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PACE

**PROGRAM
 APPROVAL FOR
 CONTINUING
 EDUCATION**

APPLICATION FOR LOCAL APPROVAL

An electronic version of this application can be received by e-mailing your request to PACE@agd.org, calling the AGD at 1.888.AGD.DENT, ext. 4114, or downloading the application from the AGD Web site at www.agd.org/education/pace/apply/#section_local.

Name of Program Provider organization: _____

Please check one: First-time applicant Renewing applicant, provider number: _____

Individual to whom correspondence regarding this application should be addressed:

Contact name	Title
Address	
Telephone	Fax
E-mail	Web site

Please answer the following questions to determine if you are eligible for PACE approval.

In this document, "you" refers to the organization applying for program provider approval.

QUESTION

Have you been offering continuing dental education activities for at least 12 months? If yes, please list the number of years this organization has offered continuing dental education activities. If no, you can apply for a maximum one year term of approval.

RESPONSE

Yes No

of Years: _____

As a program provider, do you ensure that all courses offered have a sound scientific basis in order to adequately protect the public? PACE reserves the right to require acceptable substantiation from providers that their courses have a sound scientific basis and proven efficacy, and ensure public safety.

Yes No

As a program provider, do you ensure that the educational methods and the facilities selected are appropriate to the stated objectives of the activity?

Yes No

Does your organization ensure that, upon completion of your course, participants are not obligated to utilize any volume of products and/or services?

Yes No

*If you answered **NO** to any of the above, you may not be eligible to become a PACE-approved program provider at this time. Please contact the AGD at 1.888.AGD.DENT, ext. 4114, before completing this application to discuss the eligibility requirements.*

Please answer the following questions to determine whether you are eligible to apply for local constituent PACE approval.

QUESTION

Is your program presented in more than one state/province?

RESPONSE

Yes No

Do your programs draw a significant number of attendees from outside the state/province in which your organization is based?

Yes No

Do your programs contain self-instruction or electronically mediated components?

Yes No

Do your programs contain combination on-site/in-office protocol courses?

Yes No

*If you answered **YES** to any of these questions, please contact the AGD at 1.888.AGD.DENT, ext. 4335, before completing this application, as you may need to apply for the national PACE program.*

I attest that the responses provided in this application reflect the actual administration of the continuing education program of the above organization.

Printed name

Title

Signature

Date

Which organization type best describes your organization? *Check one*

- | | | |
|-----------------------------------|-----------------------------|--------------------------------------|
| AGD Component | Federal Agency | Pharmaceutical Company |
| ADA Component | State Agency | Dental Materials Company |
| Communications/Publishing Company | Health Care Delivery System | Dental Equipment/Device Company |
| Consulting Company | Insurance Company | Specialty Society/Dental Association |
| Dental Education Company | Managed Care Company | Study Club |
| Other _____ | | |

Are you a not-for-profit organization? Yes No

Continuing education course type offered: *Check all that apply to your organization.*

Lecture Participation Other _____

Instructions

- Please save this document to your computer and complete electronically or print and complete in ink.
- Most answers require you to check only yes or no. For those that require a written statement, please print or type on a separate document, label it, and attach it to the application.
- All attachments must be properly labeled, with the question number to which it relates in the upper right-hand corner.
- Contact your local PACE-approved representative to confirm how many copies of the application should be submitted.
- Applications should be sent to your local AGD PACE-approved representative. For a current list, please visit the AGD Web site at **www.agd.org/files/education/PACE/list_constituent_approved_reps.pdf**

The *PACE Guidebook* is your resource for planning and administering what the Academy of General Dentistry looks for in a quality continuing dental education program. The questions on this application are based on the “Standards and Criteria of PACE,” which are divided into thirteen (13) distinctive sections. The notations listed in parentheses () after each question refer to

a specific standard or criteria within that section, found in the *PACE Guidebook*. For example, (XIII S:2) means section XIII, standard 2; (II C:D) means section II, criteria D; and (IV, R:G) means section 4, recommendation G.

Many discussions of continuing dental education (CDE) result in misinterpretation or confusion because frequently used terms

may be defined differently in the context of CDE. To clarify the intent, the *PACE Guidebook* contains a lexicon of terms that define how they will be used in relation to CDE. CDE providers should familiarize themselves with these definitions prior to completing the application to ensure a complete understanding of the information provided in this document.

FORMS:

- FORM A is to be completed by all applicants (Pages 3–18).
- FORM B is to be completed only by applicants who offer participation (hands-on) courses (Pages 19–21).

