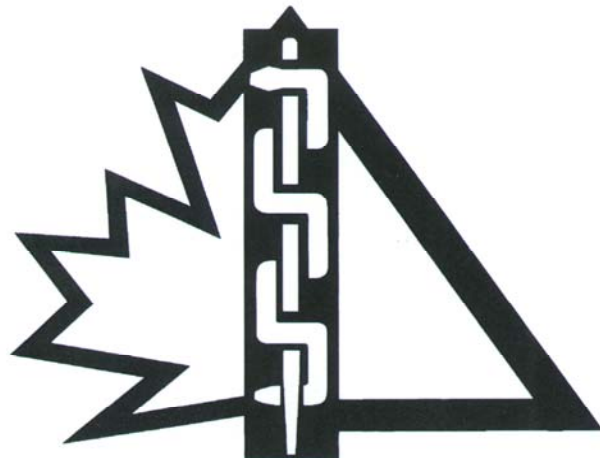


# **Commission on Dental Accreditation of Canada**

## **GUIDE TO ACCREDITATION**

Revised November 2005  
Revised November 2006



Commission on Dental Accreditation of Canada  
1815 Alta Vista Drive  
Ottawa, ON K1G 3Y6  
telephone: 613-523-7114  
1-866-521-2322  
fax: 613-523-7489

**CONTENTS**

I. THE COMMISSION ON DENTAL ACCREDITATION OF CANADA.....5  
    History of the Commission on Dental Accreditation of Canada .....5  
    Mission.....5  
    Structure.....6

II. WHAT IS ACCREDITATION? .....7  
    Application for Program Survey .....7  
    Accreditation Classification.....9  
    Accreditation Status.....9  
    Duration of Accreditation .....11  
    Accreditation Fees .....11

III. THE ACCREDITATION PROCESS .....12  
    Accreditation Survey .....12  
    Pre-Survey Documentation.....13  
    The Accreditation Survey Team .....14  
    The Survey Visit .....15  
    The Survey Report .....17  
    Consideration of Report and Granting of Status.....18  
    Distribution of Reports .....18  
    Appeal Procedure.....19  
    Progress Report.....19



## I. THE COMMISSION ON DENTAL ACCREDITATION OF CANADA

### History of the Commission on Dental Accreditation of Canada

The Canadian Dental Association (CDA) has presented requirements and guidelines pursuant to dental education since 1920 and, through its committees and survey teams, has been accrediting hospital dental services since 1947 and dental related education programs since 1950.

In 1988, the Board of Governors of the Canadian Dental Association established an autonomous body, the Commission on Dental Accreditation of Canada (CDAC), to carry the responsibility for accrediting:

- undergraduate dental educational programs;
- dental specialty educational programs;
- dental hygiene educational programs;
- dental assisting educational programs;
- health facility dental services; and,
- hospital and non-hospital dental residency educational programs.

*Please note: This Guide to Accreditation has been prepared for the benefit of educational institutions, health facilities and agencies or persons interested in or involved with the accreditation process.*

### Mission

The CDAC is dedicated to the evaluation and improvement of educational programs located in post-secondary institutions and health facilities that prepare oral health providers to serve the Canadian public.

### Goals

The CDAC:

- a) Develops and maintains national accreditation requirements for oral health education programs and health facility dental services based on current theory and practice in consultation with stakeholders.
- b) Evaluates post-secondary educational programs and health facility dental services that prepare oral health care providers to be safe and competent practitioners.
- c) Identifies post secondary educational programs and health facility dental services in compliance with the national accreditation requirements using defined policies and processes.
- d) Promotes the use of current educational theory and innovative instructional strategies.
- e) Promotes the inclusion of oral health services as part of the interdisciplinary partnerships for providing overall patient care in health facilities.

