

# **Guidelines for Requesting an Increase in Enrollment in an Orthodontics and Dentofacial Orthopedics Advanced Education Program**

## **POLICY**

The Commission on Dental Accreditation monitors increases in enrollment. The purpose for monitoring increases in enrollment through review of existing and projected program resources (faculty, patient availability, and variety of procedures, physical/clinical facilities, and allied support services) is to ensure that program resources exist to support the intended enrollment increase. An increase in enrollment must be reported to and approved by the Commission prior to its implementation. Failure to comply with the policy will jeopardize the program's accreditation status.

(CODA: 08/03:22)

## **TIMING OF REQUESTS AND RESPONSE**

Requests for and approval of an increase in enrollment in an advanced specialty education program in orthodontics and dentofacial orthopedics must take place prior to the implementation of the increase. Programs should be cognizant of the impending need for enrollment increases (e.g., a training position for one of the uniformed services, grant applications for program expansion) and proactively request permission for the increase. It should be noted that the requirement for *prior authorization* for increasing enrollment differs from the Commission's Major Change policy under which previous enrollment increases were reported.

Requests should be sent to the Commission on Dental Accreditation (211 E. Chicago Avenue, 19<sup>th</sup> Floor, Chicago, IL 60611-2678) for review by the Orthodontics and Dentofacial Orthopedics Education Review Committee and, if recommended, subsequent approval by the Commission. The Orthodontics and Dentofacial Orthopedics Education Review Committee will review the request at the next regularly scheduled meeting. In the event that waiting until the next meeting would preclude a timely review, the Review Committee will review the request via e-mail or telephone conference call(s). The action recommended by the Review Committee will be forwarded to the Commission for mail ballot approval. The program will be notified of the outcome by Commission staff immediately following the mail ballot. The anticipated time required for this process is 30 days.

**FORMAT** The report must be clear and concise and must follow the "Required Documentation" and "Mechanics" sections illustrated within this guideline. Reports that fail to adhere to the stated guidelines may be returned to the program.

## **REQUIRED DOCUMENTATION (10 areas)**

Program directors must ensure that the proposed enrollment increase does not jeopardize the program's ability to meet the Accreditation Standards.

The following documentation must be submitted with the request for enrollment increase:

1. The current enrollment in all years of the program
2. The proposed increase in enrollment, with an indication of whether this increase is of a one time only nature (and the number of years during which it will apply) or a permanent increase
3. The reason for the increase
4. The ratio of teaching staff to residents after the proposed increase
5. A copy of a proposed resident activity schedule (typical week or month) after the proposed increase is in effect
6. A copy of a proposed faculty clinic coverage schedule after the proposed increase is in effect
7. The number of and types of allied support staff available to residents after the proposed enrollment increase

8. The ratio and variety of orthodontics procedures per orthodontics resident
9. The sources and volume of patient availability
10. Clinical faculty/resources: operatories, resident work/study area, computer access, and so on.

Omission of any of these ten documentation areas may postpone Commission action on the request for increase in enrollment.

### **MECHANICS**

The following **must** be observed in preparing the request.

1. Cover page **must** include
  - a. name and address of the institution;
  - b. program title;
  - c. name, title, telephone number, and e-mail address of individual preparing the request;
  - d. name, title, and signature of the department head;
  - e. name, title, and signature of the chief executive officer of the institution (the chief executive officer of the institution sponsoring the program must be copied on the letter transmitting the request to the Commission).
2. If documentation is extensive, a list of what is provided should be included. The actual items can be provided in an appendix, coordinated with the list by tabs.
3. One (1) three-hole punched paper copy and one (1) electronic copy (on an IMB-compatible CD or travel USB drive) should be provided; copies should not be bound into book form.

**Electronic Submission:** In addition to a paper copy requested, please be advised that effective January 1, 2008 the Commission requires that all accreditation correspondence/documents/reports and related materials submitted to the Commission for a program's permanent file be done so electronically. The attached Electronic Submission Guidelines will assist you in preparing your report. If the program is unable to provide a comprehensive electronic document, the Commission will accept a paper copy and assess a fee of \$250 per general correspondence/report (request for increase in enrollment) to the program for converting the document to an electronic version.

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.

### **ANNOUNCEMENT OF REVIEW RESULTS**

The Commission's actions to approve or deny the request for enrollment increases in advanced specialty education programs in orthodontics and dentofacial orthopedics, as are other accreditation actions, will be transmitted to the institutions/programs within 30 days following the meeting (or mail ballot deadline).

### **DENIAL OF REQUESTS**

Requests will be denied if the program cannot ensure continued compliance with the Accreditation Standards as demonstrated by documentation of the major program resource areas identified in the Policy on Enrollment Increases in Dental Specialty Programs.

### **ASSISTANCE**

Commission staff is available to answer questions about request preparation. They may be contacted toll-free at (800) 621-8099, extension 2714.