ADA CERP APPLICATION TIME LINES AND REGULATIONS GOVERNING THE RECOGNITION PROCESS

Spring 2020 Review Cycle

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Months from term expiration*</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2019</td>
<td>Application materials for continued recognition emailed to providers*</td>
<td>12</td>
</tr>
<tr>
<td>January 10, 2020</td>
<td>Application deadline</td>
<td>6</td>
</tr>
<tr>
<td>April 2020</td>
<td>Commission meets to finalize recognition decisions</td>
<td>3</td>
</tr>
<tr>
<td>May 2020</td>
<td>Providers notified of the Commission’s recognition decisions</td>
<td>2</td>
</tr>
<tr>
<td>May 1, 2020</td>
<td>New recognition term begins (if approved)</td>
<td>1</td>
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</table>

* Currently approved providers with recognition terms expiring June 2020.

Fall 2020 Review Cycle

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Months from term expiration*</th>
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</thead>
<tbody>
<tr>
<td>December 2019</td>
<td>Application materials for continued recognition emailed to providers*</td>
<td>12</td>
</tr>
<tr>
<td>June 26, 2020</td>
<td>Application deadline</td>
<td>6</td>
</tr>
<tr>
<td>October 2020</td>
<td>Commission meets to finalize recognition decisions</td>
<td>3</td>
</tr>
<tr>
<td>November 2020</td>
<td>Providers notified of Commission’s recognition decisions</td>
<td>2</td>
</tr>
<tr>
<td>November 1, 2020</td>
<td>New recognition term begins (if approved)</td>
<td>1</td>
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* Currently approved providers with recognition terms expiring December 2020.

REGULATIONS GOVERNING THE RECOGNITION PROCESS

Excerpt from ADA CERP Recognition Standards and Procedures

1. All providers interested in obtaining ADA CERP recognition must complete an ADA CERP Application for Recognition and submit it to the Commission for Continuing Education Provider Recognition (CCEPR) for consideration. Published application deadlines shall fall approximately two months prior to meetings of the Commission.

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 Commission.

3. The application will be considered at the next regularly scheduled meeting of the Commission. If the Commission determines that the application does not provide adequate information on which to base a recommendation for recognition, the Commission may seek additional information from the applicant provider or from alternative sources.

The CCEPR 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 Commission 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. New applicants (providers that are not currently ADA CERP recognized) will be eligible for an
Initial Recognition period of two years. After the Initial Recognition period, providers will be
eligible for continued recognition. Recognition terms of two, three or four years will be awarded
based on the provider’s level of compliance with the Recognition Standards and the complaint
history of the provider.

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

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

a. The effective dates and length of the recognition term
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 Commission 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.

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.

5. Recognized providers must use the following statements regarding recognition status, credit
designation and notice of opportunity to file complaints on materials related to their continuing
education activities.

a. Publicity materials
   The following authorized recognition and credit designation statements must be used on
   publicity materials related to the provider’s continuing education courses:

   <<Name of provider>> is an ADA CERP Recognized Provider.

   ADA CERP is a service of the American Dental Association to assist dental professionals
   in identifying quality providers of continuing dental education. ADA CERP does not
   approve or endorse individual courses or instructors, nor does it imply acceptance of
   credit hours by boards of dentistry.

   <<Name of provider>> designates this activity for <<number of credit hours>> continuing
   education credits.

b. Course materials and verification of participation forms
   The following authorized recognition statement and notice of opportunity to file complaints
   must be published by recognized providers in course materials available to participants
during the activity, such as program guides, evaluation forms, instructions for self-study activities, etc., and on all verification of participation documents issued by the provider for continuing dental education activities:

<<Name of provider>> is an ADA CERP Recognized Provider.

ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

Concerns or complaints about a CE provider may be directed to the provider or to the Commission for Continuing Education Provider Recognition at ADA.org/CERP.

c. Joint Providership
When an ADA CERP recognized provider jointly provides a CDE activity with one or more other CE providers, the CERP recognized provider must inform participants of the joint providership 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 provider.>>

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 Providership Policy and the ADA CERP Glossary.)