## Structure

The CDAC is comprised of 20 members who represent the following constituencies:

- Association of Canadian Faculties of Dentistry (ACFD)
- Canadian Dental Assistants' Association (CDAA)
- Canadian Dental Association (CDA)
- Canadian Dental Hygienists Association (CDHA)
- Canadian Dental Regulatory Authorities Federation (CDRAF)
- Dental Assisting Regulatory Authorities (DARA)
- Dental Hygiene education
- Dental Assisting education
- Dental Internship programs
- Dental Specialties
- Federation of Dental Hygiene Regulatory Authorities (FDHRA)
- Hospital and/or Institutional Dentistry
- National Dental Examining Board of Canada (NDEB)
- National Dental Hygiene Certification Board (NDHCB)
- National Dental Assisting Examining Board (NDAEB)
- Royal College of Dentists of Canada (RCDC), and a  
Public member

There are four (4) standing sub-committees of the CDAC:

Dental Education Programs Committee (DDS/DMD, specialties and qualifying programs)

Dental Hygiene Education Programs Committee

Dental Assisting Education Programs Committee

Health Facilities Committee (hospital dental services and internship/residency education programs)

Each committee reviews the confidential accreditation survey reports, and progress reports pertaining to that committee's mandate and makes a recommendation on the program's accreditation status to the CDAC (see "Consideration of Report and Granting of Status").

## II. WHAT IS ACCREDITATION?

Accreditation is the process by which the CDAC recognizes dental, dental hygiene, dental assisting and dental residency education programs, and health facility dental services as having met nationally established requirements or standards respectively as determined by the CDAC.

Accreditation of a program or health facility is determined by the CDAC at its annual meeting held in November. Institutions are subsequently notified if accreditation has been granted. In addition, a list of the accredited educational programs and health facilities are posted on the website at [www.cda-adc.ca](http://www.cda-adc.ca).

The CDAC may undertake studies related to improving the accreditation process and updating the accreditation requirements and other related activities. These studies may require the provision of additional information by the institution being surveyed. The CDAC expects the programs/health facilities to co-operate in these studies. Although not forming part of the minimum requirements or standards of accreditation, the results of such studies may form the basis for the introduction of new minimum requirements or standards in that area in the future.

The program or facility's pre-survey documentation is a self-evaluation of the program. A self-evaluation, carried out on a scheduled cycle, helps determine if the program's or facility's stated objectives and outcomes are being met.

When a new program is being planned, it is strongly recommended that the new program review the accreditation requirements and consult with the CDAC and established programs, prior to applying for accreditation.

### **Application for Program Survey**

The deadline for new programs or facilities applying to the CDAC for a program survey is **August 1<sup>st</sup>**.

#### *Dentistry and Dental Specialty programs*

Please contact the CDAC.

#### *Dental Assisting programs*

Programs must apply in writing, by August 1<sup>st</sup> to the CDAC stating that the program meets the criteria to be eligible for an accreditation survey visit. Eligibility criteria requires that the program be one academic year in length and provide instruction in the skills identified in CDAC's accreditation requirements for Dental Assisting programs. In November, the CDAC will review the request and schedule a survey visit to review the program, if the eligibility criteria have been met.

Dental Hygiene programs

Effective November 30, 2006 the CDAC has replaced the previous terminology *Accreditation Eligible* with *Application for Program Survey*. The process for non-accredited Dental Hygiene programs applying for program accreditation is a two-step process.

The first step requires non-accredited Dental Hygiene programs seeking accreditation to submit an *Application for Program Survey* and related fee to the CDAC by August 1<sup>st</sup>. The application fee must accompany the submission to the CDAC. Please contact the CDAC for more information specific to the application fee.

The *Application for Program Survey* must clearly respond to the CDAC's Dental Hygiene Requirements and provide the documentation requested addressing each of the accreditation requirements.

For each accreditation requirement the program must:

- a) State in full the accreditation requirement and the related number that appears following each requirement, for example 2.1, 2.2, etc.
- b) Following each requirement, provide the "documentation required" as indicated in the accreditation requirements. Responses must be clear and concise and respond to each requirement providing the appropriate information and a referenced appendix, if required. Appendices and index tabs should be clearly labeled and placed to identify all responses and references.

Incomplete *Applications for a Program Survey* will not be considered and will be returned to the program.

The CDAC reviews *Applications for a Program Survey* at the CDAC Annual Meeting in November.

The CDAC will then approve or deny the program's *Application for Program Survey*. Programs eligible for a survey will be listed as *Program Status Under Review* on the CDAC website. Program applications denied by the CDAC may re-submit an *Application for Program Survey* along with the application fee prior to the next deadline for applications, which is August 1<sup>st</sup>.

Following CDAC approval for a survey, the second step is the scheduling of an accreditation survey. A peer review team will visit the program when senior students are in their final semester/term providing patient/client care procedures. An accreditation survey report will be written, based on the team's observations, and submitted to the CDAC. The CDAC will review the report in relation to the CDAC accreditation requirements and program accreditation will either be granted or denied. If accreditation is granted following the accreditation survey visit, then the program is considered an accredited program. Accredited programs are listed on the CDAC website.

