

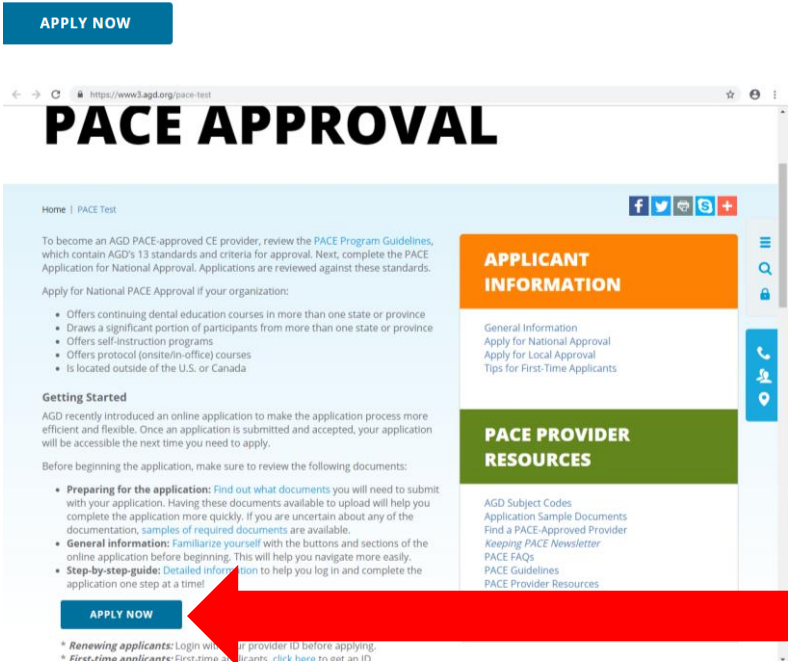


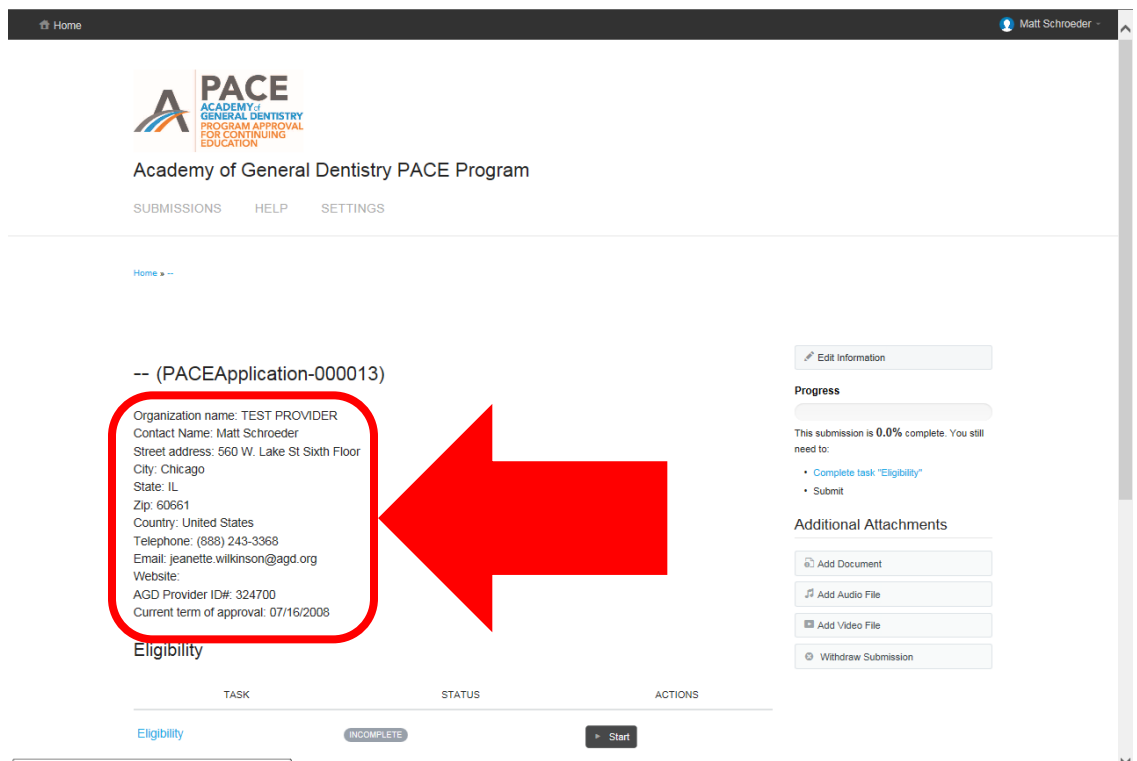
AGD Application for National PACE Approval Step-by-Step Guide

