

Recognition as an Ohio Dental Hygienists' Association Continuing Education Provider

Standards and Procedures

As the Ohio State Dental Board (OSDB) no longer approves biennial sponsors for Continuing Education (CE) credits for licensure, the Dental Hygiene Associations and Dental Associations have been given the opportunity to approve sponsors/courses for CE credit for licensure. The Ohio Dental Hygienists' Association (ODHA) has accepted this opportunity and provide this document as procedural protocol for obtaining approval of the ODHA. This process affords knowledgeable individuals in the dental profession that do not meet the criteria of a permanent sponsor to find sponsorship/approval for offering CE credits for licensure.

CE Providers who are currently recognized by the following entities do not have to seek ODHA CE Provider Recognition Status:

1. National, state, district, or local dental hygienists' associations affiliated with the American dental hygienists' association
2. National, state, district, or local dental associations affiliated with the American dental association or national dental association
3. Accredited dental hygiene colleges or schools
4. Accredited dental colleges or schools
5. Other organizations, schools, paraprofessional programs, or agencies approved by the state dental board.

CE Providers will clearly state on their promotional material and on the CE Certificate the name of the sponsoring organization.

To obtain ODHA CE Course Recognition, the individual seeking ODHA recognition as a CE provider:

1. Submits a planned program of CE activities consistent with the definition of continuing dental education provided in the OSDB rules.

Ohio Revised Code (links):

- a. <https://dental.ohio.gov/home>
- b. <https://codes.ohio.gov/ohio-revised-code/section-4715.141>;
- c. <https://codes.ohio.gov/ohio-administrative-code/rule-4715-8-04>
- d. <https://odha.net/docs/Ohio%20Revised%20Code%20Dental%20Hygienist%20Continuing%20Education%20Requirements%204715.25-8-31-2010.pdf>

2. Ensures that all courses offered for CE credit have a sound scientific basis.

ODHA CE COUNCIL reserves the right to require that the applicant provide documentation that courses offered by the provider have a sound scientific basis and proven efficacy. Documentation must be submitted to the ODHA CE Council 90 days prior to the planned CE course offering for consideration of recognition by the ODHA.

WRITTEN MISSION/GOALS

1. The continuing education goals must relate to the health care needs of the public and/or interests and needs of the profession.
2. The Course Description and Instructor BIO (Individual) must be submitted to consider the individual seeking recognition.

EDUCATIONAL OBJECTIVES

1. Explicit written educational objectives identifying the expected learner outcomes must be developed for each activity.
2. The educational objectives will be prepared by the instructor, course director or the Individual seeking ODHA Recognition.
3. The written educational objectives must be provided to the intended audience as a mechanism for potential attendees to select courses on a sound basis.
4. Educational objectives must not conflict with or appear to violate the ADHA Principles of Ethics.

https://www.adha.org/resources-docs/ADHA_Code_of_Ethics.pdf

EVALUATION

1. The ODHA RECOGNIZED PROVIDER will distribute appropriate evaluations at the end of each course and will distribute a CE certificate for the ODHA approved CE credit for licensure at the end of the course.
2. The CE provider should provide samples of the evaluation feedback for ongoing evaluation of the course.

RECOMMENDATIONS

1. Evaluation methods should be appropriate to and consistent with the scope of the activity.
2. The evaluation mechanisms should allow participants to assess course content with regard to whether it was practically useful, comprehensive, appropriate, and adequately in-depth.

CONTENT AND CONFLICT OF INTEREST

1. ODHA RECOGNIZED CE PROVIDERS must assume responsibility for ensuring the content quality and scientific integrity of all continuing dental education activities. Educational objectives, content development, and selection of educational methods and instructors must be conducted independent of commercial interest.
2.
 1. ODHA RECOGNIZED CE PROVIDERS must ensure that continuing dental education activities promote improvements in oral healthcare and not a specific drug, device, service or technique of a commercial interest.
 - a. ODHA RECOGNIZED CE PROVIDERS must disclose to participants any monetary or other special interest the 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 educational activity.