Standard I. ADMINISTRATION, Standard II. FISCAL RESPONSIBILITY

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA																																				
<p>1 List individuals who have day-to-day responsibility for the quality and content of the CE program and attach up to three samples of your most recent meeting minutes. (I, S:2) (I, C:A, F, G, K)</p>	<table border="0"> <tr> <td data-bbox="418 243 716 268">Name, Credential</td> <td data-bbox="727 243 959 268">Job Title</td> <td data-bbox="971 222 1079 268">% of Time Spent on CDE</td> </tr> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>5. _____</td> <td>_____</td> <td>_____</td> </tr> </table> <p data-bbox="418 558 834 583">Name of Committee/Council Members</p> <table border="0"> <tr> <td data-bbox="418 611 716 636">Name</td> <td data-bbox="727 611 959 636">Title</td> <td data-bbox="987 583 1079 636">Years on Committee</td> </tr> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>5. _____</td> <td>_____</td> <td>_____</td> </tr> </table> <p data-bbox="448 999 727 1024">Meeting Minutes attached</p>	Name, Credential	Job Title	% of Time Spent on CDE	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____	5. _____	_____	_____	Name	Title	Years on Committee	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____	5. _____	_____	_____	<p>I, S:2 The program must be under the continuous guidance of an administrative authority and/or individual responsible for its quality, content, and ongoing content.</p> <p>I, C:A The continuing education program must be under the ongoing supervision of an individual or an administrative authority so that there is continuity in the program provider's continuing education efforts.</p> <p>I, C:F Providers are required to have a committee that meets regularly and a majority of the committee must be dental professionals, including at least one licensed practicing dentist who is independent from other responsibilities for the provider and be broadly representative of the intended audience or constituency including the members of the dental team for which the courses are offered. The committee will also be required to maintain minutes from its meetings. The minutes of the meetings will be attached to the PACE Application when applying for participation and continued participation.</p> <p>I, C:K Continuity of administration and planning is necessary for the stability and growth of the program. It is required that:</p> <ol style="list-style-type: none"> 1. Members of the administrative authority or advisory committee be selected for a term of longer than one year. 2. Members of the administrative authority or advisory committee serve staggered terms of office.
Name, Credential	Job Title	% of Time Spent on CDE																																				
1. _____	_____	_____																																				
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<p>2 Who in your organization is responsible for the following: (Indicate job title(s) listed in question 1.) (I, C:C, G, H, I, J, N)</p>	<p data-bbox="418 1083 1079 1115">Establishing clear lines of authority and responsibility? (I, C:B)</p> <p>_____</p> <p data-bbox="418 1209 1079 1262">Responsible for assuring compliance with PACE standards and guidelines? (I, C:C)</p> <p>_____</p> <p data-bbox="418 1356 834 1388">Conducting a planning process (I, C:D)</p> <p>_____</p> <p data-bbox="418 1482 1079 1535">Ensuring that an adequate number of qualified personnel are assigned to manage the program? (I, C:D)</p> <p>_____</p> <p data-bbox="418 1629 911 1661">Ensuring continuity of administration? (I, C:D)</p> <p>_____</p> <p data-bbox="418 1755 1079 1850">Chooses the appropriate educational methods in consultation with an advisory committee, instructor, faculty or potential attendees? (I, C:G)</p> <p>_____</p>	<p>I, C:B The responsibilities and scope of authority of the individual or administrative authority must be clearly defined.</p> <p>I, C:C The administrative authority/ administrator will have the responsibility for assuring compliance with the quality contained in these standards and guidelines.</p> <p>I, C:D The CE provider must be responsible for:</p> <ol style="list-style-type: none"> a. Establishing clear lines of authority and responsibility b. Conducting a planning process c. Ensuring that an adequate number of qualified personnel are assigned to manage the program d. Ensuring continuity of administration <p>I, C:G The program planner must commit sufficient time to planning and conducting the CDE program relative to its planned size and scope of activity; be responsible for choosing the educational methods to be utilized in consultation with advisory committees, instructors, educational advisors, or potential attendees; and ensure that facilities and equipment (including those borrowed or rented) are adequate in size, safe, and in good working condition so that instruction can proceed smoothly and effectively.</p>																																				

Standard I. ADMINISTRATION, Standard II. FISCAL RESPONSIBILITY *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>2 Who in your organization is responsible for the following: (Indicate job title(s) listed in question 1.)</p>	<p>Assures that facilities and equipment are adequate and in good working condition and adequate space is provided to accommodate the size of the intended audience? (I, C:G)</p> <hr/> <p>Assures that student/instructor ratio is appropriate to the information being presented and there is adequate support personnel available to assist with the implementation of the course (I, C:H)</p> <hr/> <p>Responsible for maintaining accurate information on participants' attendance, needs assessments, and course objectives, outlines and evaluation procedures? (I, C:I)</p> <hr/> <p>Ensures participants are not violating any applicable laws and regulations while participating in a course. (I, C:J)</p> <hr/> <p>Responsible for providing annual contact information updates to the AGD (I, C:N)</p> <hr/>	<p>I, C:H Where the size or extent of the CDE program warrants, especially when offering participation courses, there must be provision for adequate support personnel to assist with program planning and implementation. Group size must be limited in coordination with the nature of available facilities and the number of instructors/ evaluators. Very careful attention to group size is mandatory when planning an activity that requires participants to perform complex tasks requiring supervision and evaluation.</p> <p>I, C:I The administrative authority/administrator is required to maintain accurate records of participants' attendance. The administrative authority/administrator will be responsible for retaining information on the formal planned activities offered, including needs assessment, methods, objectives, course outlines, and evaluation procedures. This information must be available at the time of application or reapplication for program provider approval.</p> <p>I, C:J CE providers must assume responsibility for compliance by participants with applicable laws and regulations. The provider must ensure that participation in its program by dentists not licensed in the jurisdiction where the program is presented does not violate the state practice act. Unless malpractice coverage for attendees participating in clinics is arranged by the CE provider, notice must be given to participants to obtain written commitments of coverage from their carriers.</p> <p>I, C:N Program providers must submit complete contact information annually to the AGD. Contact information must include current provider name, address, phone number, fax number, Web address (if available), name of current provider contact person and address, phone number, fax number, and e-mail address of contact person.</p>
<p>3 In the event of personnel changes, are there specific procedures in place to ensure continuity for the administration of the program? (I, C:E)</p>	<p>Yes No</p>	<p>I, C:E To maintain continuity, the program provider must develop specific procedures for personnel changes. This is particularly important with regard to the administrator or the administrative authority (program planner).</p>
<p>4 Attach a copy of your procedure manual, administrative guidelines, job descriptions, or list of job responsibilities. (I, C:E)</p>	<p>Sample</p> <p>Note: Providers should attach at least one of the documents requested. If including job descriptions or lists of job responsibilities the jobs should correspond with the titles listed in question 1.</p>	<p>I, C:E To maintain continuity, the program provider must develop specific procedures for personnel changes. This is particularly important with regard to the administrator or the administrative authority (program planner).</p>

Standard I. ADMINISTRATION, Standard II. FISCAL RESPONSIBILITY *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>5 Do you maintain a budget for the overall continuing education program, to include all costs and income, both direct and indirect? (II, S:1, C:A)</p>	<p>Yes</p> <p>No</p> <p><i>Check all that apply</i></p> <p>Tuition/registration fees</p> <p>Budget from parent organization, List name of Parent organization</p> <hr/> <p>Grants, List name of organization(s) providing grants</p> <hr/> <p>Sales of products, services or equipment</p> <p>Other Sources</p> <hr/>	<p>II, S:1 Resources must be sufficient to meet:</p> <p>a. The goals of the program;</p> <p>b. The objectives of the planned activities.</p> <p>II, C:A Adequate resources must be available to fund the administrative and support services necessary to manage the continuing education program.</p>

If you co/joint-sponsor CE activities with other CE providers complete questions 6 - 8, otherwise please skip to the next section.

