluation form(s)
- Moderator/faculty/committee evaluation form(s)

STANDARD V. COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST

Place the following documents after this tab:

- Section of application titled COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST
- Guidelines or policies related to commercialism, commercial support, full disclosure, and conflict of interest (Q.43)
- Documentation of methods used to ensure that products or services are not promoted in CE activities (Q.50)
- Conflict of interest disclosure forms for instructors/authors (Q.61)

If applicable, also include:

- Examples of publicity materials and course materials (i.e. handouts, curriculum, study guides, etc.) disclosing when an activity is promotional or product training. Highlight the text in each document disclosing the promotional nature of the activity. (Q.53)
- Written statement or letter of agreement between the provider and a commercial supporter or research funding grantor (Q.56)
- Examples of course materials (i.e. handouts, curriculum, study guides, etc.) acknowledging external support or funded research. Highlight text in each document showing acknowledgment of external support or funded research. (Q.58)

STANDARD VI. EDUCATIONAL METHODS

Place the following documents after this tab:

- Section of application titled EDUCATIONAL METHODS

STANDARD VI. EDUCATIONAL METHODS

SUPPLEMENT A: SELF-INSTRUCTIONAL ACTIVITIES

Place the following documents after this tab:

- Section of application titled SUPPLEMENT A: SELF-INSTRUCTIONAL ACTIVITIES

If applicable, also include:

- Label and append one complete example of a self-instructional CE activity. If necessary, activity may be labeled and enclosed separately with this application. (Q. 67)
- Representative examples of publicity or course materials documenting that the provider offers participants in self-assessment activities opportunities for feedback from individuals with expertise in the subject area (Q.69)
- Representative examples of self-assessment/post-test mechanisms for self-instructional activities offered by the provider (Q.70)
- Representative examples of references for further study in the study in the subject provided to participants in self-instructional activities (Q.71)
- Representative examples of supplemental written materials provided with audiovisual self-instructional activities offered by the provider (Q.72)
Examples may include, but are not limited to:
 - Curriculum materials
 - Study guides

STANDARD VI. EDUCATIONAL METHODS

SUPPLEMENT B: ON-SITE/IN-OFFICE PARTICIPATION COURSES

Place the following documents after this tab:

- Section of application titled SUPPLEMENT B: ON-SITE/IN-OFFICE PARTICIPATION COURSES

If applicable, also include:

- Curriculum vitae of the course director and instructor(s) (Q.76)
- Written instructions for each on-site/in-office and/or electronically mediated participation course offered (Q.79)
- Description or list of records and documentation that participants are required to maintain for patients treated in their offices (Q.82)

STANDARD VII. INSTRUCTORS

Place the following documents after this tab:

- Section of application titled INSTRUCTORS
- Representative example(s) of communications to instructors/authors regarding educational objectives and instructional methods to be used (Q.88)

STANDARD VIII. FACILITIES / INSTRUCTIONAL MEDIA

Place the following documents after this tab:

- Section of application titled FACILITIES/INSTRUCTIONAL MEDIA

STANDARD X. FISCAL RESPONSIBILITY

Place the following documents after this tab:

- Section of application titled FISCAL RESPONSIBILITY

STANDARD XI. PUBLICITY

Place the following documents after this tab:

- Section of application titled PUBLICITY
- Publicity materials for 10 courses/activities on the Provider's List of Education Activities in Section B.
Include at least one example of publicity for each type of activity offered (e.g. web-based self-instructional course, live lecture, etc.)
Examples may include, but are not limited to, announcements, brochures, website pages and electronic communications. (Q.95)

Highlight the following on all publicity samples:

- Educational objectives
- Acknowledgement of external support or funded research, if applicable
- Disclosure of the promotional nature of the activity, if applicable
- Notification of required or suggested prerequisite skill, knowledge, or experience, if applicable

STANDARD XII. ADMISSIONS

Place the following documents after this tab:

- Section of application titled ADMISSIONS

STANDARD XIII. PATIENT PROTECTION

Place the following documents after this tab:

- Section of application titled PATIENT PROTECTION

If applicable, also include:

- Informed patient consent form(s) (Q.104)
- Documentation of advance notice given to participants requiring them to obtain written commitments of coverage from their carriers (Q.108)

Highlight on the attached forms where patients are informed of the following information:

- The training situation
- The nature and extent of the treatment to be rendered
- Any benefits or potential harm that may result from the procedure
- Available alternative procedures
- The right to discontinue treatment

STANDARD XIV. RECORD KEEPING

Place the following documents after this tab:

- Section of application titled RECORD KEEPING
- Sample of a completed verification of participation document issued by the provider (Q.124)

STANDARD XV. ELECTRONICALLY MEDIATED DISTANCE LEARNING

Place the following documents after this tab:

- Section of application titled ELECTRONICALLY MEDIATED DISTANCE LEARNING

If applicable, also include:

- Technology plan (Q.136)
 - Highlight references to operational electronic security measures including password protection, encryption, back-up systems, and firewalls.
- Print screens of web pages demonstrating how access to technical assistance is available to participants and operational navigation features of course activities. (Q.139)
 - Highlight operational navigational features.