

**Fall 2012**

**TEMPLATE FOR APPLICATION TABS**

**Standard Application for ADA CERP Recognition**

**NOT for use with the *Abbreviated* Application.**

**This template is for use with laser printer compatible,  
blank 5-tab presentation dividers.**

**You may also request preprinted tabs  
by contacting ADA CERP staff at  
312-440-2869**

**DO NOT PRINT THIS PAGE.**

## TABLE OF CONTENTS

Place the following documents after this tab:

TABLE OF CONTENTS

**A. PROVIDER INFORMATION**

**Place the following documents after this tab:**

Signed PROVIDER INFORMATION section of application

**A. PROVIDER  
INFORMATION**

## **B. PROVIDER'S LIST OF EDUCATION ACTIVITIES**

**Place the following documents after this tab:**

PROVIDER'S LIST OF EDUCATION ACTIVITIES

**If applicable, also include:**

Final Program for any multi-session conferences offered.

In the margins of the program, write the number of attendees for each session next to the session description.

## **C. REPORT TO RESPOND TO RECOMMENDATIONS FOR IMPROVEMENT**

**Place the following documents after this tab:**

- Section of application titled REPORT TO RESPOND TO RECOMMENDATIONS FOR IMPROVEMENT

**If applicable, also include:**

- Provider's most recent ADA CERP Decision Report (Q.2)
- Provider's report on improvements (Q.4)

## **STANDARD I. MISSION/GOALS**

**Place the following documents after this tab:**

- Section of application titled MISSION/GOALS
- Provider's organizational mission statement (Q.5)
- Provider's continuing education goals (Q.6)

**STANDARD IX. ADMINISTRATION\***

**Place the following documents after this tab:**

- Section of application titled ADMINISTRATION
- Job descriptions for all administrative personnel (Q.11)
- CE Advisory Committee meeting report/minutes (Q.17)
- Policies, procedures, guidelines regarding scientific content (Q 21)

**If applicable, also include:**

- Copy of a letter of agreement between providers for joint sponsorship of a CE course on the Provider's List of Education Activities (Q.27)

*\* This tab and all relevant documentation should be placed between the tabs for Standards I and II.*

## STANDARD II. NEEDS ASSESSMENT

Place the following documents after this tab:

- Section of application titled NEEDS ASSESSMENT
- Examples of all mechanisms used to identify the need for continuing education activities. (Q.31)

Examples may include, but are not limited to:

- Most recent comprehensive needs assessment survey or questionnaire
- Summary report(s) of data collected from surveys and evaluation forms
- Summary report(s) of verbal feedback collected during or after courses
- Summary report(s) of advisory committee input
- Summary report(s) of advice/guidelines collected from professional organizations
- Summary report(s) of public health statistics or other pertinent patient care data demonstrating need for professional education on relevant topics
- Meeting minutes or reports from advisory committee showing how needs assessment data were used to plan CE activities

### STANDARD III. OBJECTIVES

**Place the following documents after this tab:**

- Section of application titled OBJECTIVES
- Examples of **course materials** containing published educational objectives. (Q.35)

Examples may include, but are not limited to:

- Course handouts
- Course curriculum
- Introductory slides
- Study guides
- Screen captures of online activities

**Highlight the following on all examples course materials provided in this section and in the section on Standard XI. Publicity:**

- Educational objectives

## STANDARD IV. EVALUATION

**Place the following documents after this tab:**

- Section of application titled EVALUATION
- Example(s) of evaluation instruments used by the provider for each type of continuing education activity offered. (Q.40)

Examples must be from courses in the Provider's List of Education Activities. Examples may include, but are not limited to:

- Post-test(s) or written self-assessment(s)
- Activity evaluation form(s)
- Moderator/faculty/committee evaluation form(s)

## STANDARD V. COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST

### Place the following documents after this tab:

- Section of application titled COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST
- Guidelines or policies related to commercialism, commercial support, full disclosure, and conflict of interest (Q.45)
- Documentation of methods used to ensure that products or services are not promoted in CE activities (Q.52)
- Conflict of interest disclosure forms for instructors/authors (Q.64)
- Examples of published disclosures of instructors'/authors' conflicts of interest/relevant financial disclosures. Examples must be from a course on the Provider's List of Education Activities in this application. (Q.67)

### If applicable, also include:

- Examples of publicity materials and course materials (i.e. handouts, curriculum, study guides, etc.) disclosing when an activity is promotional or product training. Highlight the text in each document disclosing the promotional nature of the activity. (Q.56)
- Signed letters of agreement between the provider and ALL commercial supporters for ONE course on the Provider's List of Education Activities. The letter must state the terms and conditions of the support.  
Or, if no commercial support was received in the last 12 months, a template of the letter of agreement that would be used to state the terms and conditions of the support if received. (Q.60)
- Examples of publicity and course materials (i.e. handouts, curriculum, study guides, etc.) acknowledging external support or funded research. Highlight text in each document showing acknowledgement of external support or funded research. (Q.62)