<p>6 List the names of all joint sponsors. If available, provide a sample of a letter of agreement drawn up between providers forming the joint sponsorship</p>	<p>Name of Joint/Co-sponsor</p> <p>1. _____</p> <p>2. _____</p> <p>Sample letter of agreement attached</p>	
<p>7 When co-sponsoring CE activities with non-approved providers, do you assume responsibility for ensuring compliance the AGD PACE Standards and Criteria, including administrative responsibility for development, distribution and/ or presentation of continuing education activities? (I, C:M)</p>	<p>Yes</p> <p>No</p>	<p>I, C:M Administrative responsibility for development, distribution, and/or presentation of continuing education activities must rest with the AGD-PACE-recognized provider whenever the provider acts in cooperation with providers that are not recognized by the AGD-PACE.</p>

Standard I. ADMINISTRATION, Standard II. FISCAL RESPONSIBILITY *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
8 When co-sponsoring CE activities with AGD PACE-approved providers do all the recognized co-sponsors assume equal and full responsibility with AGD PACE Standards? (I, C:L)	Yes No	I, C:L When two or more approved program providers act in consort for development, distribution, and/or presentation of an activity, each must be equally and fully responsible for assuring compliance with these standards.

Automatic failure of section if applicant does not provide requested samples or names.

Standard III. GOALS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
9 Please attach a sample of your written organizational mission, organizational goals or continuing education goals relating to the health care needs of the public and/or interests and needs of the profession. (III, S:1,2)	<i>Check all that apply</i> Organizational Goals attached Organizational Mission attached Continuing Education Goals attached	III, S:1 The program provider must develop and operate in accordance with a written statement of its broad, long-range goals related to the continuing education program. III, S:2 Goals must relate to the health care needs of the public and/or interests and needs of the profession.
10 Who in your organization is responsible for developing the goals of the CDE program? (Indicate job title(s) listed in question 1.) (III, C:A)	_____ _____	III, C:A The individual or authority responsible for administration of the CDE program must have input into development of the overall program goals.
11 How often are the goals of the CDE program reviewed? (III, C:C)	_____ _____	III, C:C A mechanism should be provided for periodic re-appraisal and revision of the program provider's continuing education goals.

Automatic failure of section if applicant does not provide sample goals.

Standard IV. NEEDS ASSESSMENT

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA																																				
<p>12 What identifiable data sources or mechanisms outside your own needs/interests do you use to objectively determine the professional needs and interests of your potential future audience? (IV, C:B,)</p>	<p><i>Check all that apply</i></p> <table border="0"> <thead> <tr> <th data-bbox="509 260 792 281">Methods Used</th> <th data-bbox="911 260 1003 281">How Often</th> </tr> </thead> <tbody> <tr> <td colspan="2">Needs Identified by target audience:</td> </tr> <tr> <td>Survey/Questionnaire</td> <td>_____</td> </tr> <tr> <td>Verbal feedback</td> <td>_____</td> </tr> <tr> <td>Course evaluation forms</td> <td>_____</td> </tr> <tr> <td>Other: _____</td> <td>_____</td> </tr> <tr> <td colspan="2">Needs identified by experts</td> </tr> <tr> <td>Advisory committee input</td> <td>_____</td> </tr> <tr> <td>Advice from professional organizations</td> <td>_____</td> </tr> <tr> <td>Peer reviewed literature</td> <td>_____</td> </tr> <tr> <td>Other: _____</td> <td>_____</td> </tr> <tr> <td colspan="2">Need identified by regulatory agencies/ recognized authorities</td> </tr> <tr> <td>Public health statistic</td> <td>_____</td> </tr> <tr> <td>Patient care data</td> <td>_____</td> </tr> <tr> <td>National clinical guidelines</td> <td>_____</td> </tr> <tr> <td>Regulatory/certification requirements</td> <td>_____</td> </tr> <tr> <td>Consensus statements</td> <td>_____</td> </tr> <tr> <td>Other: _____</td> <td>_____</td> </tr> </tbody> </table>	Methods Used	How Often	Needs Identified by target audience:		Survey/Questionnaire	_____	Verbal feedback	_____	Course evaluation forms	_____	Other: _____	_____	Needs identified by experts		Advisory committee input	_____	Advice from professional organizations	_____	Peer reviewed literature	_____	Other: _____	_____	Need identified by regulatory agencies/ recognized authorities		Public health statistic	_____	Patient care data	_____	National clinical guidelines	_____	Regulatory/certification requirements	_____	Consensus statements	_____	Other: _____	_____	<p>IV, C:B Identified needs/interests must be developed from data sources that go beyond the program provider's own perceptions of needs/interests.</p>
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National clinical guidelines	_____																																					
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<p>13 Is the content of the CDE program based on these needs? (IV, S:1)</p>	<p>Yes No</p>	<p>IV, S:1 Program providers must utilize identifiable mechanisms to determine objectively the current professional needs and interests of the intended audience, and the content of the program must be based upon these needs.</p>																																				
<p>14 Who in your organization is responsible for: (IV, C: A,D)</p>	<p>Conducting the needs assessment process? _____</p> <p>Reviewing the needs assessment data? _____</p>	<p>IV, C:A The program planner must be responsible for carrying out or coordinating needs assessment procedures.</p> <p>IV, C:D The program provider must state the needs/interests identified and indicate how the assessment is used in planning educational activities.</p>																																				
<p>15 Please provide completed needs assessment surveys/questionnaires or written narratives that documents your needs assessment activities and describes how this information is used to plan CE activities. (IV, C:C)</p>	<p>Completed survey attached Written narrative attached</p>	<p>IV, C:C The program provider must document the process used to identify needs/interests and must include input from the provider's advisory committee.</p>																																				

Automatic failure of section if applicant does not document needs assessment process.

