

GDA Continuing Education Protocol Study Clubs

2012 Policy Background: In 1992 the GDA began an aggressive CE program to assist members in obtaining their required 40 hours. The first licensure renewal requiring the 40 hours was 1993. The 1992 CE chairman, Dr. Mike Stewart, in consultation with the GDA CE Committee developed guidelines for sponsored courses. Note that the mission is “to make responsible and reasonably priced continuing education available to its membership.”

Over the past several years, requests for GDA approval for study club CE courses has grown considerably. GDA staff manages the process since this is an additional, tangible benefit of GDA membership. However, a few member dentists are requesting approval for courses to be approved that the individual dentist is providing either to his/her referring dentists or to the dental hygienists of referring dentists. There has also been a request to provide verification forms to non-dental members of study clubs, such as attorneys, physical therapists, physicians, nurses. Since the inception of the CORPS program (associate membership for auxiliary staff), we have stated that a benefit of CORPS membership is CE approval for valid auxiliary staff study clubs. One dental hygiene study club in Rome has participated for many years at the request of the Northwestern District.

2017 Policy Amendment Background: In July 2017, the BOT asked the Education & Training Advisory Council to consider revising the 2012 Study Club policy to allow GDA to issue CE certificates to GDA non-members for a fee. The BOT also requested the E&T Advisory Council consider requests of the Specialist for CE certificates.

2017 BOT Motion: The GDA Board of Trustees moves to approve the following revised protocol for GDA issuing continuing education credits for study clubs:

Protocol:

The overriding philosophy developed by the CE Committee and affirmed by the Board of Trustees has been that GDA-provided services, including GDA sponsored CE courses, should be for GDA members. With that philosophy in mind, the Board of Trustees in 2012 maintained that the GDA would assist study clubs in providing CE credit for GDA members. The BOT also desires to provide a way for Study Clubs to provide credits for their members who are non-GDA members. The Study Club will be charged a fee of \$25 for each Non-member that attends a Study Club meeting to receive CE credits. CE credits are a member benefit, and should not be diminished by providing non-member with the same advantages of membership at no cost.

1. Study clubs can be loosely organized groups of dentists or more formal arrangements with bylaws and requirements. Study clubs convene to discuss patient and dental practice matters. A variety of presenters is utilized and can cover a broad range of dental topics as well as case presentations. The Study Clubs may be used as a recruiting tool for GDA membership, as well as a networking program that includes non-members. The study club shall submit a set roster of members to verify GDA members and non-members prior to requesting credit for a course. If membership changes, the new roster must be forwarded to the GDA Executive Office. Dental auxiliary staff (i.e., dental hygienists, dental assistants, dental office staff) may also be members of the study club and receive the appropriate verification of attendance at GDA sanctioned study clubs.
The GDA will provide verification of attendance forms for non-dental personnel and/or non-member dentists. However, a \$25 fee will be charged to the Study Club for each non-member. To impose the fee for non-members GDA will invoice the Study

Club \$25 for each non-member that is listed on the attendee roster for CE credits. Each study club will be responsible for collecting these fees and will determine if they will pass on the fee for CE credits for non-members to the attendee.

2. The GDA will not provide approval of individual dentists providing courses to referring dentists or dental hygienists. Individual Dentists/Specialists that want to provide educational courses that provide CE credits administered by GDA, should form a study club. This will allow them the opportunity to secure CE credits for members and non-members that attend courses they present.
3. A calendar of courses is submitted listing the **course name and outline, presenter, date and number of hours, preferably two weeks in advance of the course.**
4. The GDA Executive Office provides the CE certificates for each course to the study club coordinator who will distribute to those that attended.
5. After the course is held, the study club coordinator **sends a list of attendees to the GDA Executive Office for their records (i.e., a legible sign-in sheet).** The GDA staff will use this list to determine members/non-members receiving certificates and bill the study club accordingly. The list of attendees is held at the GDA office in case an attendee is audited and verification is required. Please note that this is an honor system. Any violations will be taken to the Board of Trustees for appropriate action.

Please note that Study Clubs can utilize other methods to obtain CE recognition for its members. The group can apply through the American Dental Association's CERP program (www.ada.org) or the Academy of General Dentistry's PACE program (www.agd.org).

**Adopted by the GDA Board of Trustees, August 11, 2012
Amended by the GDA Board of Trustees, September 29, 2017**