**STANDARD VI. EDUCATIONAL METHODS**

**Place the following documents after this tab:**

- Section of application titled EDUCATIONAL METHODS

## STANDARD VI. EDUCATIONAL METHODS

### SUPPLEMENT A: SELF-INSTRUCTIONAL ACTIVITIES

**Place the following documents after this tab:**

- Section of application titled SUPPLEMENT A: SELF-INSTRUCTIONAL ACTIVITIES

**If applicable, also include:**

- Label and append one complete example of a self-instructional CE activity. If necessary, activity may be labeled and enclosed separately with this application. (Q. 72)
- Representative examples of self-assessment/post-test mechanisms for self-instructional activities offered by the provider (Q.74)
- Representative examples of references for further study in the subject provided to participants in self-instructional activities (Q.75)
- Representative examples of supplemental written materials provided with audiovisual self-instructional activities offered by the provider (Q.76)  
Examples may include, but are not limited to:
  - Curriculum materials
  - Study guides
- Examples of publicity materials or course materials for a self-instructional activity on the Provider's List of Education Activities that include the activity's original release date, the review date (if the activity was re-released), and the activity's expiration date. (Q.77)

## STANDARD VI. EDUCATIONAL METHODS

### SUPPLEMENT B: ELECTRONICALLY MEDIATED DISTANCE LEARNING

**Place the following documents after this tab:**

- Section of application titled ELECTRONICALLY MEDIATED DISTANCE LEARNING

**If applicable, also include:**

- Technology plan (Q.79)

Highlight references to operational electronic security measures including password protection, encryption, back-up systems, and firewalls.

- Printed screen captures of web pages demonstrating how access to technical assistance is available to participants and operational navigation features of course activities. (Q.82)

Highlight operational navigational features.

**STANDARD VI. EDUCATIONAL METHODS**

**SUPPLEMENT C: ON-SITE/IN-OFFICE PARTICIPATION COURSES**

**Place the following documents after this tab:**

- Section of application titled SUPPLEMENT C: ON-SITE/IN-OFFICE PARTICIPATION COURSES

**If applicable, also include:**

- Curriculum vitae of the course director and instructor(s) (Q.87)
- Written instructions for each on-site/in-office and/or electronically mediated participation course offered (Q.90)
- Description or list of records and documentation that participants are required to maintain for patients treated in their offices (Q. 93)

## STANDARD VII. INSTRUCTORS

### Place the following documents after this tab:

- Section of application titled INSTRUCTORS
- Representative example(s) of communications to instructors/authors regarding educational objectives and instructional methods to be used, requirements to provide references to the literature and to verify authenticity of images to be presented, honoraria and expense reimbursement policies, etc. (Q.103)

Examples may include, but are not limited to:

- Instructor agreements/contracts
- Instructions to speakers/authors
- Course planning documents/templates
- Correspondence with instructors/authors
- Signed statements regarding authenticity of images used in presentations

### If applicable, also include:

- If one instructor presents 50% or more of your organization's CE activities, label and append the instructor/s Curriculum Vitae. (Q.98)

**STANDARD VIII. FACILITIES / INSTRUCTIONAL MEDIA**

**Place the following documents after this tab:**

- Section of application titled FACILITIES/INSTRUCTIONAL MEDIA

**STANDARD X. FISCAL RESPONSIBILITY**

**Place the following documents after this tab:**

- Section of application titled FISCAL RESPONSIBILITY

**STANDARD X.  
FISCAL RESPONSIBILITY**

## STANDARD XI. PUBLICITY

### Place the following documents after this tab:

- Section of application titled PUBLICITY
- Publicity materials for 10 courses/activities on the Provider's List of Education Activities in Section B. Include at least one example of publicity for each type of activity offered (e.g. web-based self-instructional course, live lecture, etc.) Examples may include, but are not limited to, announcements, brochures, website pages and electronic communications. (Q.110)

### Highlight the following on all publicity samples:

- Educational objectives (Q.34)
- Disclosure of the promotional nature of the activity, if applicable (Q.56)
- Acknowledgement of external support or funded research, if applicable (Q.62)
- Notification of required or suggested prerequisite skill, knowledge, or experience, if applicable (Q.113)

## STANDARD XII. ADMISSIONS

**Place the following documents after this tab:**

- Section of application titled ADMISSIONS

**If applicable, highlight the following on publicity materials for any course with prerequisites:**

- Notification of required or suggested prerequisite skill, knowledge, or experience, if applicable (Q.113)

## STANDARD XIII. PATIENT PROTECTION

**Place the following documents after this tab:**

- Section of application titled PATIENT PROTECTION

**If applicable, also include:**

- Informed patient consent form(s) (Q.119)
- Documentation of advance notice given to participants requiring them to obtain written commitments of coverage from their carriers (Q.123)

**Highlight on the consent form(s) where patients are informed of the following information:**

- The training situation
- The nature and extent of the treatment to be rendered
- Any benefits or potential harm that may result from the procedure
- Available alternative procedures
- The right to discontinue treatment

## STANDARD XIV. RECORD KEEPING

**Place the following documents after this tab:**

- Section of application titled RECORD KEEPING
- Sample of a completed verification of participation document issued by the provider for a course on the List of Education Activities (Q.146)