Welcome to AGD’s new online application for National PACE Approval. This step-by-step guide is intended to help you access and complete the updated application. If you have any questions or difficulties with the application please contact AGD at PACE@agd.org or call 888.243.3368, ext. 4335, or ext. 4114.

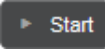
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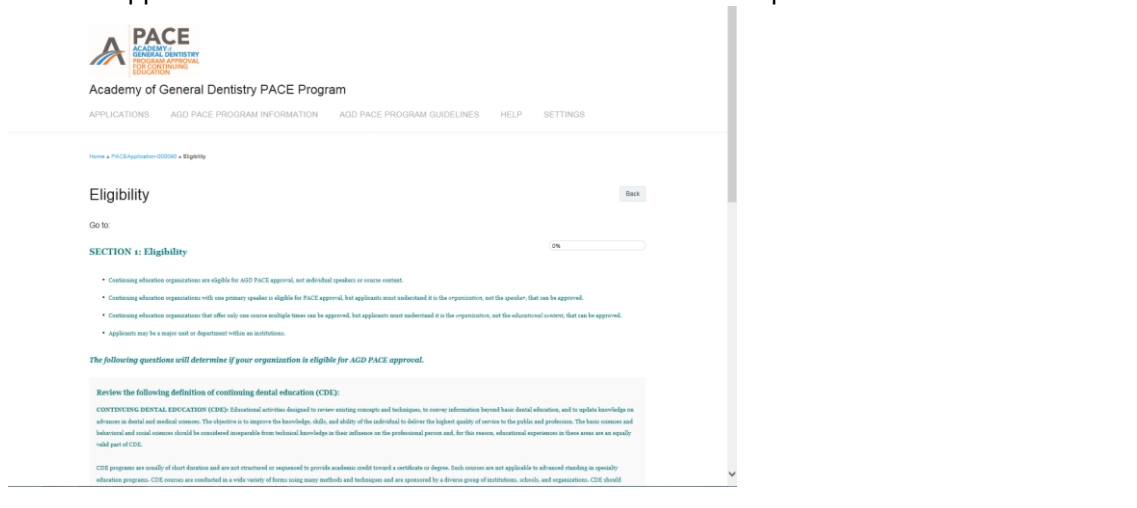
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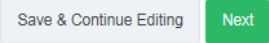