6. All ADA CERP recognized providers must submit an annual report of current contact information to CCEPR. Contact information must include the provider’s name, address, phone, fax, Web address, and the names and contact information for the chief administrative authority and the person with primary day-to-day responsibility for administration of the provider’s continuing dental education program.

7. Use of the ADA CERP logo (or name) in connection with advertisements and written course materials associated with continuing education activities by a recognized provider must conform to the following criteria:
   a. It shall not be used to imply that any CE activities or CE credit hours have been approved or endorsed by ADA CERP, the Commission for Continuing Education Provider Recognition, or the American Dental Association
   b. It shall not be used on letterheads or in any fashion that would imply that the organization is affiliated with ADA CERP, the Commission for Continuing Education Provider Recognition, or the American Dental Association, other than as a recognized provider
   c. It may not be displayed in a type size larger than the provider organization’s name, or given greater prominence than the provider organization’s name
   d. It shall not be published in conjunction with any statement or material that, in the Commission’s or the ADA’s judgment, may be harmful to the ADA’s or the Commission’s good will or may tend to undermine the Commission’s or the ADA’s credibility
   e. It shall only be used in conjunction with the authorized statement that the organization is a recognized provider

8. Recognition will be denied or withdrawn if there is non-compliance with the ADA CERP standards and criteria for recognition. If recognition is denied or withdrawn, the applicant provider will be provided with the following by certified mail:
a. Identification of the specific standards and criteria with which the Commission found noncompliance
b. Requirements and recommendations for alterations and/or improvements in the provider's continuing dental education program
c. Rules and mechanisms governing resubmission of an application
d. Procedures for reconsideration

9. **Recognition will be withdrawn** by the Commission for any of the following reasons:
   a. A voluntary request is received from the recognized provider.
   b. A finding of noncompliance with the ADA CERP standards and criteria for recognition. Specific reasons for the action will be identified.
   c. The provider submits false and/or misleading information.
   d. The provider fails to submit documentation requested in writing in a timely manner.
   e. CE activities have not been offered to dentists for a period of two years or more.
   f. Required fees have not been paid.
   g. The provider fails to sign and comply with terms of the ADA CERP License Agreement.
   h. The provider fails to submit an annual report of current contact information.

10. The ADA CERP standards and criteria are subject to review and modification from time to time by the CCEPR at its discretion. To retain recognition, continuing dental education providers must comply with ADA CERP standards and criteria as modified. CCEPR will notify recognized providers of any program updates and changes to the ADA CERP standards and criteria. Notifications will be sent via email and announcements posted online at ADA.org/CERP. The most current version of the ADA CERP Recognition Standards and Procedures is always available at ADA.org/CERP. If, as a result of any modification, a recognized provider is no longer in compliance with the ADA CERP standards and criteria, then by the date of the provider’s next regularly scheduled review, or the date specified by the Commission, whichever is earlier, the provider must either bring its continuing dental education program back into compliance with the new ADA CERP standards and criteria or it must voluntarily request to withdraw from the ADA CERP program.

**CONTINUED RECOGNITION OF PREVIOUSLY RECOGNIZED PROVIDERS**

The re-recognition process begins about twelve months prior to the designated recognition expiration date. The Commission for Continuing Education Provider Recognition (CCEPR) 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 Commission.

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. Recommendations for improvements shall be evaluated under the ADA CERP standards and criteria in effect at the time of the evaluation.

**NOTE:** Effective July 1, 2023, commercial interests will no longer be eligible for recognition. The CERP Glossary defines "commercial interest" as follows:

Commercial Interest: (1) An individual or entity that produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients, or (2) an individual or entity that is owned or controlled by an individual or entity that produces, markets, resells, or distributes...
health care goods or services consumed by, or used on, patients. Providing clinical services directly to or for patients (e.g., a dental practice, dental lab, or diagnostic lab) does not, by itself, make an individual or entity a commercial interest.

Commercial interests may submit applications for initial or continued recognition at this time. However, recognition terms of all commercial interests will expire no later than June 30, 2023. Any organization that is an ADA CERP recognized provider and is also a commercial interest, as defined by CERP, will be able to maintain its recognition status through June 30, 2023, by fulfilling normal program requirements.