Standard V. OBJECTIVES

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
16 Are specific written educational objectives and design developed with the instructor in advance of each activity? (V, S:1)	Yes No	V, S:1 Specific written educational objectives must be developed for each activity and published in advance for the intended audience.
17 Though the instructor may write them, is the program planner ultimately responsible for ensuring that appropriate objectives are developed? (V, C:A)	Yes No	V, C:A The program planner must be ultimately responsible for ensuring that appropriate objectives are developed for each activity. The educational objectives may, however, be prepared by an instructor, course director, or program planner.
18 Are educational objectives developed early on, prior to selecting specific course content or choosing educational methodologies? (V, C:B)	Yes No	V, C:B Educational objectives must be developed for each activity during the earliest planning stages. These provide direction in selecting specific course content and choosing appropriate educational methodologies.
19 Are the educational objectives or detailed course descriptions distributed so that the intended audience is made aware of them and can select courses on a sound basis? (V, C:C)	Yes No	V, C:C The written educational objectives must be published and distributed to the intended audience as a mechanism for potential attendees to select courses on a sound basis.
20 Do you ensure that the educational objectives do not conflict with or appear to violate the <i>ADA Principles of Ethics and Code of Professional Conduct</i> ? (V, C:D)	Yes No	V, C:D Educational objectives must not conflict with or appear to violate the <i>ADA Principles of Ethics and Code of Professional Conduct</i> .
21 Enclose examples showing specific written objectives from courses given in the past year, such as brochures, handout materials, etc. (V, S:1)	Objectives attached	V, S:1 Specific written educational objectives must be developed for each activity and published in advance for the intended audience.

Automatic failure of section if applicant does not provide sample written course objectives.

Standard VI. ADMISSIONS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
22 In general, are your courses made available to all dentists? (VI, S:1) If no, please attach a written narrative explaining why courses are not available to all dentists.	Yes No Written narrative	VI, S:1 In general, continuing education activities must be made available to all dentists.
23 If activities require previous training or preparation is the necessary level of knowledge, skill or experience explained in course announcements? (VI, S:2,)	Yes No N/A	VI, S:2 If activities require previous training or preparation, the necessary level of knowledge, skill, or experience must be specified in course announcements.
24 Do you communicate to all participants the equipment and materials required to attend? (VI, C:A.5)	Yes No	VI, C:A As an activity is designed, the program planner may determine that previous training or preparation is necessary for learners to participate effectively in the activity. In all such cases, the program provider must: 5. If attendees are required to provide materials and equipment, the program provider must make this requirement clear to potential enrollees and must provide enrollees with specific descriptions of all equipment and materials required.

Standard VII. PATIENT PROTECTION

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
25 Are participants cautioned about the dangers of incorporating techniques and procedures into their practices if the course has not provided them with adequate clinical experience to allow them to perform it competently? (VII, C:A)	Yes No	VII, C:A. Participants must be cautioned about the dangers of incorporating techniques and procedures into their practices if the course has not provided them with adequate, supervised clinical experience in the technique or procedure to allow them to perform it competently.
26 Do you treat live subjects, including peers, during the CDE program?	Yes No	

**If YES, complete Form B
of the PACE Application**

Standard VIII. INSTRUCTORS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>27 How do you determine if instructors are qualified to provide instruction in the relevant subject matter? (VIII, S:1)</p> <p>Note: Providers that utilize one instructor to present 50% or more of their CDE activities MUST include a Curriculum Vita for that instructor containing a biography, education/training, and list of positions held, courses taught and publications. (VIII, C:D)</p>	<p><i>Check all that apply</i></p> <p>Review of instructor's CV</p> <p>Scouting reports</p> <p>Word of mouth</p> <p>Professional society referral</p> <p>University/dental school faculty</p> <p>Speakers' bureaus</p> <p>Participant course evaluations</p> <p>Personal Interviews</p> <p>Other: _____</p> <p>N/A - Self Instruction courses only</p>	<p>VIII, S:1 Instructors chosen to teach courses must be qualified by education and/or experience to provide instruction in the relevant subject matter.</p> <p>VIII, C:D CDE providers that utilize one instructor to present 50 percent or more of the provider's CDE activities must submit a <i>Curriculum Vitae</i> containing complete information on the instructor's education, professional training, positions held, and publication and presentation history when applying for the AGD PACE recognition.</p>
<p>28 Do you ensure that adequate direct interchange between participants and instructors will take place? (VIII, C:C)</p>	<p>Yes</p> <p>No</p>	<p>VIII, C:C The instructor-to-attende ratio is most critical in participation courses. Great care must be taken to ensure that close supervision and adequate direct interchange between participants and instructors will take place. The instructor-to-attende ratio should not exceed 1:15 during any hands-on activities.</p>
<p>29 Do you assign the number of course instructors based on your chosen educational objectives and methods? (VIII, S:2, C:B)</p>	<p>Yes</p> <p>No</p>	<p>VIII, S:2 The number of instructors employed for a CDE activity must be adequate to ensure effective educational results.</p> <p>VIII, C:B The number of instructors assigned to any activity must be predicated upon the course objectives and the educational methods used.</p>
<p>30 Is the instructor/attende ratio such to ensure that close supervision and adequate direct interchange between participants and instructors will take place? (VIII, C:C)</p>	<p>Yes</p> <p>No</p>	<p>VIII, C:C The instructor-to-attende ratio is most critical in participation courses. Great care must be taken to ensure that close supervision and adequate direct interchange between participants and instructors will take place. The instructor-to-attende ratio should not exceed 1:15 during any hands-on activities.</p>
<p>31 What is your instructor/attende ratio during the hands-on activities of your participation courses?</p>	<p>Participation/hands-on courses not offered</p> <p>Ratio: _____</p>	<p>VIII, C:C The instructor-to-attende ratio is most critical in participation courses. Great care must be taken to ensure that close supervision and adequate direct interchange between participants and instructors will take place. The instructor-to-attende ratio should not exceed 1:15 during any hands-on activities.</p>
<p>32 Do you assure that all instructors/writers can provide evidence based sources in English or translated from peer-reviewed journals that support the content being taught? (VIII S:3)</p>	<p>Yes</p> <p>No</p>	<p>VIII, S:3 Providers must ensure that instructors support clinical recommendations with references from the scientific literature whenever possible. References must have a sound scientific basis, as defined in the Lexicon of Terms. References must be published and/or translated into English.</p>
<p>33 Please include a sample of the signed affidavit of image authenticity you obtain from all faculty members/instructors and/or course designers to ensure that images presented have not been falsified and will not misrepresent the outcome of treatment. (VIII, C:E)</p>	<p>Signed affidavit of image authenticity attached</p>	<p>VIII, C:E CDE program providers must assume responsibility for taking specific steps to ensure that images presented in courses have not been falsified or misrepresent the outcome of treatment. Signed affidavits of image authenticity must be obtained from all faculty members.</p>