Dental Residency programs and Health Facilities

The program or facility must apply, by August 1<sup>st</sup>, to the CDAC requesting an accreditation survey visit. In November, the CDAC will review the request and schedule a survey visit to review the program.

Program or facility accreditation becomes effective following annual meeting of the CDAC for a period specified by the CDAC.

### **Accreditation Classification**

The following screening classification may be granted to a Dental Hygiene program beginning the process of obtaining accreditation. *Note: this is a screening classification and a graduate of a program approved for a survey is considered a graduate of non-accredited program.*

### **Application for Program Survey**

If the proposed dental hygiene educational program appears to meet the minimum requirements for accreditation based on CDAC's review of the documentation addressing the accreditation requirements prepared by the program, then the *Application for Program Survey* may be approved by the CDAC and an accreditation survey will be scheduled.

***Program applications not approved will not be eligible for an accreditation survey.***

### **Accreditation Status**

The following accreditation statuses may be granted to a program or facility and graduates of programs/facilities holding these statuses will be recognized for registration/licensure with the provincial regulatory authority.

#### *Preliminary Approval*

On the basis of a limited survey visit and/or an institutionally prepared comprehensive submission of documentation addressing the accreditation requirements, the educational program is granted year-by-year *Preliminary Approval* if it continues to appear to meet the minimum requirements as established by the CDAC after initial enrollment of students and until such time as students are enrolled in the final year.

*Length of term: One (1) year*

*Preliminary Approval* is granted to provide evidence to prospective students, educational institutions, regulatory authorities, governments, granting agencies and the public that, at the time of evaluation, a developing program or dental service meets the requirements or standards of the specific discipline.

*Approved (without specific reporting requirements)*

On the basis of a survey visit and an institutionally prepared comprehensive documentation addressing the accreditation requirements this classification, when granted to an educational program or dental service, indicates that the program achieves or exceeds the minimum requirements or standards for approval as established by the CDAC. This accreditation classification indicates that the program has no serious deficiencies or weaknesses. However, recommendations or suggestions relating to enhancement of the program or dental service are generally included in the evaluation report.

*Approved (with specific reporting requirements)*

On the basis of a survey visit and an institutionally prepared comprehensive documentation addressing the accreditation requirements, this classification is granted to an educational program or dental service, where specific deficiencies or weaknesses exist in one or more basic areas of the education program or dental service. The deficiencies or weaknesses are considered to be of such a nature that they can be corrected in a reasonable length of time, which is ordinarily defined as a period not to exceed two years. This accreditation classification is considered adequate to meet the eligibility requirements for licensure and board examinations in the case of educational programs or to maintain adequate standards of patient/client care in dental services. An institution receiving the status of *Approved (with specific reporting requirements)* must provide a progress report at the end of the first year.

Length of term: Two (2) years

*Provisionally Approved (with specific reporting requirements)*

On the basis of a survey visit and an institutionally prepared comprehensive documentation addressing the accreditation requirements, this classification is granted to an educational program or dental service if it has been determined that the program or service has deficiencies or weaknesses in one or more specific areas. This accreditation classification signifies the seriousness of the deficiencies or weaknesses but is considered adequate to meet the eligibility requirements for licensure and board examinations in the case of educational programs, or to maintain adequate requirements of patient/client care in dental services. The deficiencies or weaknesses are considered to be of such magnitude that, if not corrected, withdrawal of the program's or dental programs accreditation status will result. Evidence of significant progress in order to maintain the status of *Approval* must be demonstrated within one year.

Length of term: One (1) year

*Intent to Withdraw*

On the basis of an institution's failure to submit a required progress report to address recommendations from the previous survey report, the CDAC will inform the institution of its intent to withdraw accreditation status as of the next meeting of the CDAC.

**Duration of Accreditation**

	Period of Accreditation for Programs	
	New Program (no. of years)	Established Program (no. of years)
Dentistry/Specialty/ Qualifying Program	3	7
Dental Hygiene/ Dental Assisting: (Publicly-funded)	3	7
Dental Hygiene/ Dental Assisting:(For-profit)	2	4
Health Facility	5	5
Dental Residency	5	5

The CDAC reserves the right to reduce or extend the term of approval granted to a program in order to maintain the principle of an integrated survey, or as various conditions may warrant.

