



Standards of Quality Continuing Education

The following Standards represent the minimum criteria to which continuing dental education Provider/Sponsors should adhere if they wish approval from the American Academy of Dental Hygiene, Inc.

I. Administration

Administration of the program must be consistent with:

- a. Goals of the program
- b. Objectives of the planned activities

The program shall be under the continuous guidance of an administrative authority and/or individual responsible for its quality, content and ongoing conduct.

II. Fiscal Responsibility

Resources shall be sufficient to meet:

- a. Goals of the program
- b. Objectives of the planned activities

III. Goals

The Provider/Sponsor shall develop and operate in accordance with a written statement of its broad, long-range goals related to the continuing education program.

Goals shall relate to the health care needs of the public and/or interests and needs of the profession as it relates to patient care.

IV. Needs Assessment

Provider/Sponsors shall utilize identifiable mechanisms to determine objectively the current professional needs and interests of the intended audience, and the content of the program shall be based upon these needs.

V. Objectives

Specific written educational objectives must be developed for each activity and published.



VI. Admissions

In general, continuing education activities shall be made available to all dentists, dental hygienists and dental assistants, as appropriate.

If activities require previous training or preparation, the necessary level of knowledge, skill or experience shall be specified in course announcements.

VII. Commercial Relationships

- a. All commercial relationships must be fully disclosed to participants at the beginning of the program.
- b. Provider/Sponsor and instructor commercial relationships must be fully disclosed in all promotional materials and participant handouts.

VIII. Educational Methods

Educational methods must be appropriate to the stated objectives for the activity.

Where participation is involved, enrollment must be related to available resources to assure effective participation by enrollees.

IX. Facilities

Facilities selected for each activity must be appropriate to accomplishing:

- a. Educational method(s) being used
- b. Stated educational objectives

X. Patient Protection

Participants must be cautioned about the hazards of using limited knowledge when integrating new techniques into their practices.

Where patient treatment is involved, either by course participants or instructors, patient protection must be assured as follows:

- a. Sponsor must seek assurance prior to the course, that participants have the basic skills, knowledge, and expertise necessary to assimilate instruction and perform the treatment techniques being taught in the course.
- b. Informed consent form from the patient must be obtained in writing, prior to treatment.
- c. Appropriate equipment and instruments must be available and in good working order.
- d. Adequate and appropriate arrangements and/or facilities for emergency and postoperative care must exist.
- e. Liability insurance is recommended for all professional participants.



XI. Instructors

Instructors chosen to teach courses must be qualified by education and/or experience to provide instruction in the relevant subject matter.

The number of instructors employed for a CE activity must be adequate to assure effective educational results.

XII. Publicity

Publicity shall be informative and not misleading. It shall include:

- a. Course title
- b. Description of course content
- c. Educational objective
- d. Description of teaching methods to be used
- e. Costs
- f. Name of the sponsor and a contact person
- g. Course instructor(s) and their qualifications
- h. Refund and cancellation policies
- i. Location
- j. Date
- k. Specifics as to the approvals granted and credits available.

For effective presentation and assimilation of course content, the prior level of skill, knowledge, or experience required (or suggested) of participants shall be clearly specified in publicity materials.

XIII. Evaluation

The Provider/Sponsor shall develop and utilize activity evaluation mechanisms that:

- a. Are appropriate to the objectives and educational methods
- b. Measure the extent to which course objectives have been accomplished
- c. Assess course content, instructor effectiveness, and overall administration

XIV. Course Records

Provider/Sponsors shall maintain permanent and accurate records of individual attendance and make such records accessible to attendees, if needed.

Any record granted in connection with the continuing education activity may be a certificate however, must not be, nor resemble, a diploma.

