



AMERICAN ACADEMY OF DENTAL HYGIENE

13 Hamilton Avenue Stamford, CT 06902-3021

**APPROVAL OF PROVIDER/SPONSOR, COURSES AND SELF-INSTRUCTIONAL
COURSE GUIDELINES FOR AMERICAN ACADEMY OF DENTAL HYGIENE
CERTIFICATION**

The following guidelines must be met in order to receive AADH continuing education course certification for speaker and self-instructional programs. CERTIFICATION is granted at the recommendation of the AADH's Course Approval Committee.

1. Introductory data: Material must clearly state course title, speaker, provider/sponsor and hours of course credit applied for the course.
2. Instructional objectives must be identified, explicit, and written in behavioral terms.
3. Materials should provide learning experiences beyond basic principles and skills. The course should provide for the more complex learning of concepts, problem solving, and creativity in dental hygiene. Materials should be accurate, current and comprehensive.
4. Materials should provide learning experiences in skill; information and ideas, with the level of difficulty appropriate to the group.
5. 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.
6. It is assumed that courses are updated and modified to keep the presentation as current and accurate as possible. Once a program is certified by AADH, these modifications are at the discretion of the speaker's integrity and professionalism.
7. The following is needed for certification approval.
 - Curriculum vitae of the instructor (or appropriate biographical data)
 - Organizational structure of provider/sponsor organization i.e.: funding, history affiliation etc.
 - Processing procedures i.e.: distribution of course notification, registration etc.
 - Clearly stated behavioral objectives

8. Fees: The AADH requires a \$ 25.00 non-refundable application fee for each course, payable to American Academy of Dental Hygiene, Inc.
- Corporate entities: Must provide a letter of agreement and attestation to AADH supporting the Standards*. The fee for all continuing education certification, bi-annually, is \$500.00.
 - Professional Associations: The fee for all continuing education certification offered per year is \$200.00.
 - State Dental Hygienists' Associations: The fee for all continuing education certification offered per year is \$150.00.
 - Accredited Colleges, Universities, State Association Component 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: The fee for all continuing education certification offered per year is \$100.00 per year.

9. Provider/Sponsor certification renewal fees are reflected in the above rates. For all courses previously granted approval, the annual fee applies. The fees for annual renewal are from January 1 through December 31. With any new course application, the \$25.00 nonrefundable fee must be included for courses to be reviewed by the Committee.

Definitions:

Accrediting Agency - *The American Academy of Dental Hygiene, is the provider of the certification of validity for courses reviewed and presented.*

Provider/Sponsor - *The organization, individual or entity applying for Continuing Education 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:

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