**Accreditation Fees**

The accreditation fee for an educational program is based on a fee per cycle, which is paid annually. Accreditation fees are reviewed annually. For a current fee schedule, please visit the website at <http://www.cda-adc.ca/en/cda/cdac/overview/index.asp>. Programs are requested to contact the CDAC directly for the current *Application for Program Survey* fee.

Please note that, if a program or facility requires a re-survey visit in the middle of an accreditation term or cycle, a special survey visit fee may be charged to the program or facility.

New programs requesting accreditation are required to pay a fee for the initial accreditation visit. New programs that are granted an accreditation status are eligible to participate in the annual payment plan upon payment of the second accreditation survey visit fee.

*Annual Payment Fee*

For each educational program/service, accredited by the CDAC, an accreditation fee is collected annually. Programs are invoiced in January.

*Health Facility*

All health facilities are charged the accreditation fee at the time of the survey visit.

*Dental Residency Education Program*

For those programs affiliated with a University, the University pays an accreditation fee annually for each program site affiliated with the program. For residency programs not associated with a University, the health facility is billed directly each year for the program.

### III. THE ACCREDITATION PROCESS

#### Accreditation Survey

##### *New Programs Seeking Accreditation*

New education programs or facilities are encouraged to review the CDAC’s accreditation requirements to identify the requirements for accreditation. The accreditation requirements are available on the website at [www.cda-adc.ca](http://www.cda-adc.ca). The program should carefully review the accreditation requirements and determine whether, in fact, the program can meet the requirements for accreditation prior to applying for accreditation. The program may wish to consult with the CDAC for further information regarding proceeding with the application.

The program is required to address the requirements following the directions outlined in the section “Pre-Survey documentation” and make its complete submission to the CDAC by August 1<sup>st</sup>.

Once a new program has had its first accreditation survey and the accreditation process is complete, and should this result in an accreditation status of *Approved* for the program (whether *Provisionally Approved with specific reporting requirements* or *Approved with* or *without specific reporting requirements*), students enrolled in the program at the time of the initial accreditation survey visit would be considered to have graduated from an accredited program.

##### *Accredited Programs Renewing Accreditation*

This section is a guide for institutions preparing for an accreditation survey to renew program accreditation.

#### OVERVIEW

<b>YEAR A</b>	<b>Activity</b>
August/September	CDAC notifies a program or institution of the impending expiry of its program's accreditation on November 30 <sup>th</sup> Year C
October	Institution confirms intent to renew accreditation.
<b>Year B</b>	<b>Activity</b>
June	CDAC directs the program to begin to prepare for the visit (requirements are on the web site <a href="http://www.cda-adc.ca">www.cda-adc.ca</a> ) and provides suggested date for accreditation survey visit in Year C.
September/October	CDAC confirms suggested date and survey team members for the survey visit. Institution confirms accreditation survey team.

<b>Year C</b>	<b>Activity</b>
January to August	Accreditation survey takes place.
November	CDAC reviews survey report and makes decision, re: accreditation status of program
December	Institution is notified of accreditation status granted and is provided with copies of the survey report and accreditation certificate.

### **Pre-Survey Documentation**

The CDAC accreditation requirements form the basis on which the accreditation survey team will review the pre-survey documentation provided by the program and on which the team drafts the accreditation survey report. These requirements are also the basis by which the CDAC determines program accreditation.

#### *Getting Started*

The accreditation requirements identify the requirements, which **must** or **should** be met, as well as questions identifying the documentation to be submitted. The program is required to address each question. The program's response to the questions forms the basis of a submission to the CDAC prior to the survey visit. The pre-survey documentation is reviewed by the accreditation survey team members before the accreditation survey visit and forms the basis of the survey report.

**To develop the pre-survey documentation that will be submitted to the CDAC , please follow the steps outlined below.**

For each accreditation requirement the program must:

- a) State in full the accreditation requirement and the related number that appears following each requirement, for example 2.1, 2.2, etc.
- b) Following each requirement, provide the “documentation required” as indicated in the accreditation requirements. Responses must be clear and concise and respond to each requirement providing the appropriate information and a referenced appendix, if required. Appendices and index tabs should be clearly labeled and placed to identify all responses and references.

