

Electronic Submission of Responses to Site Visits/Progress Reports

The Commission has moved to an electronic document storage system and requires that all Responses to Site Visits/Progress 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:

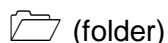
- Reports and appendices that are less than 200 pages should be saved or scanned as a single document. Reports exceeding 200 pages should be broken down into several smaller files, correlating to the recommendation being addressed (see below). If the documents will be e-mailed to the Commission, attachments 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 CD-ROM or travel drive should have one folder that is labeled "7-2008 ENDO Progress Report" (Endodontics, for example). The month and year should correspond to the actual Commission meeting date for which the report is submitted.

The report should be saved as a single document and named "1-2008 ENDO Progress Report".

If the report is more than 200 pages, it should be saved as smaller document addressing each recommendation individually. In this case, the report will be called "1-2008 ENDO Progress Report Rec 1", "1-2008 ENDO Progress Report Rec 2" etc. The ability to rename the folder and/or documents should not be restricted.



1-2008 ENDO Progress Report



1-2008 ENDO Progress Report Rec 1

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. collective bargaining agreement, state practice act, college catalog, etc.), please submit a comprehensive paper copy of the document to be scanned by the Commission. This document should include a cover page marked "Copy for Scanning" and should be supplemental to the number of paper copies requested within the transmittal letter. The Commission will accept a paper copy and assess a fee 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

OPEN, x2721, predoctoral dental education
Peggy Soeldner, x2788, postdoctoral general dentistry education
Catherine Horan, x2714, endodontics, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics and periodontics education
Sherin Tooks, x2672, dental public health, oral and maxillofacial pathology, oral and maxillofacial radiology, pediatric dentistry and prosthodontics education
Patrice Renfrow, x2695, dental hygiene education
OPEN, x2705, dental assisting, dental laboratory technology

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
OF Pain – Orofacial Pain
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