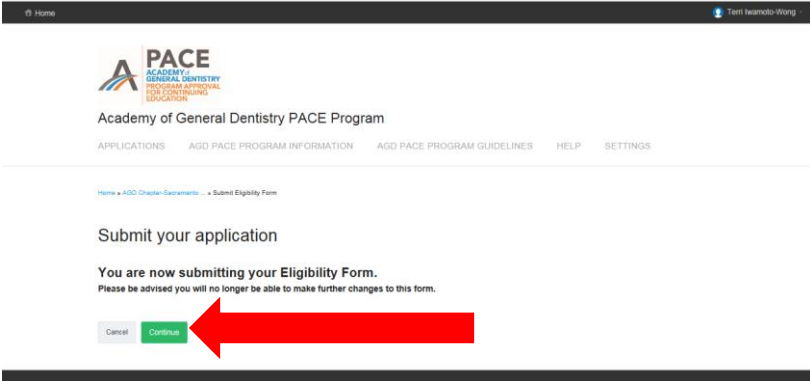





Step	Action
1	LOG ON
1.1	<p>Log on to the AGD website at www.agd.org</p> <ul style="list-style-type: none"> Your username will be your six-digit AGD PACE Provider ID number Enter your unique password. If you have forgotten your username or password, or if you are a first-time applicant, email PACE@agd.org to receive your credentials. Emails will be answered within 24-hours, Monday through Friday, 9 a.m. to 4:30 p.m.
1.2	<p>Go to the Apply for National PACE Approval page on the AGD website: https://www.agd.org/continuing-education-events/pace/apply-for-pace-approval/apply-for-national-pace-approval</p> <p>Once on this page, review the information and then click on the blue APPLY NOW button:</p>  <p>You can also access the online application by clicking on the link below: https://www.agd.org/continuing-education-events/pace/apply-for-pace-approval/apply-for-national-pace-approval/fluidreviewsso</p>

Step	Action
1.3	<p>Verify that the contact information is correct. Corrections can be emailed to PACE@agd.org.</p>  <p>Home</p> <p>Matt Schroeder</p> <p>PACE ACADEMY OF GENERAL DENTISTRY PROGRAM APPROVAL FOR CONTINUING EDUCATION</p> <p>Academy of General Dentistry PACE Program</p> <p>SUBMISSIONS HELP SETTINGS</p> <p>Home > --</p> <p>-- (PACEApplication-000013)</p> <p>Organization name: TEST PROVIDER Contact Name: Matt Schroeder Street address: 560 W. Lake St Sixth Floor City: Chicago State: IL Zip: 60661 Country: United States Telephone: (888) 243-3368 Email: jeanette.wilkinson@agd.org Website: AGD Provider ID#: 324700 Current term of approval: 07/16/2008</p> <p>Eligibility</p> <p>Progress</p> <p>This submission is 0.0% complete. You still need to:</p> <ul style="list-style-type: none"> Complete task "Eligibility" Submit <p>Additional Attachments</p> <p>Add Document Add Audio File Add Video File Withdraw Submission</p> <p>Eligibility</p> <p>TASK STATUS ACTIONS</p> <p>Eligibility INCOMPLETE Start</p> <p>https://agdpaceapplication.fluidreview.com/s/5395546/e/</p>

