



MINUTES
COMMISSION FOR CONTINUING EDUCATION PROVIDER RECOGNITION
AMERICAN DENTAL ASSOCIATION HEADQUARTERS BUILDING, CHICAGO
April 20-21, 2023

Call to Order: Dr. Daniel J. Meara, chair, called a regular meeting of the Commission for Continuing Education Provider Recognition (CCEPR) to order on Thursday, April 20, 2023 at 9:06 a.m. Central in the Executive Board Room of the ADA Headquarters Building in Chicago. The hybrid meeting included staff participating virtually.

Roll Call

Commissioners present: Dr. Carlos A. Bertot; Dr. Edwin del Valle-Sepúlveda; Dr. Carlotta A. Evans; Dr. Kecia S. Leary; Dr. Marc G. Nuger; Dr. Kumar J. Patel; Dr. Seena Patel; Dr. Cynthia S. Petrie; Dr. Roberta Pileggi; Dr. Bruce Seidberg; Ms. Carol Trecek; Dr. Jasbir D. Upadhyaya; and Dr. Susan K. Zelazo-Smith.

Dr. Anthony R. Mecham; Dr. Raquel M. Rozdolski; Dr. Arif Salman were unable to attend.

In addition, Dr. John Hisel (Eleventh District) Board of Trustees liaison, attended the meeting.

Commission staff present: Ms. Mary Borysewicz, director; Ms. Kelli Cousins, manager; Mr. Christopher Smith, coordinator.

ADA staff present for all or portions of the meeting: Dr. Raymond A. Cohlmiya, executive director; Dr. Anthony J. Ziebert, senior vice president, Education/Professional Affairs (virtual); Ms. Paula Tironi, senior associate general counsel; Ms. Cathryn E. Albrecht, senior associate general counsel.

Guests of the Commission: Dr. George Shepley, ADA president, attended a portion of the meeting.

Preliminary Business

Adoption of Agenda and Disclosure of Relationships: The Commission approved the agenda and authorized the chair to alter the order of agenda items as necessary to expedite business.

Dr. Meara directed the Commission's attention to the CCEPR Conflict of Interest Policy and reminded commissioners of their obligation to make disclosures as appropriate. The following affiliations were disclosed during the meeting:

Table with 2 columns: Name, Affiliation. Rows include Dr. Edwin del Valle-Sepúlveda, Dr. Kecia Leary, Dr. Daniel Meara, Dr. Marc G. Nuger, Ms. Carol Trecek, and Dr. Susan Zelazo-Smith.

Fiduciary Duty and Other Legal Topics: Ms. Tironi gave a short presentation regarding general topics such as volunteers' fiduciary duty and conflicts of interest. Ms. Albrecht gave a short presentation on the ADA Policy on Professional Conduct and Harassment.

Approval of Consent Agenda: A consent calendar was prepared to expedite the business of the Commission. Dr. Meara reminded Commission members that any report, recommendation or resolution may be removed from the consent calendar for discussion. Approval of CCEPR meeting minutes was removed from consent to review proposed editorial changes.

The following reports were accepted by the Commission on consent:

- CERP Provider Education and Outreach Update
- Meeting of U.S. Health Professions CE Accreditors Group
- Appointments to the Commission
- Future CCEPR Meeting Dates
- Results of Spring 2023 CERP Applicant Survey

Approval of CCEPR Meeting Minutes: The Commission acknowledged the December 2022 actions taken by electronic ballot, and received drafts of minutes from the September 2022 and January 2023 meetings of the Commission. The Commission was also informed of proposed editorial changes to the September 2022 Meeting Minutes.

Action. The Commission approves the minutes of the September 2022 meeting as amended and the minutes of the January 2023 meeting.

