

Instructions for CE Course Authors

dentalcare.com offers over 150 free, peer-reviewed, online continuing education courses on a broad range of topics relevant to oral health professionals. Please find below instructions for submitting a proposal, developing a CE course, and honorarium/expense reimbursement:

Submitting a Proposal

- ✓ Submit the following items:
 1. [Completed CE Course proposal form](#) (includes proposed topic/title, author names and qualifications, overview, sources indicating need for course, learning objectives, course outline, and intended audience)
 2. [CV for all authors](#) (Authors should be qualified by education and experience to develop a course on the proposed subject matter.)
 3. [Conflict of Interest Declaration](#)

- ✓ Submit your proposal to the CE Manager (Nancy Richter, richter.ns@pg.com).

Developing a Course

- ✓ If your proposal is accepted, please ensure your course follows this framework:
 - Abstract
 - Overview
 - Learning Objectives
 - Course Content
 - Introduction
 - Conclusion
 - Additional Resources/References
 - Test Questions
 - Restudy (please mark the restudy text for each question in the course content)
 - Author bio, email address, and photo (800 X 960 pixels) – optional

A sample Word document is available upon request.

- ✓ The course should present a balanced view of therapeutic options, using generic names whenever possible and should not market or promote products or commercial services.

- ✓ Learning objectives should include verbs describing what the learner will be able to do upon completion of the course. They should be specific/measurable and focus on the learner's performance in a practice setting. [Click here](#) to view "Bloom's Taxonomy of Learning" for suggested action verbs. Objectives should also be based on identified needs.

- ✓ References that support clinical recommendations from the scientific literature need to be included whenever possible.
- ✓ Test questions must assess whether the learner achieved the course objectives.
- ✓ Courses must have sound scientific content:
 - *Clinical recommendations should be supported with references from scientific literature whenever possible.*
 - *Presenting clinical or technical contents must include a scientific basis for the content and an assessment of the risks and benefits.*
 - *When scientific evidence is emerging or uncertain, the course should contain a description of the evidence available on the topic and information on any of the known risks and benefits related to applying the knowledge in practice.*
- ✓ A .jpg or .gif format is preferred for images (minimum image width should be no less than 400 pixels). The preferred video format is .mp4, .wmv or .mov. Authors must include time-stamps where breaks should occur in the videos, i.e., Introduction begins at 17 sec mark and ends at 4:35; next section begins at 4:37 mark and ends at” Other file formats are acceptable.
- ✓ Ensure all images are authentic and that appropriate release statements have been obtained if any images of patients/people are used. Please indicate the source of each image. If any images are copyrighted, please submit a statement from the copyright holder granting permission to use the images in the dentalcare.com CE course.

Submitting a Course

- ✓ Submit the following materials to the CE Manager (richter.ns@pg.com):
 - *CE Course Submission Form*
 - *Course contents*
- ✓ Image/Media files should be uploaded to: [dentalcare.com Hightail Dropbox](#)
- ✓ Transcripts are required for all videos with audio. The dentalcare.com team can assist with this service, if needed.
- ✓ Following submission, your course will be reviewed by experts in the field. Ultimately Procter & Gamble, as the CE provider, is responsible for all content. This includes making sure final content presented is based on current, evidence-based science, and that the content does not promote the sales of a specific product or service.

Policy on Honoraria & Expense Reimbursement

- ✓ The honorarium for developing a CE course is based upon several factors, such as the expertise of the author, length of the course, and topic. If a CE proposal is accepted, the CE manager will propose an honorarium commensurate with the factors above. The CE manager and author will agree upon an honorarium prior to course development.
- ✓ The honorarium includes development of the course as well as revising the course, if required, following peer-review. Payment will be made following successful peer-review of the course.

- ✓ Expenses are typically not reimbursed since travel is not required for the development of dentalcare.com online CE courses. However, if the author has a special request for expense reimbursement, it must be approved beforehand by Nancy Richter or another member of the P&G dentalcare.com Team.
- ✓ To receive payment, authors need to send a completed W-9 form to richter.ns@pg.com or via fax (800) 514-7517, Attention: Nancy Richter.

Questions regarding CE? Contact Nancy Richter at (513) 622-0099.

Questions/problems logging in? Send an email to dentalcare.im@pg.com.

The Procter & Gamble Company is an ADA CERP Recognized Provider and designated as an Approved AGD PACE Program Provider by the Academy of General Dentistry.