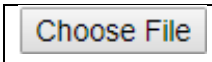
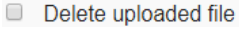
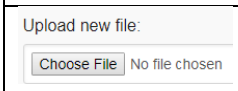
General Notes

Welcome to the AGD's new online application for National PACE Approval. To familiarize yourself with this new format please read through the general notes below. If you have any questions or difficulties with the application please contact the AGD at 1.888.243.3368 ext. 4335 or ext. 4114.

General Notes	
Buttons	**Note**
Next	Clicking the Next button automatically saves your answers.
Back	If at any time you need to return to a previous page you can scroll to the top of the page you are on and click the Back button.
50%	At the top of the page is a status bar that will let you know how much of the current section has been completed.
	At the top of each page in the APPLICATION SECTION is a list of different areas of the application. You can jump to that area by clicking on the area you want to go to Go to: SECTION 2: PROGRAM SUMMARY SECTION 2: CONTINUED PROGRAM SUMMARY SECTION 3: STANDARD REVIEW - Adminstration SECTIC 3: STANDARD REVIEW - Administration Continued SECTION 3: STANDARD REVIEW - Fiscal Responsibility SECTION 3: STANDARD REVIEW - Goals, Needs Assessment SECTION 3: STANDARD REVIEW - Objectives, Admissions SECTION 3: STANDARD REVIEW - Patient Protection, Instructors SECTIC 3: STANDARD REVIEW - Publicity SECTION 3: STANDARD REVIEW - Evaluation, Course Records SECTION 3: STANDARD REVIEW - Commercial or Promotional Conflict of Interest SECTION 3: STANDARD REVIEW - Commercial or Promotional Conflict of Interest Continued SECTION 3: STANDARD REVIEW - Self-Instruction Programs SECTION 3: STANDARD REVIEW - Electronically Mediated Programs SECTION 4: PROTOCOL COURSES
▸ Continue	The Online application will automatically save your entries after you click on the Next button. You can stop your work at any time, log out and log back in when you are ready to work again. Once logged back in, you will see the areas you still need to complete. Click on the Continue button to return to where you left off. Application Round TASK / STATUS / ACTIONS Fill out your application form — INCOMPLETE — ▸ Continue PACE Application Payment — INCOMPLETE — ▸ Start Providers must pay the current application in order for the application to be accepted. Submit your application — PREREQUISITES NOT MET
	SECTION 1 of the application is the ELIGIBILITY SECTION Applicants who are not eligible for national PACE approval will not be able to proceed to Sections 2, 3 or 4 of the application.

	SECTION 2 of the application is the COURSE SUMMARY **COURSE SUMMARY 1: PAST COURSES** Applicants must list all lecture or hands-on courses offered during the immediate 12 months prior to the applying. • Up to 10 courses can be added. Organizations that have offered more than 10 courses within the last 12 months should list the 10 most recent courses. • All documentation provided in the application should be from courses identified in the course summary. • New applicants who have not yet offered courses will be able to skip this section. • Live webinars should be included in the Course Summary 1; recorded/on-demand webinars should not; Recorded/on-demand webinars are considered self-instruction and should be included on Course Summary 3. • Self-instruction courses SHOULD NOT be included on Course Summary 1; self-instruction courses should be included on Course Summary 3. **COURSE SUMMARY 2: UPCOMING COURSES** Applicants must list all lecture or hands-on courses planned for the next 12 months. • Up to 10 courses can be added. Organizations that plan to offer more than 10 courses within the next 12 months should list the first 10 planned in chronological order. • If dates or any other information is not yet available, enter the best estimate. • Live webinars should be included on Course Summary 2; recorded/on-demand webinars should not; Recorded/on-demand webinars are considered self-instruction and should be included on Course Summary 3. • Self-instruction courses SHOULD NOT be included on Course Summary 2; self-instruction courses should be included on Course Summary 3.
	SECTION 3 of the application is the Standard Review Applicants will answer questions pertaining PACE Standards I – XIII to demonstrate that they have established processes within that organization that meet PACE Standards and Criteria when they plan and implement their continuing dental education programs.
	SECTION 4 of the application is only for organizations that offer protocol courses. Protocol courses are defined by AGD as courses which assign homework involving clinical activities after an initial classroom program and then award CDE credit for these clinical activities successfully completed outside of the classroom. Participants must present assignment results to course participants and the course instructor or course director before CDE is awarded.

	**Choosing/Attaching files** In many instances applicants must attach an electronic file to the application. Files can Word, .pdf, Excel, or any other standard file type. **To attach a file:** • Click on the CHOOSE FILE button • Go to the file on your computer in which your document is stored • Click on the document that you want to upload to the application • Click on "open" • The file will be inserted into the application
	**Removing attached files** If you upload a file and then need to delete it, scroll to the bottom of the page and click on SAVE & CONTINUE EDITING button You will be brought to the top of the page; scroll down to the question you want to remove the file from. **To remove a file:** • Click on the DELETE UPLOADED FILE box • Scroll to the bottom of the page and click on SAVE & CONTINUE EDITING button, or wait until you have completed the page and click on NEXT.
	**Replacing attached files** If you upload a file and then need to change it, scroll to the bottom of the page and click on SAVE & CONTINUE EDITING button. You will be brought to the top of the page; scroll down to the question where you want to change the file. **To replace a file:** • Click on the CHOOSE FILE button under the UPLOAD NEW FILE heading • Go to the file on your computer in which your document is stored • Click on the document that you want to upload to the application • Click on "open" • The file will replace the file previously chose and be inserted into the application • Scroll to the bottom of the page and click on SAVE & CONTINUE EDITING button and then return to the question to verify the file has been replaced.