

## 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](mailto: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 (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.

- ✓ 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. 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 all materials to the CE Manager ([richter.ns@pg.com](mailto:richter.ns@pg.com)), including:
  - *CE Course Submission Form*
  - *Course contents*
  - *Images*
- ✓ 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](mailto:richter.ns@pg.com) or via fax (513) 530-6326, Attention: Nancy Richter.

Questions regarding CE? Contact Nancy Richter at (513) 622-0099 or John Scarchilli at (513) 622-0149.  
Questions/problems logging in? Send an email to [dentalcare.im@pg.com](mailto: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.