



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

School of Dentistry

Office of Continuing Education

Requesting CE Credit for an Event

Office of Continuing Education

Planning a lecture or presentation and want to offer CE credit but don't know how ?



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Go to go.vcu.edu/dentistryce and select “Contact Us”.



School of Dentistry Continuing Education and Faculty Development

Home Events My account Financial policies Directions and attractions Accreditation FAQ **Contact us**

Welcome to our website!!

We at the Office of Continuing Education are excited to welcome you to our website! This site was designed to be easy to use and allow you to find information quickly. We've added new content and features to allow you to manage your continuing education, including viewing and printing your CE history. One of the more exciting additions is your ability to print certificates and attendance verifications for attended courses. Our site was designed with you in mind and we hope you enjoy it!

- Easier access to courses
- Online registration - no more mailing or faxing
- Ability to view or print your CE transcript
- Online completion of evaluation forms
- Certificates and Attendance Verficiations available at the touch of a button

Connect with us! Join our mailing list or get social with us.



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Click on “CE Event Request Form”.

CE Event Request Form



Are you planning an event and you want to offer continuing education (CE) credits? Want to plan a continuing education event but want someone else to handles the many details? The Department of Continuing Education and Faculty Development can provide CE credits for your event or function as your one-stop-shop for continuing education event planning. We can reserve venue spaces, connect you with catering, provide technology and parking services and market your event with an online Web page capable of registering attendees, collecting payment and communicating important information. [Click here to open the Requesting CE Credit for an Event guide.](#)

Please complete the [CE Event Request Form](#) to begin.

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Complete the request form and click at the bottom.




CONTINUING EDUCATION EVENT REQUEST FORM

The Office of Continuing Education provides continuing education (CE) credits for learning activities as well as being a one-stop-shop for continuing education event planning. We reserve venue spaces, provide catering, technology and parking services, and market events with an online Web page capable of registering attendees, collecting payment and communicating important information.

Whether the activity is a presentation, seminar, course or workshop, the information provided in this form will convey your vision for a successful interaction with your participants. Our guide to "Requesting CE Credit for an Event" is attached to provide you with presenting and audience tips.

If you have any questions regarding your event or need assistance, please contact Ms. Pamela Flynn by e-mail at dentistryce@vcu.edu or by telephone at 804.828.0869.

Attachment:  [Requesting CE Credit for an Event Process - 2016.pptx](#) (3.44 MB)

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Keep the following in mind:

- For CE Credit Only events, submit request before event is advertised or 45 days before the event, whichever is greater.
- For CE Department Event Management Services, submit request at least 3-months before the event. Six months is preferred.
- A separate request form is needed for each course/presentation. Retrospective requests are not honored and no guarantee can be given for events with less than 45 days notice.
- The CE Department will process the request based on a completed form. Missing or incomplete information will delay the approval process.
- Event Point-of-Contact is notified via email of approval or denial.

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- If approved, additional requirements are explained.
 - Advertising guidelines (i.e. ADA CERP statement)
 - Applicable fees
 - Registration process
 - Attendance documentation (i.e. sign-in sheet, etc.)
 - Presentation materials
 - Attestation forms for speaker(s)
 - Post Event requirements

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- Once the CE Department has received all required post-event documentation, attendee attendance is posted.
- Attendees will receive an email notification thanking them for attending the event and request them to complete an evaluation survey.
- Once the evaluation survey is completed, the attendee will receive another email notification thanking them for completing the evaluation survey. It will also contain a link to their Attendance Verification (AV).
- Event Point-of-Contact will receive a Post-Event Report for events planned by the CE Department.

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Activities must be considered continuing dental education in order to be eligible for CE credit.

Continuing Dental Education

- ✓ Educational activities designed to review existing concepts and techniques, to convey information beyond the basic dental education and to update knowledge on advances in scientific, clinical, and non-clinical practice related subject matter, including evidence-based dentistry.
- ✓ The objective is to improve the knowledge, skills and ability of the individual to provide the highest quality of service to the public and the profession.
- ✓ Should make it possible for new knowledge to be incorporated into the practice of dentistry as it becomes available.

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What's the difference?

Continuing Education

An educational experience (lecture, hands-on participation, electronically mediated learning, self-instruction) offered to the public or a specified audience. A registration fee may or may not be charged.

Faculty Development

An educational experience (lecture, hands-on participation, electronically mediated learning, self-instruction) offered to all (faculty, staff, students) or a specified group within the VCU School of Dentistry. A registration fee is usually not charged.

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What's the difference between a certificate and an attendance verification?



A [certificate](#) attests the attendee has acquired a specific skill, specialty or advanced educational status. An [attendance verification \(AV\)](#) is a record of attendance or participation at a continuing education course/event.

We only offer two courses (Dental Radiation Safety and Local Anesthesia & Nitrous Oxide for Dental Hygienists) that actually receive a certificate. All other courses receive an attendance verification.

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Courses attended by full-time faculty are automatically added to their FARES activity report. The faculty member will have to go back and report the number of credits awarded, as this information cannot be automatically populated into FARES. In order for the CE information to automatically appear, they must register for CE courses using their vcu.edu email address.

3. Continuing Education

If applicable, information from SOD Continuing Education will display here. Use the "Add" feature to list additional CE training for this reporting period.

TITLE	AWARDING AGENCY	CE CREDITS	DATE(S)	
Human Papillomavirus Associated Cancers	<input type="text" value="VCU School of Dentistry"/>	<input type="text"/>	<input type="text" value="10/8/2013"/>	<input type="button" value="x Remove"/>
Plenary Session for the 2013 Oral Health S	<input type="text" value="VCU School of Dentistry"/>	<input type="text"/>	<input type="text" value="11/7/2013"/>	<input type="button" value="x Remove"/>
Plenary Session for the 2013 Oral Health S	<input type="text" value="VCU School of Dentistry"/>	<input type="text"/>	<input type="text" value="11/7/2013"/>	<input type="button" value="x Remove"/>

NOTE: For CE credits, the system will only accept valid numerical values with up to two decimal places.

Add CE training

TITLE	AWARDING AGENCY	CREDITS	DATE(S)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+ Add"/>

Save

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QUESTIONS???



Please contact us!

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