- b. ODHA RECOGNIZED CE PROVIDERS must ensure that a balanced view of all therapeutic options is presented in CE activities. Whenever possible, generic names must be used to contribute to the impartiality of the program presented.
 - c. ODHA RECOGNIZED CE PROVIDERS must assume responsibility for the specific content and use of instructional materials that are prepared with outside financial support.
3. ODHA RECOGNIZED CE PROVIDERS must assume responsibility for taking steps to protect against and/or disclose any conflict of interest of the advisory committee, CE activity planners, course directors and instructors/authors involved in planning or presenting courses.
4. ODHA RECOGNIZED CE PROVIDERS must disclose to participants in CE activities any relevant financial relationships that the planners and instructors/authors of a continuing education activity may have that may create conflicts of interest. Disclosure must include the name of the individual, the name of the commercial interest, and the nature of the relationship the individual has with each commercial interest. Disclosure must not include the use of a trade name or product message. For individuals that have no relevant financial relationships, the provider must disclose to participants that no relevant relationships exist. Disclosure must be made before the start of the continuing education activity and must be made in writing, either in publicity materials, course materials, or audiovisual materials.

RECOMMENDATIONS

A. The following are examples of outside or commercial support that is **customary and proper**:

- Payment of reasonable honoraria
- Reimbursement of out-of-pocket expenses for instructors/authors
- Modest meals or social events held as part of the educational activity

INSTRUCTORS

1. ODHA RECOGNIZED CE PROVIDERS must ensure that additional instructors chosen to teach courses are qualified by education and experience to provide instruction in the relevant subject matter.
2. The number of instructors employed for a continuing education activity must be adequate to ensure effective educational results.
3. ODHA RECOGNIZED CE PROVIDERS must ensure that instructors support clinical recommendations with references from the scientific literature whenever possible. References must have a sound scientific basis. References should be provided to participants upon request or in the handout materials.
4. The number of instructors assigned to any activity must be predicated upon the course objectives and the educational methods used.
5. ODHA RECOGNIZED CE PROVIDERS who utilize one instructor to present 50% or more of the provider's CE activities must submit a Curriculum Vitae containing complete information on the instructor's education, professional training, positions held, and publication and presentation history.
6. ODHA RECOGNIZED CE PROVIDERS must assume responsibility for taking steps to ensure that images presented in courses have not been falsified or misrepresent the outcome of treatment.
7. The ODHA RECOGNIZED CE Provider must be responsible for maintaining accurate records of participants' participation. These records must be kept for 6 years. The list of participants, license number and contact information must be provided to the ODHA CE Council immediately upon completion of the course. The ODHA Administrative Assistant will keep digital copies of the records.
8. The ODHA RECOGNIZED CE PROVIDER assumes responsibility for the planning, organizing, administering, publicizing, presenting, and keeping records for the planned continuing dental education activity.

Administrative responsibility for development, distribution, and/or presentation of continuing education activities must rest solely with the recognized provider.

PUBLICITY

CRITERIA:

1. Publicity must be informative and not misleading. It must include:
 - a. The name of the provider prominently identified
 - b. The names of any joint providers
 - c. The course title
 - d. A description of the course content
 - e. The educational objectives
 - f. A description of teaching methods to be used
 - g. The names of any entities providing commercial support
 - h. The costs and contact person
 - i. The course instructor(s) and their qualifications and any conflicts of interest
 - j. Refund and cancellation policies
 - k. Location, date, and time for live activities; original release date, review date (if applicable).
 - l. The recognition status of the provider, through the use of the authorized recognition statement, and, whenever feasible (given space considerations) the use of the ODHA logo in conjunction with the authorized statement.
 - m. The number of credits available using the authorized credit designation statement
5. Accurate statements concerning credits for the activity and the provider's recognition status must be included. ODHA RECOGNIZED CE PROVIDERS must ensure that such statements follow the wording prescribed by the agency granting the credits or recognition so that participants do not misinterpret them.
6. The terms "accredited," "accreditation," "certification" or "endorsed by" must not be used in reference to ODHA recognition. Providers must not make statements implying ODHA approval or endorsement of individual courses. The ODHA RECOGNIZED CE PROVIDER statement will be included in the documents that will be sent to the provider once approved.
7. Content and Publicity of CE Courses must not conflict with any tenets of the ADHA Code of Ethics.
 - a. https://www.adha.org/resources-docs/ADHA_Code_of_Ethics.pdf

