

Greetings one and all,

The Academy of General Dentistry approved our Special Olympics Special Smiles continuing education program in January 2015 and the CE Forms are available for your use (note: all events will be retroactive for CE approval from 2/1/2014). We have been approved from 2/12014 to 1/31/2019.

In order to assure that your course participants will be able to receive appropriate CE hours, you will have to accurately complete each of the attached forms:

1. **SOSS AGD CE Certificate**
2. **SOSS AGD Tally Form**
3. **AGD CE Course Roster**

The **SOSS AGD CE Certificate** attendance verification form should include the Attendee's Name, the date the course was presented, the city and state where the course was given and the name of the instructor who provided the CE course. It must also include the total number of hours that the attendee participated in the program including the initial didactic portion of the program and the additional hours providing oral screenings for our athletes. The Special Smiles dental professional volunteer can take this certificate with them.

The **SOSS AGD Tally Form** must be completed by each attendee to get CE credits for his attendance during your SOSS Event. The attendee must provide his/her name and sign the form. If the attendee is a member of AGD, they should record their AGD Member Number on the form. Additionally, the event date and location (city/state) must be entered on the form. Attendees must also answer the two questions regarding their participation in the didactic portion of the CE course and the number of additional hours of conducting oral screenings.

PLEASE NOTE: In order to receive CE credits, an attendee must participate in the didactic portion of the course that precedes the actual oral screenings and complete the standardization exam which can be found in your Clinical Directors Manual. If attendees do not complete the didactic portion of the course and circle the appropriate response on the Tally Form, they are not eligible to receive CE credits.

PLEASE NOTE: You must keep the Tally Forms on file for a minimum of six years.

You must also complete the **AGD CE Course Roster** form including the following information:

1. Local Course Location (city/state)
2. Course Speaker's Name
3. Course Date
4. Credit Hours

In addition, you must complete the bottom half of the form including the information for all AGD members who participated and want to receive CE credit. The information includes the member's AGD number, the member's name, home state, office phone number, email address and the actual number of CE credits earned.

After completing the **AGD CE Course Roster** form, please email it to the Academy of General Dentistry Member Services at Membership@agd.org or fax to 312-335-3432. Alternately, you can submit all rosters through their Website at www.agd.org. If you have any questions you can call: 888.243.3368, ext 5300. PACE Standard XI requires all PACE providers to submit CE credits to AGD within 30 days.

If you have additional questions regarding the AGD SOSS CE Program, please contact Special Smiles Global Clinical Advisor Dr. Allen Wong at awong@pacific.edu or the Special Smiles Manager Charita Boseman at cboseman@specialolympics.org or 202-824-0336.