It is expected that responses will be prepared in the order the requirements are presented. If an appendix is required, it should be referenced to the corresponding requirement and appear in numeric sequence at the conclusion of the submission.

If the program accepts students at various times in the academic year this must be recorded in the submission identifying the number of student intakes per year, the number of students in each intake and the projected graduation dates.

The CDAC requires the responses to the accreditation requirements in electronic format (Microsoft Word) - either a CDRom, disk or email. Due to the nature and size of appendices these can still be forwarded as hard copies.

The number of required copies of electronic information is:

- DMD/DDS programs/Qualifying programs 10 copies
- Dental Specialty programs 4 copies
- Dental Hygiene/Dental Assisting programs 5 copies
- Internship programs 4 copies
- Health Facility programs 4 copies
- all programs must submit one printed copy of the electronic information

Therefore, if for example you are preparing for a DMD/DDS survey, please forward 10 electronic copies of the pre-survey documentation, 10 copies of any appendices that are not included in the electronic pre-survey documentation and one printed copy of the pre-survey documentation. One copy of the pre-survey documentation, including any appendices, is required in the interview room for reference during the accreditation survey visit.

Copies of the completed package **must** be submitted to the CDAC **ten (10)** weeks prior to the date of the survey visit so that the material can be submitted to members of the accreditation survey team for their review prior to the survey visit.

Please do not hesitate to contact the CDAC should any problems arise in preparing the documentation for submission.

### **The Accreditation Survey Team**

The survey team reviews the pre-survey documentation provided by the program and is responsible for the preparation of a comprehensive written report for consideration by the CDAC.

The CDAC, in consultation with the program, appoints the accreditation survey team. The composition of the survey team may be modified by the CDAC to respond to the program's needs and/or the availability of the appropriate expertise. The membership of the survey team is determined in consultation with the program.

A roster of qualified survey team members is maintained by the CDAC from which the required numbers are selected for each survey team. Nominations to the roster are received from those organizations and associations involved in the accreditation process, including the following:

- Association of Canadian Faculties of Dentistry (ACFD)
- Canadian Dental Association (CDA)
- Canadian Dental Hygienists Association (CDHA)
- Canadian Dental Assistants Association (CDAA)
- Dental Hygiene Educators of Canada (DHEC)
- Dental Assisting Educators of Canada (DAEC)
- Dental Specialty Organizations
- National Dental Examining Board of Canada (NDEB)
- National Dental Hygiene Certification Board (NDHCB)
- National Dental Assisting Examining Board (NDAEB)

Royal College of Dentists of Canada (RCDC)  
Regulatory Authorities  
Other Interested Parties or Persons

Accreditation survey teams are structured as follows:

**DDS/DMD programs:** basic membership of this survey team consists of two clinician/educators, a basic scientist, a representative from the National Dental Examining Board of Canada, a representative from the provincial regulatory authority and a representative of the CDAC, with the Chair of the survey team being appointed by the CDAC.

**Dental specialty programs:** basic membership of this survey team consists of an appropriately qualified specialist and a representative from the CDAC.

**Qualifying programs:** basic membership of this survey team consists of one or two dental clinician/educators, a representative from the National Dental Examining Board of Canada, a representative from the provincial regulatory authority and a representative from the CDAC, with the Chair of the survey team being appointed by the CDAC.

**Dental hygiene programs:** basic membership of this survey team consists of two individuals who have experience in dental hygiene education, a representative from the provincial regulatory authority and a representative from the CDAC.

**Dental assisting programs:** basic membership of this survey team consists of two individuals who have experience in dental assisting education, a representative from the provincial regulatory authority and a representative from the CDAC.

**Health Facilities:** basic membership of this survey team consists of one or two individuals who have experience with a dental service and a representative of the CDAC.

**Dental residency education programs:** basic membership of this survey team consists of one or two individuals with hospital/dental internship experience and a representative of the CDAC.

## **The Survey Visit**

Survey visits are normally conducted from January through August each year.

The director of the program is expected to arrange a schedule of meetings, conferences, and tours for the visiting survey team. The CDAC provides a suggested timetable for the visit. The proposed timetable should be submitted to the CDAC with the accompanying pre-survey documentation. Included in the timetable should be the names and titles of the individuals scheduled for an interview, course names, titles and instructor names, as well as the room numbers where the interviews will be held. Please contact the CDAC if further assistance is required.