RECORD KEEPING

1. ODHA RECOGNIZED CE PROVIDERS must issue accurate records of individual participation to attendees.
2. Documentation must not resemble a diploma. Documentation must not attest, or appear to attest to specific skill, or specialty or advanced educational status. Providers must design such documentation to avoid misinterpretation by the public or professional colleagues.
3. Credit awarded to participants of a recognized provider's educational activity must be calculated as follows:
 - a. For all CE activities, 0.25 credit hours will be awarded for each 15 minutes of activity time, not including breaks, meals, registration periods or general business. No credit shall be awarded if the activity is less than 15 minutes in duration.
 - b. For CE activities that involve both on-site lecture and demonstration portions and in-office, independent participation components, credit for the in-office, independent study portion may not exceed credit awarded for the lecture and demonstration portions.
4. Verification of participation documentation must clearly indicate at least:
 - a. The name of the CE provider
 - b. The name of the participant
 - c. The date(s), location and duration of the activity
 - d. The title of the activity and/or specific subjects
 - e. 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).
 - f. The educational methods used (e.g., lecture, videotape, clinical participation, electronically mediated)
 - g. The number of credit hours awarded (excluding breaks and meals)
 - h. The recognition status of the provider, through the use of the authorized recognition statement
5. Participants will be given the contact information for the ODHA CE Council (email).
6. Providers must maintain records of the individual participants at each educational activity, including their names, addresses and telephone numbers, for a period of at least six years.
7. If ODHA recognition is granted, the provider will be supplied with the following information:
 - a. The effective dates and length of the recognition term.
 - b. The ODHA CE Council will reevaluate the Provider each year if the ODHA RECOGNIZED CE PROVIDER seeks the ODHA recognition.
 - c. A statement that must be used to announce or publicize ODHA CE Provider/course recognition
 - d. Procedures regarding expiration of recognition and reapplication
 - e. Requirements and recommendations for improvements in the provider's CE program, if applicable

ODHA CE Council reserves the right to revoke ODHA Recognized CE Provider Status to any individual who violates the standards listed.

2022 – 2023 Fees for Individual seeking ODHA Recognized CE Provider Status

\$250 per course being evaluated by the ODHA CE Council

Fees will be assessed per course. Each approved course may be provided unlimited times annually. Fees will be assessed annually, and with each new course being evaluated. ODHA CE Provider Recognition Status will end December 31 of each calendar year, but may be renewed annually. ODHA CE Council will evaluate course evaluations and any feedback from participants before renewing CE Provider Status.

ODHA CE Provider Recognition Status Application Checklist

Must be completed per CE Course being evaluated

Reference *“Recognition as an Ohio Dental Hygienists’ Association Continuing Education Provider Standards and Procedures” document (included)*

Name of Instructor:

Credentials of Instructor:

(Please provide bio) (include separate sheet)

Name of the CE Course to be provided:

Learning Objective(s) (include separate sheet)

Intended Course Evaluation (include separate sheet)

Intended Course Participant sign-in sheet (include separate sheet)

Include participant’s printed name, license number, Name and Date of Course and participant’s signature next to name

Conflict of Interest Statement (even if none)

Sample of intended or actual publicity (include separate sheet)

Sample of intended or actual certificate or statement of course completion which will be provided to participant (include separate sheet).

Payment must be included. \$250 per course. If writing a check, please make payable to ODHA Treasurer and send to:

ODHA Treasurer
5721 Barclay Lane
Milford, OH 45150.
(“ODHA CE Council” in the memo line)

After the CE Course is provided, include

Digital Spreadsheet of all attendees with required information included

Digital (Scanned) course evaluations