

Step by Step for delivering a CE Course with CE Zoom

All CE Courses must be submitted to CE Zoom prior to being delivered for our review and evaluation to ensure compliance with AGD-PACE standards.

Getting Ready for your Course

1. Create a free CE Zoom Company Account [HERE](#).
2. Select a Speaker who is qualified to offer the educational content and plan a date and time for them to present.
3. Read AGD-PACE Guidelines [HERE](#).
4. Read the CE Zoom [Joint Program Provider Policies & Protocols](#)
5. Sign the [Joint Provider Agreement](#) (valid for one calendar year)
6. Purchase course postings from the Packages, Plans, and Upgrades screen on your CE Zoom account.
7. Utilize Course Posting Wizard to set-up your CE Program within your Company Account, you will need to have the following items available:
 - I. Course Title
 - II. Date
 - III. Time: Start Time, End Time, Time Zone
 - IV. Credit Hours
 - V. Presenter Name (Names of Additional Presenters)
 - VI. Contact Email (this will be the main contact for CE Zoom to communicate with)
 - VII. Payment for utilization of CE Zoom AGD Joint Provider
 - VIII. Supply the following information regarding the Course:
 - i. Course Category that best describes the Educational Content
 - ii. AGD Subject Code (see appendix: AGD Subject Codes)
 - iii. Course specific verification code (combination of number/letters)
 - iv. Identify the Educational Method (Live In-person, Live Webinar, Self-Study..etc)
 - v. Any Prerequisites that may be required prior to enrollment in the CE program
 - vi. Cost/Enrollment Fee for CE Program
 - vii. Contact Email (this will be the contact email for course attendees)

Getting Your Speaker Ready

8. Supply the following information regarding the Speaker:
 - I. Signed "[Affidavit of Image Authenticity](#)"
 - II. Disclosures: Names of organizations in which speaker is affiliated with or have financial interests and/or arrangements and explanation of the arrangement or relationship
 - III. Disclosures: Names of Sponsor (if applicable)
 - IV. Curriculum Vitae or Bio relevant to the educational material

Developing Your Course

9. Develop CE Program/Course: Include the following items to be reviewed by CE Zoom at least 14 days prior to the program date.
 - I. Overview: broadly describe the educational concepts and topics
 - II. Objectives (3-5): describe the expected outcomes of learners
 - III. Presentation Slide Deck in .PDF format (**at least 7 days before the course**)
 - i. Disclosure/Conflict of interest/Sponsors must be disclosed or displayed prior to educational content. Please add this information on slide 2.
 - ii. **Absolutely No:** logos, product promotional materials, product specific advertisements, trade names, branding, direct commercial links,
 - iii. Images used must not be falsified or misrepresent treatment outcomes
 - iv. Educational Content is scientific in nature and met the stated objectives
 - v. References, Resources, Citations

- IV. Test: at least 6 questions per CE hour of the program that evaluate learners comprehension (with the exception of live in-person courses)
- V. Supplemental information: Handouts, Speaker notes, supporting documents that will be available, distributed or to attendees

What you Need to Know for Publicity/Advertising/Marketing

10. Publicity/Advertising/Marketing materials (i.e emailing, flyers, website pages...etc.) must comply with the following:
 - I. The terms “accredited,” “accreditation,” “certification” or “endorsement of” must not be used in conjunction with PACE approval. Do not make statements implying AGD PACE Approval or endorsement of individual courses.
 - II. Use of the AGD PACE Logo (see Joint Program Provider Policy & Protocols, pg. 5-11)
 - i. The AGD PACE Logo should be between 3/4 and two inches in height and not be larger than the provider's logo.
 - ii. The above approval statement must be placed directly to the right of the AGD PACE Logo
 - iii. Type size should not be less than 6 point. Type style should be san serif. (Helvetica, Ariel, etc.)
 - iv. The AGD PACE Logo should be in the AGD approved color, black or white if reversed out of a dark colored background.
 - III. Joint Program Provider Statement
 - I. The following statement must appear below the AGD-PACE logo: *“This activity has been planned and implemented in accordance with the standards of the Academy of General Dentistry Program Approval for Continuing Education (PACE) through the joint program provider approval of CE Zoom and (your company name). CE Zoom is approved for awarding FAGD/MAGD credit.”*

During Your Course Delivery

1. Ensure speaker announces Disclosures/Conflict of Interest/Sponsors to the audience PRIOR to start of the educational content
2. Educational Content must focus on and promote Improvement in oral health and unbiased
3. Participants must be cautioned about incorporating techniques or new methodology into their practice if there is insufficient education or supplemental clinical experience that would otherwise contribute to provider competency.
4. Absolutely No: Marketing, Sales or Promotion of a specific product or device
5. If Hands-on Course the student instructor ratio is not more than 15:1

After Your Course

1. Announce Verification Code at the end of the course and BEFORE any promotional or marketing
2. Confirm attendees in your CE Zoom company account (if you selected “manual” confirmation)