The order and arrangement of the tours and conferences are at the discretion of the director but several suggestions are provided which might be helpful in developing the survey schedule.

The first period of the first morning of the team's visit should include a conference with the director of the program, senior administration and any other associates who are responsible for the administration or coordination of the program in order to discuss the philosophy and mission of the institution, overall program administration and a review of the implementation of recommendations from the previous survey report.

It is necessary that a private meeting be scheduled with the institution's President or designate. During this meeting, the administration will have an opportunity to discuss policy and plans for the institution that may have an impact on the program.

A tour to acquaint the survey team with the physical facilities, major instructional resource areas, equipment and general institution layout should be scheduled.

The remainder of the visit is composed almost entirely of a series of private interviews or conferences, scheduled in advance and held in a room where conference table space is available for both the accreditation survey team and the faculty members, or students being interviewed. The survey team requests that interviews with faculty members, students, dental personnel, etc. be scheduled without members of program administration or department head in attendance.

The director of the program should inform faculty members that the team members have received and studied the curriculum in advance and will be spending the brief interviewing time clarifying points required. There may be some instances where several faculty members may meet at the same time because of the nature of their integrated courses. In this event, it is important that the entire group not include more than four or five faculty members.

It is not essential that every individual teaching within the program be scheduled for group interview; however, if any subject or area is omitted, the director should be able to describe that particular course of study in some detail, as well as answer any questions relating to it.

Course syllabi, textbooks, evaluation procedures, etc., for all courses in the curriculum should be available for review by the team.

The survey team will meet privately with student representatives. Provisions should be made to schedule a room to accommodate this meeting.

#### *On-Site Protocol*

Unless otherwise requested by the survey team, program administrators are not required to remain in the meeting room with the survey team during conferences with faculty members.

Members of the administration, directly associated with a particular program component, are normally present for at least part of the discussion. The survey team retains the right to have private discussions with individual members of faculty or administration.

The survey team must be provided with a secure conference room for the duration of the survey. *(For DDS/DMD program visits a small office conveniently located, is required for the Coordinator*

*of the CDAC during the visit.*) Discussions with the survey team take place in the conference room assigned to the team.

In view of the heavy schedule that the survey team follows, members are unable to accept invitations to social events; however, the provision by the institution of refreshments and a working lunch would be a greatly appreciated courtesy.

*Specific instruction for various programs:*

A sample survey schedule template is provided by the CDAC to assist the program in scheduling survey interviews. Survey visits may be lengthened or shortened for specific reasons, following consultation with the institution. Please refer to the instructions that apply to your program.

**DDS/DMD:** The duration of a survey visit to accredit a DDS or DMD program is normally four and one-half days; taking place from Monday through Thursday with an oral report from the survey team presented on the Friday morning. The program is asked to provide lab coats and eye protection for the clinical team members.

**Dental Specialties:** The duration of a survey visit to accredit a graduate/postgraduate program is normally two days.

**Qualifying Programs:** The duration of a survey visit to accredit a qualifying program is two to three days. The program is asked to provide lab coats and eye protection for the clinical team members.

**Dental Hygiene programs:** The duration of a survey visit to accredit a dental hygiene education program is normally two and one-half days. The schedule must provide for sufficient time in the clinical setting. This should be scheduled on the morning of the second day of the visit. The program is asked to provide lab coats and eye protection for the team members.

**Dental Assisting programs:** The duration of a survey visit to accredit a dental assisting education program is normally two days. The schedule must provide for sufficient time in the clinical setting. This should be scheduled on the morning of the second day of the visit. The program is asked to provide lab coats and eye protection for the team members.

**Health Facilities:** The duration of a survey visit to accredit a health facility dental service is normally one day. The visit may be lengthened if an internship/residency education program is to be surveyed as well.

**Dental Internship or Residency education programs:** The duration of a survey visit to an institution to accredit a dental internship or residency program is normally one day.

## **The Survey Report**

The first survey report is an oral report made by the accreditation survey team during the exit interview with the senior administrator(s) and the program director. This verbal report provides the team with an opportunity to identify to the program the recommendations and suggestions that will appear in the final written report.

Recommendations made by the team are based upon the requirements for the program. In areas where a *must* statement in the requirement is not met, a Recommendation will be made and it is anticipated that the program will address the recommendation. Suggestions may also appear in the final report on points that have been identified by the team with a view to enhancing the overall program. Suggestions are intended to be helpful and institutions are not required to address suggestions.