Automatic failure of section if applicant does not provide sample affidavit cannot ensure instructors can provide evidence-based sources in English.

Standard IX. PUBLICITY

QUESTION	RESPONSE			RELATED STANDARD/CRITERIA
<p>34 Does your course publicity contain all the following: (IX, S:1, 2)</p> <p>Course title.....</p> <p>Description of course content.....</p> <p>Educational objectives.....</p> <p>Description of teaching method.....</p> <p>Costs.....</p> <p>Name of program provider(s) and contact.....</p> <p>Course instructors and their qualification.....</p> <p>Refund and cancellation policies.....</p> <p>Location.....</p> <p>Date.....</p> <p>Number of CDE hours awarded.....</p> <p>Level of skill, knowledge, or experience required/suggested.....</p> <p>Availability period for Self-instruction courses.....</p> <p>Names of entities providing commercial support.....</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>	<p>Self-instruction</p> <p>Free Courses</p> <p>Self-instruction</p> <p>N/A</p> <p>N/A</p>	<p>IX, S:1 Publicity must be informative and not misleading. It must include:</p> <ul style="list-style-type: none"> a. Course title b. A description of course content c. The educational objectives d. A description of teaching methods to be used e. Costs f. The name of the program provider and contact person g. Course instructor(s), their qualifications and any conflict of interest h. Refund and cancellation policies i. Location j. Date k. Specifics as to approvals granted and credits available l. Time and period of availability for Internet-based courses m. The names of any entities providing commercial support <p>IX, S:2 For effective presentation and assimilation of course content, the prior level of skill, knowledge, or experience required (or suggested) of participants must be clearly specified in publicity materials.</p>
<p>35 Are the AGD PACE logo and specific approval terms included? (IX, C:E)</p>	<p>Yes</p> <p>No</p>	<p>First-time applicant</p>	<p>IX, C:E Approved program providers must use the approved AGD PACE logo/brand with the appropriate credit statement in all printed brochures and promotional materials for their educational program.</p>	
<p>36 Attach your five (5) most recent publicity samples from programs given in the past 12 months. If five samples are not available from the past 12 months, please provide the five most recent publicity samples available. (IX, C:A)</p>	<p>_____ Number of publicity samples attached</p>			<p>IX, C:A Any publicity for CDE activities must provide complete and accurate information to the potential audience.</p>
<p>37 Do you ensure that publicity does not contain misleading statements regarding the nature of the activity or the benefits to be derived from participation? (IX, C:B)</p>	<p>Yes</p> <p>No</p>	<p>IX, C:B Care must be taken to avoid misleading statements regarding the nature of the activity or the benefits to be derived from participation.</p>		
<p>38 Are all statements of credit or approval worded as prescribed by the agency granting the credits or approvals, so that participants cannot misinterpret them? (IX, C:C, F)</p>	<p>Yes</p> <p>No</p>	<p>IX, C:C Accurate statements concerning credits or approvals granted for the activity must be included. Great care must be taken to ensure that such statements follow the wording prescribed by the agency granting the credits or approvals, so that participants cannot misinterpret them.</p> <p>IX, C:F The terms “accredited,” “accreditation,” “certification,” or “endorsement of” must not be used in conjunction with PACE approval. Providers must not make statement implying AGD PACE Approval or endorsement of individual courses.</p>		

