

## Instructions for CE Course Authors

dentalcare.ca 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, intended audience, etc.)
  2. CV for all Authors (Authors should be qualified by education and experience to develop a course on the proposed subject matter.)
  3. [Disclosure of Relevant Financial Relationships and Conflicts of Interest](#)
  
- ✓ Submit the above to the CE Manager (Jessie Mott, [mott.jr@pg.com](mailto:mott.jr@pg.com)).

### ***Developing a Course***

- ✓ If your proposal is accepted, please ensure your course follows this framework:

Abstract

Overview

Learning Objectives

Course Content:

- Introduction
- Glossary (if applicable)
- Conclusion
- Additional Resources/References

Test Questions\*

Author bio, including email address

Author photo (800 X 960 pixels) – optional

*\*Please highlight the sections in the course content that pertain to the test restudy answers.*

A sample course, in a Microsoft Word document, is available upon request.

- ✓ The course must have a sound scientific basis with current studies supporting the content (and references to these included) or must include a list of accredited dental education programs where similar information is part of the established curriculum.
  
- ✓ *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.*

- ✓ The course should present a balanced view of all 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 and should be based on identified needs. [Click here](#) to view "Bloom's Taxonomy of Learning" for suggested action verbs relevant to writing Learning Objectives.
- ✓ References that support clinical recommendations from the scientific literature should be included whenever possible. Please use the [American Medical Association \(AMA\)](#) referencing style. When citing a website, please provide the relevant URL.
- ✓ Test questions must assess whether the learner achieved each of the course Learning Objectives. Questions should be clear, specific, and the correct answer should be unambiguous. In addition:
  1. Multiple choice questions should have at least 4 answer options.
  2. "All of the above" and "None of the above" are unacceptable answer options.
  3. Limit use of "True" and "False" answer options.
- ✓ Audio or audiovisual courses must be augmented by additional written materials that serve the purpose of summarizing, further explaining, or clarifying the audio or audiovisual material. In addition, references must be included so that learners can follow-up for further study in the subject.

### ***Images***

- ✓ A .jpg or .gif format is preferred for images (minimum image width should be no less than 400 pixels).
- ✓ Slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.
- ✓ 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.

### ***Video Courses***

- ✓ The preferred video format is .mp4 but other file formats are acceptable. The video file size needs to be less than 1,000 MB.
- ✓ Transcripts are required for all videos with audio. The dentalcare.com team can assist with this service, if needed. If supplying the transcripts, please ensure to highlight the answers to the test questions for programming purposes.

### ***Submitting a Course***

- ✓ Submit manuscript to the CE Manager ([mott.jr@pg.com](mailto:mott.jr@pg.com))
- ✓ Image/Media files should be uploaded to: [dentalcare.com Hightail Dropbox](#)

- ✓ Following submission, your course will be reviewed by experts in the field. Although Procter & Gamble does its best to ensure the quality and scientific integrity of course content, ultimately the CE course author is responsible for its the accuracy. 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 is intended to cover development of the course as well as any revisions, 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 Jessie Mott or another member of the P&G dentalcare.com Team.

Questions regarding CE? Contact Jessie Mott at [mott.jr@pg.com](mailto:mott.jr@pg.com)  
Questions/problems logging in? [Contact Us](#)

*Authors are not discriminated against based on gender identity, ethnicity, religion, age, disability, socioeconomic status, sexual orientation, or any other legally protected factor.*

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