2 ELIGIBILITY

2.1	<p>Complete the ELIGIBILITY section of the application to make sure your organization meets the eligibility requirements. Click on the black Start button </p>
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2.2	<p>You will be brought to the first page of the Eligibility section of the PACE application for national approval. Please read the information and answer the questions.</p>  <p>PACE ACADEMY OF GENERAL DENTISTRY PROGRAM APPROVAL FOR CONTINUING EDUCATION</p> <p>Academy of General Dentistry PACE Program</p> <p>APPLICATIONS ADD PACE PROGRAM INFORMATION AGD PACE PROGRAM GUIDELINES HELP SETTINGS</p> <p>Home > PACEApplication-000013 > Eligibility</p> <p>Eligibility Back</p> <p>Go to:</p> <p>SECTION 1: Eligibility 0%</p> <ul style="list-style-type: none"> Continuing education organizations are eligible for AGD PACE approval, not individual speakers or course content. Continuing education organizations with one primary speaker is eligible for PACE approval, but applicants must understand it is the organization, not the speaker, that can be approved. Continuing education organizations that offer only one course multiple times can be approved, but applicants must understand it is the organization, not the educational content, that can be approved. Applicants may be a major unit or department within an institution. <p>The following questions will determine if your organization is eligible for AGD PACE approval.</p> <p>Review the following definition of continuing dental education (CDE):</p> <p>CONTINUING DENTAL EDUCATION (CDE): Educational activities designed to review existing concepts and techniques, to convey information beyond basic dental education, and to update knowledge on advances in dental and medical sciences. The objective is to improve the knowledge, skills, and ability of the individual to deliver the highest quality of service to the public and profession. The basic sciences and behavioral and social sciences should be considered inseparable from technical knowledge in their influence on the professional person and, for this reason, educational experiences in these areas are an equally valid part of CDE.</p> <p>CDE programs are usually of short duration and are not structured or sequenced to provide students credit toward a certificate or degree. Such courses are not applicable to advanced standing in specialty education programs. CDE courses are conducted at a wide variety of times using many methods and techniques and are sponsored by a diverse group of institutions, schools, and organizations. CDE should</p>
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Step	Action									
2.3	<p>At the end of the page you can click on either the Save & Continue Editing button, or the Next button.</p> 									
2.4	<p>Once the Eligibility section is complete you will be brought back to the main page. You should see that Eligibility section is complete and the next step is to submit it.</p> <p>Click on the Submit Eligibility button:</p>  <p>Eligibility</p> <table border="1"> <thead> <tr> <th>TASK</th> <th>STATUS</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td>Eligibility</td> <td>COMPLETE</td> <td>View Edit Delete</td> </tr> <tr> <td>Submit Eligibility</td> <td>INCOMPLETE</td> <td></td> </tr> </tbody> </table> 	TASK	STATUS	ACTIONS	Eligibility	COMPLETE	View Edit Delete	Submit Eligibility	INCOMPLETE	
TASK	STATUS	ACTIONS								
Eligibility	COMPLETE	View Edit Delete								
Submit Eligibility	INCOMPLETE									
2.5	<p>You will be asked to confirm that you want to submit the Eligibility section.</p>  <p>Click on the Continue button:</p> 									
2.6	<p>You will receive confirmation that the Eligibility Section has been submitted.</p>  <p>Home » AGD Chapter-Sacramento ... » Submit Eligibility Form</p> <h3>Submit your application</h3> <p>Your Eligibility Form has been submitted. Click on the BACK button to return to the home page. Then click on the black START button to begin filling out your application.</p>   <p>Click on the Back button to return to the main page:</p> 									

Step	Action
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3 BEGIN THE APPLICATION

3.1

To start filling out the PACE Application for national approval, click on the black **Start** button in the [Fill out your application form](#) line:

Application Round

TASK	STATUS	ACTIONS
Fill out your application form	INCOMPLETE	Start

- In the Application Round applicants must first complete a course summary of the most recent courses they have offered (up to 10) and a summary of courses to be offered in the next 12 months (up to ten).
- All documentation included in the application should be from courses identified on the course summaries.
- Once the course summaries are complete applicants must answer questions to ensure they have process in place that meet PACE Standards. [PACE Standards](#) are available on the AGD Website.
- Questions on the application are organized by each Standard.
- Applicants can complete the PACE application at their own pace. Make sure to save all work before exiting.

PACE Application Payment PREREQUISITES NOT MET

All applicants must pay the current application fee in order for the application to be accepted. If you are unable to pay by credit card or PayPal- please contact the AGD at pace@agd.org. [View application fees](#) on the AGD website.

Submit your application PREREQUISITES NOT MET

4 Section 2: Course Summary

4.1

Begin section two of the application. In section two, you will be asked to identify the courses that you offered during the past 12 months, plan to offer in the next 12 months and any self-instruction courses you offer.

- Course Summary 1: List of past courses
- Course Summary 2: List of upcoming courses
- Course Summary 3: List of self-instruction courses

[Fill out your application form](#) Back

Go to: [SECTION 2: PROGRAM SUMMARY](#) [SECTION 2: CONTINUED PROGRAM SUMMARY](#) [SECTION 3: STANDARD REVIEW - Administration](#) [SECTION 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](#) [SECTION 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](#)

