

ACADEMY OF DENTAL HYGIENE STUDIES
Pennsylvania Dental Hygienists' Association (PDHA)
Continuing Education Course Approval Procedures

TO: Continuing Education Course Providers

FROM: Academy Course Accreditation Chairperson

Attached for your use are the guidelines and forms to secure approval for your continuing education courses. These forms may be duplicated. Please follow the guidelines listed below for credit approval. The procedures are outlined on the main application form. Feel free to contact the Course Accreditation Chair if you have any questions or require any individual assistance.

Guidelines:

1. Course should be submitted at least **30 days prior** to the date of the course.
2. Business meetings, announcements, lunches, and breaks will not be counted in the number of hours awarded credit.
3. Courses should be submitted for approval prior to publication of course to avoid miscommunication/embarrassment. Not all courses are approved for credit or for the number of hours requested.
4. Failure to comply with the stated guidelines may result in failure to obtain CEUs.
5. Make check payable to **PDHA**. Fee schedule on application form.

Please send the following information within **30 days** after the course has been given to the Course Accreditation Chair:

1. A typed list of participants
2. **The dental/dental hygiene license numbers/CDA number of the participants.**
3. A summary of the Educational Program Evaluation Forms (Course Evaluation)

Be sure to follow the guidelines above to secure approval as well as to ensure that all participants are placed in the PDHA computer. If a participant misplaces their certificate, transcripts of PA Academy-approved courses are available for a nominal fee. It is the responsibility of each participant to determine if a particular course is acceptable for license renewal. The Academy does not endorse or recommend any individual continuing education course and is not accountable for the quality of any course content. Certificates of Attendance should be retained by licensees in their own personal professional file.

Please send completed packets to:

Academy Course Accreditation
Christine Bennett, RDH, BS
303 Rocklyn Station
Honey Brook, PA 19344
610-273-7223
610-273-9191 FAX
academydhstudies@verizon.net

Please note: Upon course approval, forms with your specific course information will be sent to you for duplication for the participants.

Thank you for your continued support of the Academy of Dental Hygiene Studies and best of luck with the programs you present.