Reports from Other Agencies

ADA Executive Director Update: Dr. Cohlmya discussed the ADA's focus on delivering programs and services to help the dental profession navigate changing practices, workforce, patient expectations and technology. Dr. Cohlmya emphasized that the ADA's mission encompasses dental consumers, and is driven by the need to make people healthy. An example of this commitment is the recently established ADA Presidential Task Force on Sugar, Nutrition, and Diet, spearheaded by ADA President, Dr. George Shepley. The taskforce is charged with reviewing and proposing revisions to ADA policies on sugar, nutrition and diet to expand the ADA's involvement with other health care stakeholders and facilitate dental-medical collaboration. Dr. Cohlmya also answered questions from the Commission regarding ADA efforts to address student debt, increase diversity of applicants, and build new services that address the needs of the newer dentist while maintaining services for all dentists.

ADA Board of Trustees Liaison Remarks: Dr. Hisel expressed appreciation to the Commissioners for their expertise and in providing a valuable service to the profession. He briefly discussed current efforts to delineate the roles of the ADA House of Delegates and the Board of Trustees in advancing the ADA's mission. Dr. Hisel noted the important work to be done to educate members about how the ADA works and communicate the ADA's role in advancing the health of the public.

Senior Vice President, Education/Professional Affairs: Dr. Ziebert highlighted activities in the ADA's Division of Education, noting that the division was in a positive financial position, with 2022 revenues exceeding budget. Revenues from the department of testing services account for the majority of the division's revenues; this includes fees from the five new tests launched in the last few years which have been accepted more quickly than anticipated. Dr. Ziebert also reported on progress being made towards intrastate licensure compacts, noting that the Council of State Governments released model legislative language in January which is being considered by several states. The goal of this legislation is to reduce barriers to dentists obtaining licensure in other states. Seven states must adopt the legislation in order for the compact to be operational.

CCEPR Business, Administration and Governance

Planning and Assessment Committee: CCEPR Strategic Planning: Dr. Evans presented a strategic plan for 2023-2025 developed by the Committee and staff, based on the strategic planning process conducted by the Commission in 2022.

Action. The Commission adopts a strategic plan for 2023-2025 as set forth in Appendix 1, and requests the Committee to monitor progress on the plan and present status updates to the Commission at its regularly scheduled meetings.

Financial Report: The Commission received an informational report on CCEPR finances, including a summary of the Commission's 2022 year-end financial status, as well as an update on 2023 finances through February. The Commission noted that revenues in 2022 covered the Commission's direct expenses, and all but \$10,000 of indirect expenses; this represents a positive variance against budget projections for 2022. The Commission also noted that as a result of the ADA's new strategic forecasting process, the timeframe for developing the 2024 budget will be later than in previous years. Accordingly, the CCEPR Finance Committee will meet in May or June to develop a 2024 CCEPR budget for the Commission's consideration. The revised budget process will permit more accurate forecasting based on more recent financial reports.

Policies and Procedures Committee Report: Dr. del Valle-Sepúlveda reminded the Commission that the Commission has instituted a schedule for reviewing CCEPR and ADA CERP policies and procedures every five years on a rolling basis. Dr. del Valle-Sepúlveda presented the Committee's recommendations regarding the following ADA CERP policies, scheduled for review in 2023: Policy on Pre-Application Process for International Providers (PPIP), Fees, Policy Statement on Reporting Substantive Changes, and Policy on Compliance with Privacy Laws. Dr. del Valle-Sepúlveda provided a summary of the rationale for the recommended revisions to several of the policies, including updates to reflect current practice, and editorial changes for improved clarity. The Commission concurred with the Committee's recommendations.

Action. The Commission adopts revisions to the following ADA CERP policies, as indicated in Appendix 2: Policy on Pre-Application Process for International Providers (PPIP); Fees; and Policy Statement on Reporting Substantive Changes.

Joint Accreditation Update: The Commission received information on ADA CERP participation in Joint Accreditation for Interprofessional Continuing Education. As of April 3, 2023, 34 of the 149 providers accredited by Joint Accreditation have elected CERP recognition through this process. Since partnering with Joint Accreditation in 2019, the number of jointly accredited providers requesting ADA CERP recognition through Joint Accreditation has increased annually, with jointly accredited providers now representing 6.9% of the total number of ADA CERP nationally recognized providers.