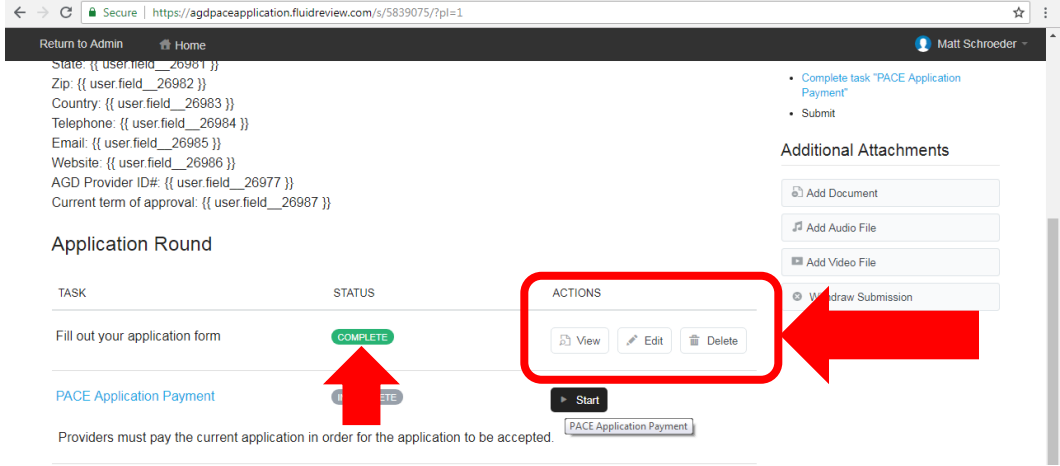
Application for National PACE Approval 0%

SECTION 2: Continuing Dental Education Program Summary

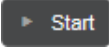
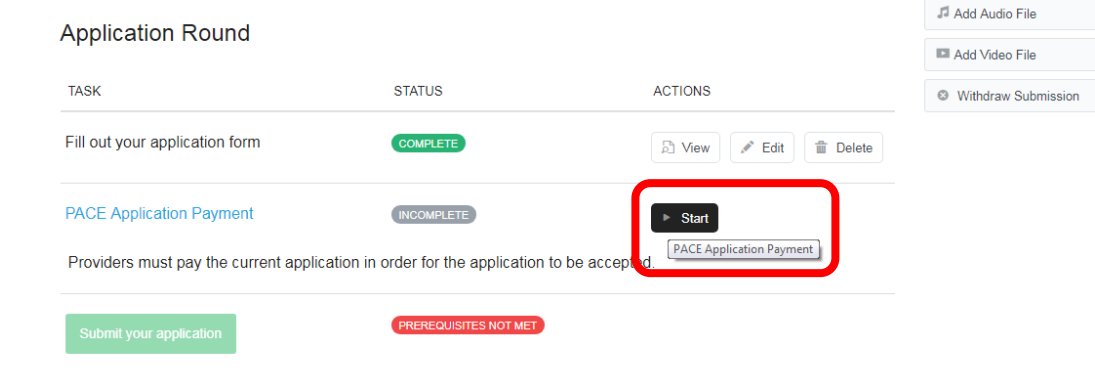
2-1. How many years has your organization offered CDE Courses as a PACE approved provider?





- FIRST TIME APPLICANT: We have not offered any courses yet
- FIRST TIME APPLICANT: We have offered courses in the past, but did not have PACE approval.
- Less than 12 months, had previous national PACE approval
- 1-3 years, had previous national PACE approval
- 3-5 years, had previous national PACE approval
- 5 or more years, had previous national PACE approval



