



## Policy: Pre-Approval of CE Courses

### Rational

The purpose of continuing education is to ensure continued competence.

It is the responsibility of each registrant to ensure that continuing education courses, programs and activities reflect the purpose of continuing education, and when in doubt, to seek approval prior to participation. Also, it is the responsibility of each registrant to ensure that credit hours are accurately reported to the College.

In some instances, however, the College may certify a course, program or activity and assign continuing education credits in advance. Under some conditions, the College may also allow individuals or organizations who sponsor a course, program or activity to report on a registrant's behalf.

### Policy Statement

#### **Pre-Approval of a Continuing Education Course, Program or Activity**

In order to ensure acceptance, a registrant planning to participate in, or an individual or organization planning to offer, a continuing education course, program or activity should request a review in advance of its being taken or offered. The request for pre-approval must be accompanied by the following information about the course, program or activity:

- relevance to the practice of denturism;
- objectives or competencies to be achieved;
- number of hours;
- name and address of sponsoring organization or individual;
- qualifications of all persons involved in teaching, guiding or leading;
- affiliation and interest of sponsoring individual or organization;
- date, place and time.

#### **Certification of a Continuing Education Course, Program or Activity**

The College can certify a course, program or activity as approved and assign it continuing education credits. Notification of certification may be used by the sponsor to inform potential attendees that a course, program or activity is approved and requires no additional review by the College.

To seek a certification review of a course, program or activity, a registrant or the individual or organization sponsoring the course, program or activity requests a certification review. The information listed above under "Pre-Approval of a Continuing Education Course, Program or Activity" must be submitted to the College. In addition, the method of registering attendees must be described.

### **Criteria for Approval or Certification of a Continuing Education Course, Program or Activity**

The College uses the following criteria to determine whether or not to approve or certify a course, program or activity and the number of continuing education credits to assign to it:

- degree of relevance of the course, program or activity to continued competency;
- degree to which the course, program or activity meets objectives or achieves competencies;
- qualifications of the individuals teaching the course or program or leading the activity;
- affiliation or interest of the sponsoring individual or organization.

### **Evidence of Certification**

The College will provide a letter advising of the outcome of the certification review. When pre-approval has been granted, the letter suggests that it and a copy of these guidelines be displayed to inform registrants of the pre-approval and procedures to follow.

### **Duration of Certification**

A course, program or activity retains its certification for a period of 3 years from the date of certification. The College may withdraw its certification at any time if the course, program or activity has changed the conditions under which the course, program or activity was approved for certification.

### **Submission of Proof of Attendance by a Registrant**

A registrant must submit a signed receipt verifying attendance at the specific course, program or activity for which credit is being sought.

For conferences or larger programs, verification by an instructor of the actual session for which credit is being sought is required.

**Submission of Proof of Attendance by Other than a Registrant**

The College will accept proof of attendance from an individual or organization other than a registrant in cases where the College has authorized the individual or organization to submit this information. Proof of attendance is a signed copy of the register of a course, program or activity for which credit is being sought. The register must include an attendee's signature at the beginning and end of the course, program or activity. The registrant should ensure that the individual or organization has been authorized by the College to submit proof of attendance on their behalf.

**Forms**

Forms for applying for continuing education credits are available through the College.

Board Approval Date: June 6, 1997