Meeting of U.S. Healthprofessions CE Accreditors Group: The Commission received information (on consent) regarding a meeting of accrediting agencies for continuing education in various health professions held on February 6, 2023. Items discussed included the various roles of volunteers and staff in the accreditation processes, defining requirements for valid content in CE activities, and initiatives to promote awareness and adoption of diversity, equity and inclusion within the context of continuing education.

CERP Provider Education and Outreach Update: The Commission received an informational report (on the consent calendar) regarding communications with the communities of interest in the previous six months, including a live presentation and live webinar regarding changes to the ADA CERP Eligibility

Criteria and Joint Providership Policy. A schedule of planned communications for the remainder of 2023 was also provided.

Appointments to the Commission: The Commission was informed (on the consent calendar) of the appointment to the Commission of the following members to fill positions being vacated by members completing their terms: Dr. Kelly Kennedy has been selected by the American Association of Oral and Maxillofacial Surgeons (AAOMS), and Dr. Stanley Heleniak has been selected by the American Society of Dentist Anesthesiologists (ASDA). These Commissioners' four-year terms will begin with the close of the 2023 ADA House of Delegates.

Future CCEPR Meeting Dates: The Commission received an informational report (on consent) on the Commission's next meeting dates which are scheduled as follows: September 28, 2023, virtual meeting; May 2, 2024, virtual meeting; and September 26-27, 2024, in Chicago.

ADA CERP Standards, Policies and Procedures

Standards Revision Steering Committee Report: Dr. Meara summarized the guiding principles for the revision process and the framework for streamlined Standards previously adopted by the Commission. Dr. Meara described the timeline and next steps proposed by the Committee, and laid the ground work for the small group working sessions to be conducted on the second day of the meeting. Subcommittees will later be assigned to work on drafts of each of the five standards in the revised framework for the Steering Committee's review and the Commission's consideration at its September meeting.

ADA CERP Provider Recognition Actions

Spring 2023 Recommended Recognition Actions: The Commission considered 10 new applications for ADA CERP recognition, 72 applications for continued recognition, 11 progress reports, 2 EAP supplements, and 1 report of substantive change.

Action: The Commission grants initial recognition to 7 providers of continuing dental education and continued recognition to 71 providers; postpones definitely the new applications of 3 providers; notifies two providers of intent to withdraw recognition; and withdraws recognition from one provider for failure to meet program requirements. The Commission discontinues recognition of 11 providers at the request of those providers. Individual actions on all submissions are listed in Appendix 3 a confidential section of these minutes.

As a result of these actions, 467 CE providers will be ADA CERP recognized, effective July 1, 2023. This total includes 34 providers approved through Joint Accreditation.

Extended Approval Process (EAP) 2023-2024: The Commission received an update (on the consent calendar) regarding participation in the ADA CERP Extended Approval Process. For the May 2023–June 2024 approval period, 15 ADA CERP approved providers (including four specialty societies and 11 ADA constituent societies) report that they will be extending approval to a total of 110 component societies. The list of EAP approved providers is published on the Commission's website.

Results of Spring 2023 CERP Applicant Survey: The Commission received an informational report summarizing survey results from providers submitting applications in Spring 2023, along with comparisons from previous application cycles (on the consent calendar).

CERP Participation and Approval Data: The Commission received an informational report tracking annual data on program participation, submission types and acceptance rates.

Miscellaneous

CERP Standard Revisions—Small Group Work: The Commission conducted a working session in which Commissioners present were assigned to small groups focusing on each of the proposed CERP Standards in the revised framework. For each of the Standards, the workgroups were asked to identify the core criteria for effective CE, identify the rationale for this requirement, and list examples of how a provider could demonstrate compliance with the requirement. The work groups' findings were discussed by the Commission; notes from the session will be considered by the subcommittees assigned to develop each Standard.

New Business: None.

Adjournment: 11:41 a.m., Friday, April 21, 2023