

**Electronic Submission of General Correspondence and Reports**  
**(Change in program director, major change, increase in enrollment, transfer of sponsorship, etc.)**

The Commission has moved to an electronic document storage system and requires that all Correspondence/Reports and related materials submitted to the Commission for a program's permanent file be done so electronically.

Electronic reports that fail to adhere to the stated guidelines may be returned to the program for re-formatting and may not be reviewed at the assigned time.

Every effort should be made to ensure that the document is concise and contains only the information necessary to demonstrate compliance with the Accreditation Standards.

**Media:** PC formatted CD-ROM or travel drive (USB drive)

**File Formats:** Adobe Portable Document Format (.pdf)  
Microsoft Word (.doc) or (.docx)  
Microsoft Excel (.xls)

**File Size:**

- Reports and appendices that are less than 200 pages should be saved or scanned as a single document. Reports exceeding 200 pages should be broken down into several smaller files. If the documents will be e-mailed to the Commission, attachments must not exceed 5 megabytes.
- Photographs, unless directly related to your report, should not be included. Further, photographs which require a photo wizard for viewing should not be included.
- Documents should be positioned so that they do not need to be rotated to view.
- If the report was not created as one of the above formats, use the "Save As" function to save the document in one of the preferred formats.

**Web-based Information:** The Commission must retain a snapshot of the information presented at the time of the submission of the report. For this reason, the electronic report must not link to information on the Internet. To ensure that the Commission retains the correct information, please insert or "embed" all web-based information into the report.

**Organization:** The Commission prefers that the report be submitted as a single comprehensive document. The CD-ROM or memory stick should have one folder that is labeled "1-2008 Program Director Change ENDO" (Endodontics, for example). The month and year should correspond to the actual date the report is submitted. Within the report folder, the institution should present the report. The ability to rename the folder and/or documents should not be restricted.



1-2008 Program Director Change ENDO

**Paper Copies:** The program is responsible for assuring that the electronic copy submitted is an exact replica of the paper copy. Failure to comply with these guidelines will constitute an incomplete report. If the program cannot provide an electronic copy of all aspects of the report (e.g. curriculum vitae, student/resident schedules, contracts/agreements, etc.), please submit a comprehensive paper copy of the report to be scanned by the Commission. This document should include a cover page marked "Copy for Scanning". The Commission will accept a paper copy and assess a fee of \$250 per general correspondence/report (major change, increase in enrollment, transfer of sponsorship, etc.) to the program for converting the document to an electronic version.

In addition to the electronic version of the documents, paper copies of the report and related materials should be submitted based on the number stated in the transmittal letter. Please contact one of the Commission staff listed below at 800.621.8099 if you have further questions.

### **Commission on Dental Accreditation Staff**

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### **Commission on Dental Accreditation Discipline Abbreviations**

**DE** – Predoctoral Dental Education  
**AEGD** – Advanced Education in General Dentistry Education  
**GPR** – General Practice Residency Education  
**Dent Anes** – Dental Anesthesiology  
**Oral Med** – Oral Medicine  
**DA** – Dental Assisting Education  
**DH** – Dental Hygiene Education  
**DLT** – Dental Laboratory Technology Education  
**DPH** – Dental Public Health Education  
**ENDO** – Endodontics Education  
**OMP** – Oral and Maxillofacial Pathology Education  
**OMR** – Oral and Maxillofacial Radiology Education  
**OMS** – Oral and Maxillofacial Surgery Education  
**ORTHO** – Orthodontics and Dentofacial Orthopedics Education  
**PED** – Pediatric Dentistry Education  
**PERIO** – Periodontics Education  
**PROS** – Prosthodontics Education