The survey team and the CDAC are responsible for the compilation of the written survey report which is then edited by all members of the survey team prior to forwarding the draft survey report to the institution. The institution then has an opportunity to review the report for verification of factual data. The report, as approved by the program, and any other documentation is presented to the CDAC at its next annual meeting following the accreditation survey.

### **Consideration of Report and Granting of Status**

Based upon review of the accreditation survey report, the CDAC grants an appropriate accreditation status, which becomes effective as of the month of the annual meeting of the CDAC (*For descriptions see Accreditation Classifications*).

The CDAC may, if deemed necessary, require that an institution provide an information report or progress report on the program when the status granted is *Provisionally Approved (with specific reporting requirements)* or *Approved (with specific reporting requirements)* is granted. (See "Progress Reports").

Institutions are responsible, as a requirement for continued accreditation, to complete an Annual Program Review to inform the CDAC, on a yearly basis, of any significant changes related to administration, personnel, facilities and finance, and other matters that could affect the accreditation status of the program. Forms are sent to the program each year by the CDAC for this reporting requirement.

### **Distribution of Reports**

Following the CDAC meeting, the institution receives written confirmation of the accreditation status and copies of the final survey report approved by the CDAC. If the status *Approved (without specific reporting requirements)* has been granted by the CDAC, a certificate will also be forwarded to the program.

For DDS/DMD, qualifying programs and dental specialty programs, the letter of conveyance and final report are sent to the Dean or Director of the faculty or school of dentistry and to the head of the program.

For Dental Assisting and Dental Hygiene programs, the letter of conveyance and final report are sent to the head of the program as specified by the program.

For Residency programs, the letter of conveyance and final report are sent to the head of the program and to the Dean or Director of the faculty or school of dentistry. For Health Facilities, the

letter of conveyance and final report are sent to the head of the dental service and to the President or CEO of the health facility.

## **Appeal Procedure**

Programs denied accreditation status may choose to appeal the decision. Please contact the CDAC for information regarding the Appeals Procedure.

## **Progress Report**

### *Purpose*

An institution that receives a status less than *Approved (without specific reporting requirements)* for its program following an accreditation survey visit is required to submit a progress report. The progress report will respond to the specific Recommendations identified as requiring additional reporting by the CDAC.

A well-written and effective progress report will comprehensively address these Recommendations, clearly documenting how the institution has addressed the Recommendations. The CDAC requires evidence demonstrating the implementation of the specific Recommendation(s). Reports of action taken to rectify deficiencies and supporting documentation (evidence) are considered more favorably in the decision to upgrade an institution's accreditation status than are reports of plans to implement changes.

For institutions with more than one education program, a separate progress report must be submitted for each program having received less than *Approved (without specific reporting requirements)* accreditation status.

### *Who reviews progress reports?*

The CDAC Committee members, who have not participated in the accreditation survey visit to that program, will assess the progress report. When reviewing the progress report the reviewers will also have available to them the initial survey report. They will not have copies of any previously submitted progress reports.

The reviewers report their recommendation on whether to maintain or upgrade a program's accreditation status, through the appropriate review committee, to the CDAC at its annual meeting.

### *Format*

- 1) Quote, in its entirety, the Recommendation, by number, contained in the accreditation survey report (the Recommendations are listed at the end of the survey report).
- 2) Follow the Recommendation with a description of the actions taken by the institution to implement the Recommendation. Descriptions should be succinct but include sufficient detail to clearly describe progress made.
- 3) Provide supporting documentation /evidence as appendices to the progress report and include an itemized list of the supporting documentation in the progress report. Label the appendices by Recommendation number.

Examples of supporting documentation or evidence which might be included with the progress report are: course and/or clinic schedules, course outlines and/or objectives, sample evaluation forms, inter-departmental memos, or statistical reports of the number/type of procedures/clinical experiences performed, patient/client charts, committee minutes and evaluation tools.

*Format of the Progress Report*

- Include a cover page with the name and address of the institution and program being reported on.
- Each page of the progress report should contain the name of the institution, program and date of the report.
- Submit five (5) copies of the progress report (double-sided) for each program being considered. Please ensure that the report is not stapled, bound, paper-clipped, etc.
- Clearly reference the appendices in the updated responses to the recommendation.

SUBMISSION DEADLINE - August 1st