



American Academy of Dental Hygiene

Guidelines for AADH Approval of Provider/Sponsors and Courses

The following guidelines must be met in order to receive AADH continuing education course certification. Certification is granted at the recommendation of the AADH's Course Approval Committee.

1. **All course materials** should provide learning experiences in skill, information and ideas beyond basic oral health care principles. The course must also provide for more complex learning of concepts, problem solving and creativity with a level of difficulty appropriate to the group..
2. **For Self Instructional courses**, a vehicle for meaningful assessment of registrants' post presentation comprehension must be provided which can determine how well the registrant achieved the required behavioral objectives. This may be done via a post presentation test which assures reliability, validity, objectivity, and efficiency. Evaluations may be done on a pass/fail basis, but clear parameters must be identified as to what constitutes a passing or failing grade. The committee may require these parameters to be modified before certifying the course.
3. The following is **required for certification approval**.
 - Introductory data: Material must clearly state course title, speaker, Provider/Sponsor and hours of course credit applied for the course.
 - Instructional objectives must be identified, explicit, and written in behavioral terms
 - Curriculum Vitae of the instructor (or appropriate biographical data)
 - Mission Statement of Provider/Sponsor
 - Clearly stated behavioral objectives
4. **Fees:**
 - **Corporate entities.** Must provide a letter of agreement and attestation to AADH supporting the Standards*. The fee for all continuing education certification, biannually, is \$500.00.
 - **National and International Associations:** Must provide a letter of agreement and attestation to AADH supporting the Standards*. The fee for all continuing education certification offered per year is \$200.00.



- **State Associations:** Must provide a letter of agreement and attestation to AADH supporting the Standards*. The fee for all continuing education certification offered per year is \$150.00.
 - **Accredited Colleges, Universities, State Association Components/Societies and Study Clubs:** Must provide a letter of agreement and attestation to AADH supporting the Standards*. The fee for all continuing education certification offered per year is \$100.00.
 - **AADH Member:** Must provide a letter of agreement and attestation to AADH supporting the Standards*. The fee for all continuing education certification offered per year is \$100.00 per year.
5. **Provider/Sponsors applying mid-year** will have their fee calculated pro-rated for the first application period only.
 6. **Provider/Sponsor certification renewal fees** are the same as the Initial fees above. The initial fee and renewal period runs January 1 - December 31.
 7. **AADH Providers are entitled to use the AADH logo**, (as provided), on course Certificates of Attendance and publicity as long as annual fees are paid.
 8. **Course Certificates must contain the following disclaimer**,
“(Provider/Sponsor) is designated as an approved Provider by the American Academy of Dental Hygiene, Inc. Approval does not imply acceptance by a state or provincial Board of Dentistry. Licensee should maintain this document in the event of an audit”. In addition, **an AADH Provider/Sponsor Code** will be assigned and a course code numbering system will be provided. An AADH code must appear on all course certificates.
 9. AADH does not endorse any course content or products presented by AADH Providers.

Definitions:

Accrediting Agency - The American Academy of Dental Hygiene, Inc. is the entity that validates courses for certification.

* Standard of Quality Continuing Education of the American Academy of Dental Hygiene, Inc.

All correspondence, with checks payable to AADH, shall be sent to the attention of:

AADH - Chairperson, Committee on Course Approval
13 Hamilton Avenue Stamford, CT 06902-3021