Step	Action
4.2	<p>Answering Question 2-2 of the application correctly is VERY IMPORTANT as it will determine the questions presented to you in the application.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>2-2. Based on the definitions above, select all course types your organization currently offers:</p> <p><input type="checkbox"/> Lecture</p> <p><input type="checkbox"/> Participation/Hands-on: No live patients treated during the course</p> <p><input type="checkbox"/> Participation/Hands-on: Live patients treated by the instructor and/or participants during the course</p> <p><input type="checkbox"/> Protocol</p> <p><input type="checkbox"/> Self-Instruction</p> <p><input type="checkbox"/> Electronically-mediated: Live</p> <p><input type="checkbox"/> Electronically-mediated: Recorded</p> </div> <div style="text-align: right; margin: 10px 0;"> Save & Continue Editing Next </div> <ul style="list-style-type: none"> Make sure to read the course-type definitions carefully before responding to the question. Click on only course-types your organization has offered in the past or are currently offering. Do not click on a course-type that you have not offered in the past or not currently offering. Example, if you plan to offer a self-instruction course in the next six months, but it is not currently available, DO NOT check self-instruction.
5 Section 3: Standard Review	
5.1	<p>Continue answering the application questions. Questions are presented in order of the Standards.</p> <ul style="list-style-type: none"> Question numbers will first identify the standard it is referring to and then the question number under that standard. Example: question number I-3 means it is the third question related to PACE Standard I: Administration, question II-1 means it is the first question associated with PACE Standard II: Fiscal Responsibility Most questions also will identify the exact standard and criterion it is addressing. Example: (IV, C:B) means that the question addresses Standard IV: Goals, Criterion B. All applicants will be presented with questions referencing Standards I – VII. If your organization also offers self-instruction or electronically-mediated courses (example: webinars) you will also be presented with questions referencing Standard XIII.

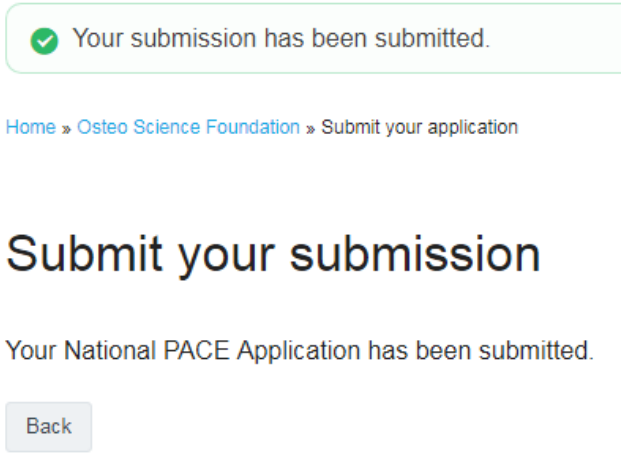
Step	Action
5.2	<p>Once all questions have been completed you can submit your application. You will be returned to the main page.</p> <p>Your application will show as complete and you will be able to View, Edit or Delete the application.</p> 

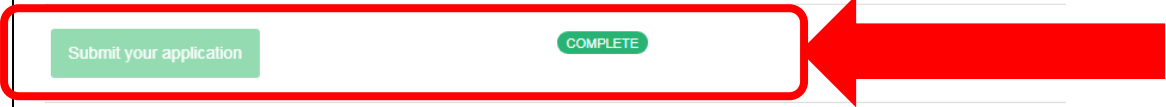
6 PAYMENT

6.1	<p>To begin the payment process you will need to click the black Start button: </p> <ul style="list-style-type: none"> • AGD accepts Visa, MasterCard and American Express from U.S. Applicants • Applicants located outside the U.S. can pay using Visa or MasterCard • Applicants who cannot pay using Visa, MasterCard or American Express should contact AGD at pace@agd.org.
	


