

## ADA CERP Policies and Definitions Related to Joint Sponsorship

### JOINT SPONSORSHIP POLICY

This policy delineates recommended procedures for initiating, developing and managing joint sponsorships\* in compliance with the current ADA CERP standards, procedures, definitions and policies.

1. An ADA CERP provider may elect to share responsibility with one or more other ADA CERP recognized or non-ADA CERP recognized providers of continuing education for planning, organizing, administrating, publicizing, presenting, and keeping records for a program, course, or courses of continuing dental education. A non-ADA CERP-recognized provider may initiate joint sponsorship with an ADA CERP-recognized provider.
2. Responsibility for quality assurance rests with the ADA CERP recognized provider. Administrative responsibility for development, distribution, and/or presentation of continuing education activities must rest with the ADA CERP-recognized provider whenever the provider acts in cooperation with providers that are not recognized by the ADA CERP. (ADA CERP *Recognition Standards and Procedures*, Standard IX. Administration, Criteria 12). When two or more ADA CERP-recognized providers act in cooperation to develop, distribute and/or present an activity, each must be equally and fully responsible for ensuring compliance with these standards. (ADA CERP *Recognition Standards and Procedures*, Standard IX. Administration, Criteria 13).

These responsibilities include:

- a. A letter of agreement must be drawn up between the providers forming the joint sponsorship. The letter of agreement must be signed by all parties.
  - b. Responsibility for initiating and coordinating management of the letter of agreement must rest with the ADA CERP recognized provider(s).
  - c. Specific planning and administrative procedures must be established to ensure compliance with established ADA CERP standards, criteria, procedures and policies.
  - d. The parties named in the letter of agreement must review the letter of agreement periodically in order to make any required updates or revisions.
3. Non-ADA CERP recognized joint providers must be compliant with eligibility requirements as they reflect specific ADA CERP standards, criteria, procedures and definitions. Non-ADA CERP recognized joint providers must also ensure that CE activities offered have a sound scientific basis in order to adequately protect the public. However, provided the ADA CERP recognized joint provider ensures overall quality assurance and compliance with the ADA CERP standards, non-ADA CERP recognized joint providers do not have to be based in the U.S. or Canada; may offer only one course; may be sole lecturer or author; and, may have less than one year experience as a CE provider.

ADA CERP *Joint Sponsorship Policy*  
Approved: November 2001  
Revised: November 2009

\* See definitions of JOINT SPONSOR and JOINT SPONSORSHIP from ADA CERP *Lexicon of Terms* on the following page.

## REGULATIONS GOVERNING THE RECOGNITION PROCESS, Excerpt

### 5.c Joint sponsorship

When an ADA CERP recognized provider jointly sponsors a CDE activity with one or more other CE providers, the CERP recognized provider must inform participants of the joint sponsorship arrangement using the statement below:

*This continuing education activity has been planned and implemented in accordance with the standards of the ADA Continuing Education Recognition Program (ADA CERP) through joint efforts between <<Name of CERP recognized provider>> and <<Name of joint sponsor.>>*

This statement must be used in conjunction with the authorized recognition statements on publicity and course materials and on verification of participation documents, as described in 5a-b above. (See also ADA CERP Joint Sponsorship Policy and the Lexicon of Terms)

## ADA CERP LEXICON OF TERMS, Excerpt

**JOINT SPONSOR (OR CO-SPONSOR):** An ADA CERP recognized or non-ADA CERP recognized provider that shares responsibility with an ADA CERP recognized provider of continuing education for planning, organizing, administrating, publicizing, presenting, and keeping records for a program of continuing dental education. Administrative responsibility for development, distribution, and/or presentation of continuing education activities must rest with the ADA CERP-recognized provider whenever the provider acts in cooperation with providers that are not recognized by the ADA CERP. (ADA CERP *Recognition Standards and Procedures*, Standard IX. Administration, Criteria 12). When two or more ADA CERP-recognized providers act in cooperation to develop, distribute and/or present an activity, each must be equally and fully responsible for ensuring compliance with these standards. (ADA CERP *Recognition Standards and Procedures*, Standard IX. Administration, Criteria 13).

**JOINT SPONSORSHIP (OR CO-SPONSORSHIP):** Any continuing education activity in which an ADA CERP-recognized provider agrees to jointly sponsor a program with another CDE provider. When an ADA CERP recognized provider jointly sponsors a CDE activity with a non-CERP recognized provider, the CERP recognized provider assumes responsibility for the planning, organizing, administrating, publicizing, presenting, and keeping records for the planned continuing dental education activity. Administrative responsibility for development, distribution, and/or presentation of continuing education activities must rest solely with the ADA CERP-recognized provider. When two or more ADA CERP-recognized providers act in cooperation to develop, distribute and/or present an activity, each must be equally and fully responsible for ensuring compliance with these standards. (ADA CERP *Recognition Standards and Procedures*, Standard IX. Administration, Criteria 13). Letters of agreement between the joint or co-sponsors must be developed to outline each party's responsibilities for the CDE activity. Letters of agreement must be signed by all parties.