

## **Alpha Omega International Dental Fraternity Continuing Education Policies and Procedures**

Alpha Omega supports Professionalism by providing dental continuing education programs both internationally and on a chapter level. Chapters are encouraged to inform Alpha Omega Headquarters of courses that they offer so that Alpha Omegas from other areas can participate in these programs.

Alpha Omega maintains its status as an approved AGD/PACE provider in order to assure its members that all courses are scientifically based and not only the opinions of the speaker. In addition, Alpha Omega's PACE provider status helps support those members interested in obtaining Fellowship or Mastership in the Academy of General Dentistry.

Alpha Omega will maintain a Continuing Education Committee which will oversee the continuing education program. This committee will assure that the program is properly administered and that all proposed courses be examined to assure that they are scientifically based. The Alpha Omega International Executive Director will administer the program to assure compliance with all policies as determined by the CE committee.

Alpha Omega International Dental Fraternity will periodically offer continuing education programs to its membership and will identify to its membership those courses that are eligible for AGD credit. Alpha Omega chapters offering courses may participate in the International Fraternity's program and use the AGD provider number assigned to Alpha Omega International, provided that they comply with the policies and procedures of the International Fraternity. Participation by chapters in the International's AGD/PACE program is voluntary.

### **Policies and Procedures**

1. In order to assure that courses offered are scientifically based, chapters must inform the CE Committee the following preferably 6 months prior but not less than 1 month prior to the course date: the title of the course, the name of the presenter, a short synopsis of the course explaining the scientific basis of material that will be presented and the desired learning outcomes. Chapters are encouraged to ask speakers to provide this scientifically based synopsis.
2. Once a course is approved, the meeting organizer must develop a meeting announcement that includes the following:
  - Course title
  - A description of course content
  - The educational objectives
  - A description of teaching methods to be used

- Costs
  - The name of the program provider, joint-providers and contact person organizing the course.
  - Course instructor(s), their qualifications and any conflicts of interest
  - Refund and cancellation policies
  - Location
  - Date
  - Specify number of hours awarded by educational methods used (lecture, clinical participation, self-instruction, etc.)
  - AGD subject code
  - The names of any entities providing commercial support
  - For effective presentation and assimilation of course content, the prior level of skill, knowledge, or experience required (or suggested) of participants must be clearly specified in publicity materials.
  - The Alpha Omega logo
  - The AGD logo along with the accompanying PACE approval statement (supplied by Alpha Omega CE manager).
3. Upon receipt of a proper meeting announcement, International's CE manager will provide the meeting contact person the following:
- A Course Attendance Roster for participants to sign as verification of course attendance.
  - A Course Attendance Verification Form to be given to each course participant upon receipt of a completed Course Evaluation Form
  - A Course Evaluation Form
  - A Speaker Conflict of Interest/Image Verification Form to be completed and signed by the speaker.
  - A Financial Disclosure Form to be given to each commercial sponsor, disclosing the type and amount of support and signed by the both the sponsor representative and the meeting coordinator.
  - A Commercial Guidelines Form that describes the relationship between Alpha Omega and Commercial Sponsors. This is to be distributed to each commercial sponsor.
- The meeting coordinator/contact person will make as many copies of these forms as they deem necessary.
4. Upon course completion, the meeting contact person/coordinator will return the completed forms to the AO International CE manager.

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