

Guideline Criteria on Continuing Education Programmes and Educational Institution
Recognition Standards

Aim and Objectives of the Program	
1	There should be the written statement of program objectives
2	The institution should create a comprehensive mission statement
3	Determining the objectives regarding the social needs
4	Continuous revision of the objectives
5	Objective of the education programmes should provide the improvement of the profession and the professionals.
6	Periodical revisions of the objectives are needed
7	The institution should organize trainings to improve the performance of the treatment
8	Providing educational programmes integrated with the professional needs
9	Opinions of the provider/instructor in the design of education

Content of the Programme	
1	Programs should be based on professional needs of the participants
2	Programs should be consistent with the scopes of the participants' professional activities.
3	Advisory Committee should review and approve all important decisions about the program
4	Taking into accounts of the opinions of potential participants in program development

Content and the productivity of the programme	
1	To determine the gains of the trainees
2	That the course content should be consistent with the objectives.
3	To choose the purposive training methods
4	To announce the training objectives to the trainees
5	Objectives are needed to be consistent with the principles of the credit rating

Evaluation and Qualification	
1	Evaluation system should be consistent with the objectives.
2	Assessment should be able to evaluate the provider performance
3	Assessment should be consistent with the training methods
4	Evaluating the performance of the instructor
5	Evaluating the educational performance
6	Evaluating the administrative performance
7	Provider should analyze the changes of the participants in terms of competence, performance
8	Provider should check if the activities are consistent with the objectives of continuing dental education by conducting data and information acquisition and analyzing services on the basis of program
9	Indicating that the program development activities are carried out
10	Evaluating the impact of the program development activities

Promotions & Sponsorships	
1	Acknowledging the activity is organised with a commercial purpose
2	There should not be any promotion and sale of products during training period
3	Allowing the promotional activities nettably/clearly separated from the training activities
4	In case of a sponsor, to announce it to the trainees and to clarify the scope of sponsorship
5	Course management should take measures to avoid conflicts of interest

Educational and Training Methods	
1	Training methods should be consistent with the course objectives
2	Evaluation of the consistency of the training methods with the objectives of learning
3	Advisory Committee approving the training methods
4	Considering the opinions of the relevant instructors about the training methods
5	Considering the opinions of the relevant potential participants about the training method
6	Education methods should be consistent with the participant profile
7	Education methods should be consistent with the physical medium.
8	Practical applications should cover at least 30% of the total time of the course.
9	Develop the off-training strategies in order to increase improvement
10	Organizer should be in contact with both internal and external stakeholders
11	Reinforcing the audio and video training materials with written materials
12	To recommend post-training resources

Qualification of the Instructor	
1	Instructors should be competent and experienced about courses
2	Instructors should be qualified about adult education
3	Instructor numbers should correlate to the number of participants
4	Controlling the accuracy of the training materials
5	Implementation of a reward or encouragement program
6	Implementation of the strategies that would clear the resistance of the aginner physicians

Technical and physical Facilities	
1	Institution should be consistent with the training objectives
2	All equipment should work fully and correctly
3	Technical and physical facilities should be consistent with the number of trainees
4	Notifying consummately the definitions of the materials trainees will provide

Administration and Registration	
1	Administration should be consistent with the training objectives
2	To ensure continuous quality improvement
3	Administration should be responsible the scientific base of the activity
4	Creating written rules documents to ensure continuity
5	Creating registration management system
6	Creating quality assurance system
7	Written assurance contracts with the trainees

Budget Organisation	
1	Budget operation should be consistent with the objectives
2	To budget the training program
3	Financial resources should be adequate for continuous program improvement

Presentation Qualification	
1	Presentation of the training should be complete and accurate
2	If available, to express fully and clearly the preconditions of the application
3	There should not be any misleading statements in the presentations
4	Presentations should not conflict with the principles of the credit rating agency
5	Trainings are open to all dentists
6	In case of patient case presentations taking part in the trainings, to protect the rights of the patient
7	To make the participants aware of the risks
8	To guarantee that trainees and trainers are qualified enough to practice on a patient
9	To train the patient with a non-technical language
10	Obtaining an informed consent of patient
11	There should be a clinician to intervene in where necessary during the application
12	To have a complete emergency aid facilities
13	The course organizer should take trainers and the participants under liability protection
14	To ensure that the treatment which need to continue after the application are completed

Registration-Participation-Certification	
1	There should be registration system
2	Expressing clearly that a certificate is not diploma
3	Keeping the registrations for 6-year-time
4	Keeping the registrations for 3-year-time

Distance Education	
1	Ensuring information security in distance education
2	Providing technical support in computer-aided distance education programs
3	Establishing a network where participants and instructors could meet on web