Step	Action				
6.2	<p>The current application fee will be displayed.</p> <ul style="list-style-type: none"> Click the green Continue button to continue:  <p>PACE Application Payment Back</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Price:</td> <td style="text-align: right;">705.00 (USD)</td> </tr> <tr> <td>Current Total:</td> <td style="text-align: right;">705.00 (USD)</td> </tr> </table> <hr/> <div style="text-align: right; margin-right: 50px;">   </div>	Price:	705.00 (USD)	Current Total:	705.00 (USD)
Price:	705.00 (USD)				
Current Total:	705.00 (USD)				
6.3	<p>You will be linked to pay securely through PayPal using a PayPal account or a credit or debit card. You will receive an email confirmation to the email we have on file for your organization with a receipt for your records confirming that payment has been processed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  \$705.00 USD <p style="text-align: center; margin-top: 10px;">Pay with PayPal</p> <div style="margin-bottom: 10px;"> <input type="text" value="matthew.schroeder@agd.org"/> </div> <div style="margin-bottom: 10px;"> <input type="password" value="Password"/> </div> <p><input type="checkbox"/> Stay logged in for faster checkout ? <small>Not recommended on shared devices.</small></p> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px 10px; display: inline-block; border-radius: 3px;">Log In</div> </div> <p style="text-align: center; margin-bottom: 10px;">Having trouble logging in?</p> <p style="text-align: center; margin-bottom: 10px;">or</p> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #f0f0f0; padding: 5px 10px; display: inline-block; border-radius: 3px;">Pay with Debit or Credit Card</div> </div> <p style="font-size: 0.8em; margin-top: 10px;">Cancel and return to Academy of General Dentistry</p> <p style="font-size: 0.7em; margin-top: 5px;">English Français Español 中文</p> </div>				

Step	Action									
7	SUBMIT YOUR APPLICATION									
7.1	<p>Once payment has been completed you must submit your application by clicking on the green Submit your application button:</p> <p>Submit your application</p> <p>Application Round</p> <table border="1"> <thead> <tr> <th data-bbox="321 468 803 499">TASK</th> <th data-bbox="803 468 1031 499">STATUS</th> <th data-bbox="1031 468 1323 499">ACTIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 531 803 562">Fill out your application form</td> <td data-bbox="803 531 1031 562">COMPLETE</td> <td data-bbox="1031 531 1323 562"> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </td> </tr> <tr> <td data-bbox="321 615 803 646">PACE Application Payment</td> <td data-bbox="803 615 1031 646">COMPLETE</td> <td data-bbox="1031 615 1323 646"> <input type="button" value="View"/> </td> </tr> </tbody> </table> <p>All applicants must pay the current application fee in order for the application to be accepted. If you are unable to pay by credit card or PayPal™ please contact the AGD at pace@agd.org. View application fees on the AGD website.</p> <p>Submit your application  INCOMPLETE</p>	TASK	STATUS	ACTIONS	Fill out your application form	COMPLETE	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	PACE Application Payment	COMPLETE	<input type="button" value="View"/>
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PACE Application Payment	COMPLETE	<input type="button" value="View"/>								
7.2	<p>On the following page click on the green Continue button to submit your application:</p> <p>Continue</p> <p>Submit your submission</p> <p>You are now submitting your National PACE Application.</p> <p>Please be advised that you may no longer be able to make further changes to this submission.</p> <p><input type="button" value="Cancel"/> Continue </p>									

Step	Action
7.3	<p>After your application has been submitted you will see the following screen. Hit the grey Back button to return to the home screen:</p> 

7.4	<p>At the home screen you will see the status of the Submit your application button is Complete. The application process is now complete and you may log out of the website. An official confirmation email will be sent to the email address we have on file for your organization confirming that your application has been officially submitted.</p> <p>Application Round</p> <table border="1"> <thead> <tr> <th>TASK</th> <th>STATUS</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td>Fill out your application form</td> <td>COMPLETE</td> <td> View</td> </tr> <tr> <td>PACE Application Payment</td> <td>COMPLETE</td> <td> View</td> </tr> </tbody> </table> <p>All applicants must pay the current application fee in order for the application to be accepted. If you are unable to pay by credit card or PayPal[®] please contact the AGD at pace@agd.org. View application fees on the AGD website.</p> 	TASK	STATUS	ACTIONS	Fill out your application form	COMPLETE	View	PACE Application Payment	COMPLETE	View
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PACE Application Payment	COMPLETE	View								

8 QUESTIONS

8.1	<p>Any questions can be emailed to PACE@agd.org, or you can call 888.243.3368, ext. 4114, or ext. 4335, 9 a.m. to 4:30 p.m., Monday through Friday, central time.</p> 
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