Standard X. EVALUATION

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>39 Have you developed and utilized evaluation mechanisms that: (X, S:1)</p> <p>a. are appropriate to the objectives and educational methods?</p> <p>b. measure the extent to which course objectives have been accomplished?</p> <p>c. assess course content, instructor effectiveness, and overall administration?</p> <p>d. include questions that ask for comments from participants?</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>	<p>X, S:1 The program provider must develop and utilize activity evaluation mechanisms that:</p> <p>a. Are appropriate to the objectives and educational methods;</p> <p>b. Measure the extent to which course objectives have been accomplished;</p> <p>c. Assess course content, instructor effectiveness, and overall administration.</p>
<p>40 Do your evaluation mechanisms allow participants to assess their achievement of personal objectives? (X, C:A)</p>	<p>Yes No</p>	<p>X, C:A The program provider must provide an evaluation mechanism that will allow participants to assess their achievement of personal objectives. Such mechanisms must be content-oriented and provide feedback to participants so that they can assess their mastery of the material. This is especially important if the activity is self-instructional in nature. The educational objectives for the activity must form the basis for the evaluation.</p>
<p>41 Do your evaluation mechanisms help to assess the level at which the objectives were fulfilled, with the goal of improving your future educational activities? (X, C:B)</p>	<p>Yes No</p>	<p>X, C:B The program provider must provide an evaluation mechanism that will help the program provider assess the effectiveness of the CDE activity and the level at which stated objectives were fulfilled, with the goal being continual improvement of the program provider's activities.</p>
<p>42 Do you conduct internal reviews of your entire educational program to determine the extent to which the overall goals of the program are being achieved? (X, C:C.1)</p>	<p>Yes No</p>	<p>X, C:C The program provider is required to periodically conduct an internal review to determine:</p> <p>1. The extent to which the goals are being achieved.</p>
<p>43 How often does your advisory/planning committee review course completed course evaluations? (X, C:D)</p>	<p>Monthly Quarterly Bi-annually Annually Other:</p> <hr/>	<p>X, C:D The advisory committee must be involved in the provider's periodic assessment of the effectiveness of its continuing education program.</p>
<p>44 Are the results communicated with the instructor/provider? (X, R:B)</p>	<p>Yes No</p>	<p>X, R:B The program provider should provide feedback to the instructor concerning the information that evaluation of the CDE activity has produced.</p>
<p>45 Provide samples of completed evaluation mechanisms.</p>	<p>Completed course evaluation attached</p>	

Automatic failure of section if applicant does not provide sample course evaluation.

Standard XI. COURSE RECORDS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA												
<p>46 Attach an explanation of how you award CE for those teaching methods used in your overall programs. (XI, S:3, C:B)</p> <p>Example: For lecture courses we issue one hour of CE for each hour spent in the classroom.</p>	<p><i>Explanation attached for:</i></p> <p>Lecture Hands-on/Participation Webinar Teleconference</p>	<p>XI, S:3 Credit awarded to participants of an approved program provider's educational activity must be in compliance with AGD policies related to credit allocation.</p> <p>XI, C:B Credit must be awarded based on the following calculations:</p> <ol style="list-style-type: none"> 1. For formal structured lectures, credit will be awarded based on actual number of contact hours. No credit will be awarded if the course is less than one hour in duration; 2. For courses in which at least 30 percent of course content involves the participant in the active manipulation of dental materials or devices, the treatment of patients, or other opportunities to practice skills or techniques under the direct supervision of a qualified instructor, participation credit will be awarded based on actual number of contact hours (excluding breaks, meals and registration periods); 3. AGD members who complete audio, audio-visual, or electronically delivered self-instructional programs should receive credit equal to twice the length of the instructional time provided, with a minimum of one hour of credit; 4. AGD members who complete self-paced self-instructional programs must receive credit based on an educator's estimate of the time required to complete the program segment, with the minimum being one credit hour and the maximum being eight credit hours; 5. For courses that include an in-office component, credit will be awarded hour-for-hour for the formal, on-site sessions. Credit for the in-office component must not exceed (but may be less than) the amount of credit awarded for the initial sessions (excluding the final case presentation session). 												
<p>47 Do you:</p> <p>Maintain accurate records of individual attendance for at least six years?.....</p> <p>Make past attendance records accessible to attendees?.....</p> <p>Issue a completion/verification code for each activity?</p> <p>Submit CE credit for all AGD member attendees direct to the AGD?</p> <p>Ensure that attendance verification does not resemble a diploma?.....</p> <p>Ensure that attendance verification does not attest to a specific skill, specialty or advanced educational status?.....</p> <p>(XI, S:1,2,4,5)</p>	<table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	<p>XI, S:1 Program providers must maintain accurate records of individual attendance and make such records accessible to attendees for a minimum of six years.</p> <p>XI, S:2 Any record supplied in connection with the continuing education activity must not be, nor resemble, a certificate or diploma that attests to or might appear to attest to specific skill, specialty, or advanced educational status. Providers must design such documentation to avoid misinterpretation by the public or professional colleagues.</p> <p>XI, S:4 Program providers must submit continuing education credits for all AGD member attendees directly to the AGD by mail or online within 30 days. AGD-approved standardized roster submission forms must be used.</p> <p>XI, S:5 A course completion code for each educational activity must be given to the attendees at the end of each course.</p>
Yes	No													
Yes	No													
Yes	No													
Yes	No													
Yes	No													
Yes	No													

Standard XI. COURSE RECORDS *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>48 Please provide a sample of a completed course verification of attendance distributed to participants upon completion of the course. (XI, C:C, D)</p>	<p>Attendance verification attached</p>	<p>XI, C:C Providers must issue accurate records of individual participation to attendees.</p> <p>XI, C:D Verification of participation documentation must clearly indicate at least:</p> <ol style="list-style-type: none"> 1. The name and PACE provider ID number of the program provider; 2. The date(s), location and duration of the activity; 3. The title of the activity and/or specific subjects; 4. Educational methods used (e.g., lecture, videotape, clinical participation, electronically mediated) 5. Number of credit hours (excluding breaks and meals); 6. A course completion code for each educational activity; <ol style="list-style-type: none"> a. When attendees can attend one or more portions of a program, completion codes should be issued at the end of each portion of the program. 7. The name of the participant; 8. The title of each individual CE course the participant has attended or successfully completed as part of a large dental meeting or other similar activity (and number of credits awarded for each); 9. The recognition status of the provider, through the use of the authorized statement, and, whenever feasible (given space considerations) the use of the AGD PACE logo in conjunction with the authorized approval statement. (See page 18 of PACE Guidelines)

Automatic failure of section if applicant does not provide samples or if sample resembles a diploma.

