



Standards for Continuing Dental Education Discount Fee Policy

Policy Type: Administrative
Responsible Office: Office of Continuing Education
Initial Policy Approved: 7/1/2014
Current Revision Approved: 4/13/2017

Policy Statement and Purpose

The Virginia Commonwealth University School of Dentistry (VCU SOD) Office of Continuing Education is an accredited provider designated by the American Dental Association Continuing Education Recognition Program (ADA CERP) to provide continuing dental education. This policy fulfills an ADA CERP requirement. The Office of Continuing Education must ensure balance, independence, objectivity, and scientific integrity in all its educational activities.

Each continuing dental education activity offered must conform to this policy. Noncompliance with this policy may result in a refusal to issue continuing education credits.

Table of Contents

Who Should Know This Policy.....	1
Definitions.....	2
Contacts.....	3
Procedures.....	3
Forms.....	4
Related Documents.....	4
Revision History.....	4
FAQs.....	4

Who Should Know This Policy

Office of Continuing Education employees, persons involved in program planning, Human Resource Department employees and VCU School of Dentistry faculty members and employees should read and know this policy.

Definitions

Activity

An individual educational experience such as a lecture, clinic or home-study package. (See also COURSE)

Continuing Dental Education (CDE)

Continuing dental education consists of 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. All continuing dental education should strengthen the habits of critical inquiry and balanced judgment that denote the truly professional and scientific person and should make it possible for new knowledge to be incorporated into the practice of dentistry as it becomes available.

Continuing education programs are designed for part-time enrollment and are usually of short duration, although longer programs with structured, sequential curricula may also be included within this definition. In contrast to accredited advanced dental education programs, continuing dental education programs do not lead to eligibility for ethical announcements or certification in a specialty recognized by the American Dental Association. Continuing dental education should be a part of a lifelong continuum of learning.

Course

A type of continuing educational activity; usually implies a planned and formally conducted learning experience. In a live course/activity participants must attend in order to claim credit.

Discount

A deduction from the usual cost of a CDE event or activity, which is given based on early registration, registrant category or other criteria.

Employee

An individual working at the Virginia Commonwealth University School of Dentistry. They are employed by either the Commonwealth of Virginia (school) or VCU Dental Care (the corporation).

Faculty

Adjunct

Adjunct faculty appointments are granted to faculty who serve the University part-time and are employed for specific activities and do not lead to tenure

Affiliate

These are individuals are affiliated with the university but are not paid employees. Affiliates may include retirees, clinical faculty, staff of temporary-help agencies and contractors who provide services to the university. Faculty who supervise students off-site are appointed as external affiliate instructors.

Full-Time

Full-time faculty appointments offered in three categories of appointments based on responsibilities and tenure status: Teaching and Research (T&R) faculty, Administrative and Professional (A&P) faculty and Term (formerly known as Collateral) faculty.

Human Resources

The VCU School of Dentistry Human Resources Department serves prospective and current employees. The office recruits, hires and orients new employees. It administers benefits, payroll and leave, and provides expertise on employee performance and evaluation. The office oversees FMLA and worker's compensation claims, reward and recognition programs, staff development events, and the management of personnel records.

Instructor/Author (also lecturer, faculty, faculty member)

The person or persons responsible for the development and presentation of specific CDE course material for the intended audience.

Mastership Program

The VCU School of Dentistry Mastership Program is designed to provide a curriculum for general dentists that will satisfy the 400-hour participation requirements of the Academy of General Dentistry's AGD Mastership Award. The entire program of 400 participation hours in 18 dental subject categories can be completed in eight sessions over four years.

Program Planning

The total process of designing and developing continuing education activities. This process includes assessing learning needs, selecting topics, defining educational objectives, selecting instructors/authors, facilities and other educational resources, and developing evaluation mechanisms. All steps in the program planning process should be aimed at promotion of a favorable climate for adult learning.

Remediation Program

The Office of Continuing Education offers one-on-one courses (Individual Learning Activity) designed to meet the requirements of an individual's Virginia Board of Dentistry ordered remediation.

Contacts

Office of Continuing Education officially interprets this policy. Office of Continuing Education is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to Office of Continuing Education.

Procedures

The VCU SOD Office of Continuing Education is a provider of continuing dental education and is required to follow certain procedures to remain compliant with the ADA CERP. The following standards provide guidelines for applying a registration discount for full-time, adjunct and affiliate faculty registrants and must be adhered to.

1. Applying a Registration Discount

- Faculty member locates a course on the VCU SOD Continuing Education and Faculty Development website (go.vcu.edu/dentistryce).
- Faculty member registers for course and accurately answers the question, "What is your VCU School of Dentistry status?"
- Faculty member selects from one of the choices: I am a Full-time VCU SOD faculty member, I am an Adjunct VCU SOD faculty member, I am not a VCU SOD faculty member or employee, or I am a VCU SOD employee.

- Based on the choice selected, a 100% discount is applied to the registration fee for full-time faculty members and SOD employees. A 50% discount is applied to the registration fee for adjunct faculty members.
- The VCU SOD Office of Continuing Education will verify faculty status with the Human Resources Department to ensure the correct discount is applied.

2. Exclusions to Discount Policy

- Registration fees for the Mastership Program and its events are exempt from this discount fee policy. The faculty member will pay the same as a non-faculty member registrant.
- Registration fees for a Remediation Program Course are exempt from this discount fee policy. The faculty member will pay the same as a non-faculty member registrant.
- Registration fees for CDE events that are hosted by other organizations are determined by those organizations and if any applicable discounts will be issued.
- Affiliate faculty members are exempt from this discount fee policy and will pay the same as a non-faculty member registrant.
- Registration discounts are not issued for events that do not charge a registration fee.

Forms

There are no forms associated with this policy and procedures.

Related Documents

1. ADA CERP Website (<http://www.ada.org/en/ccepr>)
2. [ADA CERP Recognition Standards and Procedures – April 2016](#)
3. [VCU Faculty Handbook – November 2011](#)

Revision History

This policy supersedes the following archived policies:

3/10/2016 *Standards for Continuing Dental Education Discount Fee Policy for Faculty Members*

FAQs

1. During CDE course registration, I selected that I am a full-time faculty member, but a discount was not applied to my fee. Why did that happen?

The CDE activity you registered for may not have been a VCU SOD Office of Continuing Education event. Registration fees as determined by the CDE event host organization and a faculty member discount may not be available.

2. During CDE course registration, I selected that I am an adjunct faculty member and the discount was applied to my fee. Then I received a statement showing I owed additional money. Why did that happen?

After you registered, the VCU SOD Office of Continuing Education verified your faculty status with Human Resources (HR). HR may not have you listed as an adjunct faculty member and the discount was removed from your account. Remember, affiliates are not eligible for a faculty discount.

3. Who do I contact if I have additional questions?

Contact the VCU SOD Office of Continuing Education by telephone at (804) 828-0869, e-mail at dentistryce@vcu.edu or in-person in the Wood Building, 521 N 11th Street, Suite 101A, Richmond, VA 23298.