

ADA CERP APPLICATION TIME LINE

Fall 2012 Review Cycle

Date	Months prior to term expiration	Activity
January 2012*	12	Application packets for continued recognition sent to providers
June 29, 2012	6	Application submission deadline
September 2012	3	ADA CERP Committee meets to finalize recognition decisions
November 2012	2	Providers notified of ADA CERP Committee's recognition decisions
November 1, 2012	1	New recognition term begins (if approved)
December 2012*	0	Current recognition term ends (if not approved)

** Applicable only to currently approved providers with recognition terms expiring December 2012.*

REGULATIONS GOVERNING THE RECOGNITION PROCESS _____

Excerpt from ADA CERP Recognition Standards and Procedures

1. All providers interested in recognition by ADA CERP must complete an ADA CERP Application for Recognition and submit it to the ADA CERP Committee of the Council on Dental Education and Licensure for consideration. Published application deadlines shall fall approximately two months prior to meetings of the committee.
2. Within 30 days after receipt of the ADA CERP Application for Recognition, it will be reviewed to determine completeness of information submitted. If problems are identified, the provider will be notified that certain required information is missing from the application which must be submitted prior to consideration by the ADA CERP Committee.
3. The application will be considered at the next regularly scheduled meeting of the ADA CERP Committee. If the committee determines that the application does not provide adequate information on which to base a recommendation for recognition, the committee may seek additional information from the applicant provider or from alternative sources.

The ADA CERP Committee reserves the right to seek additional information from the provider, including but not limited to course evaluation forms completed by participants and the names, addresses and telephone numbers of all course participants. The committee also has the right to seek information from alternative sources including, but not limited to, surveys of program participants, on-site visits, observation of the provider's CE activities, review of the CE providers' web site, or other means considered necessary to determine whether the CE provider is in compliance with the standards and criteria.

4. Recognition is effective the first day of the month of May or November after action is taken by the ADA CERP Committee. In no case will recognition be granted retroactively or prior to action taken by the Committee. The length of recognition, i.e., one (1), two (2), three (3) or four (4) years, will be clearly stated in the letter that transmits the Committee's action to the provider.

If recognition is granted, the provider will be provided with the following information:

- a. The effective dates and length of the recognition
- b. A statement that must be used to announce or publicize ADA CERP recognition
- c. Responsibilities and procedures for documenting participation in CE activities
- d. Procedures regarding expiration of recognition and reapplication
- e. Requirements and recommendations for improvements in the provider's CE program

Recognition may be contingent on the submission of one or more progress reports at specified intervals. The ADA CERP Committee reserves the right to reevaluate a provider at any time by surveying participants in the provider's CE activities, by reviewing activities in person, or by requiring additional information concerning the provider and/or its activities.

Applicants with more than 12 months experience (as calculated from the application deadline date) that are approved for recognition for the first time, or approved after a lapse in recognition status (whether as a result of voluntary discontinuance or withdrawal of recognition) may be required to submit a progress report in one year that includes a list of CE activities for twelve months and publicity, documentation and other information as required.

Recognized providers have an obligation to ensure that major changes or additions to the program, such as implementing patient treatment courses or adding a new educational method, must conform with ADA CERP standards and criteria. Major changes must be reported in keeping with the ADA CERP Policy on Substantive Changes.

CONTINUED RECOGNITION OF PREVIOUSLY RECOGNIZED PROVIDERS_____

Excerpt from ADA CERP Recognition Standards and Procedures

The re-recognition process begins about twelve months prior to the designated recognition expiration date. The ADA CERP Committee notifies recognized CE providers and sends them information about the re-recognition procedures, including a specific schedule. Application deadlines shall be regularized and published, and shall fall approximately two months prior to meetings of the committee.

Providers must complete and submit an ADA CERP *Application for Recognition* by the specified deadline prior to the date when the provider's recognition will expire. In addition to the Application form, the provider must submit any other specifically identified materials documenting its continued compliance with the CERP standards and criteria for recognition, as well as improvements in any previously-identified areas of deficiency or weakness.

For more information about ADA CERP visit www.ada.org/cerp or call 312-440-2704.