Standard XII. COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>49 Please provide a sample of your guidelines or policies that clearly identify you as responsible for program content, ensure scientific integrity of all CDE activities and faculty selection, and help you avoid commercial influence in relation to this standard. (XII, C:A, B)</p>	<p>Written Commercial Guidelines/Policies attached</p>	<p>XII, C:A CE program providers must assume responsibility for ensuring the content quality and scientific integrity of all CE activities. Educational objectives, course content, teaching methods, instructors, and advisors must be selected independent of commercial interest.</p> <p>XII, C:B CDE program providers must operate in accordance with written guidelines and policies that clearly place the responsibility for program content and faculty selection on the program provider. These guidelines must not conflict with the PACE Standards/Criteria for Approval. Each CDE learning experience offered must conform to this policy.</p>

Standard XII. COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
<p>50 Do you ensure that:</p> <p>You or your instructors disclose any monetary or special interest in any company, whose products are discussed in your CE activities, in your promotional materials and verbally at the start of the presentation itself? (XII, C:E).....</p> <p>Product promotional material or product-specific advertisements of any kind are kept separate from all CE activities? (XII, C:F)</p> <p>Any arrangements for commercial exhibits or advertisements with commercial sponsors do not influence the planning of the CE course and are not a provision of commercial support for the CE activities? (XII, C:G).....</p> <p>A balanced view of all therapeutic options is presented, and that, whenever possible, generic names are used? (XII, C:H).....</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>	<p>XII, C:E CE program providers and instructors must disclose to participants any monetary or other special interest the program provider may have with any company whose products are discussed in its CE activities. Disclosure must be made in publicity materials and at the beginning of the presentation itself.</p> <p>XII, C:F Product-promotion material or product-specific advertisement of any type is prohibited in or during CE activities. Live promotional activities (staffed exhibits, presentations) or enduring promotional activities (print or electronic advertisements) must be kept separate from CDE. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided during CDE activities.</p> <p>XII, C:G Arrangements for commercial exhibits or advertisements must not influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CDE activities.</p> <p>XII, C:H CE program providers must ensure that a balanced view of all therapeutic options is presented. Whenever possible, generic names must be used to contribute to the impartiality of the program presented.</p>
<p>51 Do you assume the responsibility for any specific content and instructional materials, including those that may be prepared with outside financial support? (XII, C:I)</p>	<p>Yes</p> <p>No</p> <p>N/A</p>	<p>XII, C:I CDE program providers must assume responsibility for the specific content and use of instructional materials that are prepared with outside financial support.</p>
<p>52 Describe the steps your advisory committee takes to protect against conflicts of interest that CE planners, course directors and instructors/authors may have. (XII, C:M)</p>	<p>Narrative attached</p>	<p>XII, C:M The advisory committee must be involved in evaluating and taking steps to protect against conflicts of interest that CE activity planners, course directors and lecturer/author/instructors may have.</p>
<p>53 Please include a sample of the signed conflict of interest statement you obtain from all faculty in order to identify and disclose all possible conflicts of interest. (XII, C:J)</p>	<p>Signed Instructor Conflict of Interest Disclosure attached</p>	<p>XII, C:J CDE program providers must assume responsibility for taking steps to protect against and/or disclose any conflict of interest of the advisory committee, CDE activity planners, course directors and lecturer/author/ instructors presenting courses. Signed conflict of interest statements must be obtained from all advisory committee members, CDE activity planners, course directors and lecturer/author.</p>
<p>54 Do you offer product-specific training courses (i.e. educational activities designed to train participants how to use a single product) and/or do you offer educational activities designed to promote or market product(s) and/or service(s). (XII, C:L)</p>	<p>Yes</p> <p>No</p> <p>Note: If Yes, attach an explanation on how you disclose the promotional nature of these activities to participants and ensure that CE credit IS NOT issued for these activities:</p> <p>Narrative attached</p>	<p>XII, C:L CDE providers that also offer activities designed to promote drugs, devices, services or techniques must clearly disclose the promotional nature of the activity in publicity materials and in the activity itself. The CDE hours awarded must not include the promotional hours.</p>

If outside sources of financial aid are currently utilized or if commercial relationships exist between your organization, course presenters, and/or a commercial company, complete questions 55–58; otherwise, skip to the next section.

Standard XII. COMMERCIAL OR PROMOTIONAL CONFLICT OF INTEREST *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
55 Are all commercial relationships among your organization, course presenters, and/or a commercial company fully disclosed to course participants in your publicity? (XII, S:1.b,m)	Yes No	XII, S:1 The PACE standards and criteria are designed to ensure that: b. If commercial relationships exist between the program provider, course presenters, and/or a commercial company and its products, they must be fully disclosed to participants. m. Publicity must be informative and not misleading. It must include: The names of any entities providing commercial support.
56 Do you accept only unrestricted funding for any and all aspects of the educational activity? (XII, C:C)	Yes No	XII, C:C The ultimate decision regarding funding arrangements for CDE activities must be the responsibility of the CDE program provider. CDE activities may be supported by funds received from external sources if such funds are unrestricted. External funding must be disclosed to participants 1) in announcements, brochures, or other educational materials, and 2) in the presentation itself.
57 Please attach samples of your printed announcements, brochures, or other educational materials, disclosing the source of any external funding. (XII, C:C)	Publicity attached	XII, C:C The ultimate decision regarding funding arrangements for CDE activities must be the responsibility of the CDE program provider. CDE activities may be supported by funds received from external sources if such funds are unrestricted. External funding must be disclosed to participants 1) in announcements, brochures, or other educational materials, and 2) in the presentation itself.
58 Please provide a sample of a written letter of agreement you use which outlines the terms and conditions of any arrangement and/or relationship between yourself and a commercial supporter. (XII, C:D)	Commercial Support Agreement attached	XII, C:D CDE program providers receiving commercial support must develop and apply a written statement or letter of agreement outlining the terms and conditions of the arrangement and/or relationship between the program provider and the commercial supporter.

Automatic failure of section if applicant does not include documentation for one question;
automatic failure of application if applicant does not include documentation for two or more questions.

FORM B

Complete if your organization offers hands-on participation courses

Standard I. ADMINISTRATION

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
1 Do you limit group size in coordination with the nature of the facility and the number of instructors/evaluators? (I, C:H)	Yes No	I, C:H Where the size or extent of the CDE program warrants, especially when offering participation courses, there must be provision for adequate support personnel to assist with program planning and implementation. Group size must be limited in coordination with the nature of available facilities and the number of instructors/evaluators. Very careful attention to group size is mandatory when planning an activity that requires participants to perform complex tasks requiring supervision and evaluation.
2 Is sufficient space and equipment available to allow active participation by each learner without any learner experiencing undue idle time? (I, C:G)	Yes No	I, C:G The program planner must commit sufficient time to planning and conducting the CDE program relative to its planned size and scope of activity; be responsible for choosing the educational methods to be utilized in consultation with advisory committees, instructors, educational advisors, or potential attendees; and ensure that facilities and equipment (including those borrowed or rented) are adequate in size, safe, and in good working condition so that instruction can proceed smoothly and effectively.

Standard VI. ADMISSIONS

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
3 If attendees are required to provide materials or equipment, do you make this requirement clear to potential enrollees by providing specific descriptions of all equipment and materials required? (VI, C:A)	Yes No N/A	VI, C:A As an activity is designed, the program planner may determine that previous training or preparation is necessary for learners to participate effectively in the activity. In all such cases, the program provider must: <ol style="list-style-type: none">1. Provide a precise definition of knowledge, skill, or experience required for admission;2. Demonstrate the necessity for any admission restriction, based on course content and educational objectives;3. Specify in advance and make available a method whereby applicants for admission may demonstrate that they have met the requirement;4. Develop methods that are objective, specific, and clearly related to the course content and stated requirements;5. If attendees are required to provide materials and equipment, the program provider must make this requirement clear to potential enrollees and must provide enrollees with specific descriptions of all equipment and materials required.

Standard VII. PATIENT PROTECTION

Complete questions 4 – 15 ONLY if live patients are treated by the instructor and/or participants during the course.

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
4 Do you seek assurance prior to the course that participants possess the basic skill, knowledge, and expertise necessary to assimilate instruction and perform the techniques being taught in the course? (VII, S:2.a)	Yes No	VII, S:2 Where patient treatment is involved, either by course participants or instructors, patient protection must be ensured as follows: a. The program provider must seek assurance prior to the course that participants possess the basic skill, knowledge, and expertise necessary to assimilate instruction and perform the treatment techniques being taught in the course.
5 Are appropriate equipments and instruments available and in good working order? (VII, S:2.c)	Yes No	VII, S:2 Where patient treatment is involved, either by course participants or instructors, patient protection must be ensured as follows: c. Appropriate equipment and instruments must be available and in good working order.
6 Please provide a sample of the informed consent obtained in writing from each patient? (VII, S:2.b, C:D)	Informed consent form attached	VII, S:2 Where patient treatment is involved, either by course participants or instructors, patient protection must be ensured as follows: b. Informed consent from the patient must be obtained in writing prior to treatment. VII, C:D Patients must be informed, in non-technical language, of: 1. The training situation; 2. The nature and extent of the treatment to be rendered; 3. Any benefits or potential harm that may result from the procedure; 4. Available alternative procedures; 5. Their right to discontinue treatment.
7 Do you assume responsibility for completion of treatment by a qualified clinician should any question of the course participant's competence arise? (VII, C:E)	Yes No	VII, C:E The program provider must assume responsibility for completion of treatment by a qualified clinician, should any question of the course participant's competence arise.
8 Provide a list of the equipment, facilities, and/or arrangements you provide to ensure that adequate and appropriate arrangements and/or facilities exist for emergency and postoperative care. (VII, S:2.d)	Emergency Plan/ Equipment attached Sample post-op care explanation attached	VII, S:2 Where patient treatment is involved, either by course participants or instructors, patient protection must be ensured as follows: d. Adequate and appropriate arrangements and/or facilities for emergency and postoperative care must exist.
9 Do you assume the responsibility that participants do not treat patients in violation of state dental licensure laws while in your course? (VII, C:B)	Yes No	VII, C:B The program provider must assume responsibility for ensuring that participants treating patients (especially those from outside the state/province where the course is held) are not doing so in violation of state dental licensure laws.
10 Do you take responsibility that adequate facilities are available to ensure aseptic conditions and that universal precautions are followed when treating patients? (VII, C:F)	Yes No	VII, C:F There can be no compromise in adequate and appropriate provisions for care of patients treated during CDE activities; aseptic conditions (where possible, and, where not possible, antiseptic conditions), equipment, and instruments, as well as emergency care facilities, must be provided.
11 Do you provide sufficient clinical supervision during patient treatment to ensure that procedures are performed competently? (VII, C:G)	Yes No	VII, C:G Sufficient clinical supervision must be provided during patient treatment to ensure that the procedures are performed competently.

Standard VII. PATIENT PROTECTION *continued*

QUESTION	RESPONSE	RELATED STANDARD/CRITERIA
12 Do you assume responsibility for providing necessary post-course treatment, either through the practitioner who treated the patient during the course or through an alternative arrangement? (VII, C:H)	Yes No	VII, C:H The program provider must assume responsibility for providing the necessary post-course treatment, either through the practitioner who treated the patient during the course or through some alternative arrangement.
13 Is your organization your participants and instructors covered with liability protection? (VII, C:I)	Yes No	VII, C:I Program providers, instructors, and participants should have adequate liability protection.
14 In an attached narrative explain your procedures to ensure there is malpractice coverage and liability insurance for instructors and attendees. (VII, C:I)	Narrative attached	VII, C:I Program providers, instructors, and participants should have adequate liability protection.
15 If you do not provide malpractice coverage, provide a sample of advance notice given to attendees requiring them to obtain written certification of coverage from their carriers. (VII, C:I)	Sample attached	VII, C:I Program providers, instructors, and participants should have adequate liability protection.