

From the Commission Chair, Dr. James Koelbl

Welcome to the first Commission on Dental Accreditation Communications Update e-newsletter! This is one of several endeavors the Commission is undertaking to improve communication with all the communities of interest. This e-newsletter will come out twice a year, and will regularly include deadline reminders; summaries of the unofficial actions of the Commission; links to the CODA portion of the ADA website, including accreditation news; notice of upcoming events; answers to frequently asked questions; and profiles of the Commissioners. In addition, contact information for CODA staff and a link to ask a specific question regarding accreditation will also be regular features of the e-newsletter.

The first endeavor the Commission undertook to improve communication was the "Community of Interest Informational Session," which was held on August 19, 2008 at ADA Headquarters in Chicago. The full-day event included presentations on CODA policies and procedures; break-out sessions in which common accreditation scenarios were discussed by all participants; and questions and answer sessions. Over fifty people attended, representing a wide cross-section of the Commission's communities of interest. Feedback from the participants was good, with most finding it a valuable experience. If you missed it, don't worry, this meeting is planned for the same time next year! Look for preliminary information in the next Communications Update.

Another Commission endeavor is an increased visibility of CODA Commissioners and staff at sponsoring organization meetings. Many times questions on CODA policy and procedures come up at these meetings, and while CODA staff do not necessarily have to be on the program to give a formal presentation, they can be a presence at the meeting for informal questions and answers. CODA staff would be happy though, to make formal presentations at these annual meetings, so



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Upcoming Meetings

Open Hearing at ADA Annual Session
San Antonio, TX

please, do not hesitate to ask.

Finally, CODA staff are available five days a week to answer any questions via e-mail or by phone. Do not hesitate to write or call with any questions. The contact information is included in this e-newsletter. The Commission is always looking for ways to improve communication, so suggestions are more than welcome!

FAQs:

Q - At the end of a site visit, does the site visit team recommend an accreditation status for the program?

A - No, the Commission grants the accreditation status. The site visit team is the fact-finding committee and does develop a preliminary report of its findings that is shared with the program.

Q - How do I file a complaint related to a CODA-accredited program?

A - The Complaints Policy can be found on ADA.org. CODA will accept written, signed complaints related to alleged non-compliance with Accreditation Standards and/or CODA policy. CODA will investigate and if complaint is substantive and related to standards, the appropriate Review Committee and CODA will review.

Q - How do I go about suggesting changes to the Accreditation Standards, what is the process?

A - Anyone may write to CODA with suggested changes to the Standards. The appropriate Review Committee will consider the comments and may suggest proposed changes. The Commission may direct that the proposed changes be circulated to the communities of interest.

Deadlines and Reminders for Education Programs:

- Reports of Major Change - due within 30 days of implementation of the change
- Progress Reports going to January 2009 CODA Meeting - due Nov. 15, 2008
- Authorized Enrollment Requests for Advanced Specialty Education Programs - must be approved prior to implementation of the increase in enrollment
- Less than 3 months left for final comment on New Accreditation Standards for Clinical Fellowship Training Programs in Orthodontics and Dentofacial Orthopedics. Deadline is Dec. 1, 2008. Discipline-specific content have been

Oct. 16 and 18, 2008

CODA Winter Meeting
Chicago, IL
Jan. 30, 2009

Links:

- [Submit a question](#)
- [Accreditation News](#)
- [Accredited Programs](#)

added to the proposed Accreditation Standards 2, 4, 6 and 7. Accordingly, the Commission directed that the proposed Accreditation Standards for Clinical Fellowship Training Programs in Orthodontics and Dentofacial Orthopedics be re-circulated to the communities of interest, including open hearings at the annual sesesion of the American Dental Assosiation, with comments reviewed at the Commission's January 2009 meetings.

If an institution fails to comply with the Commission's deadlines, it will be assumed that the institution no longer wishes to participate in the accreditation program. In this event, the Commission will immediately notify the chief executive officer of the institution of its intent to withdraw the accreditation of the program(s) at its next scheduled meeting.

Standards Revisions that will be Available on ADA.org Soon:

- Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Pathology (revisions to be implemented July 1, 2009)
- Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics (revisions to be implemented Jan. 1, 2009)
- Accreditation Standards for Advanced Specialty Education Programs in Endodontics (revisions to be implemented January 1, 2009)
- Accreditation Standards for Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics (revisions to be implemented July 1, 2009)
- Accreditation Standards for Advanced Specialty Education Programs in Periodontics (revisions to be implemented January 1, 2009)

New IA Application Process:

At its July 2008 meeting, the Commission took action to revise its policies and procedures related to the application process for accreditation of a program. The revisions will be implemented Jan. 1, 2009 and are as follows:

- **Programs Which Are Not Fully Operational** - A program which has not enrolled and graduated at least one class of students/residents and does not have students/residents enrolled in each year of the program is defined by the Commission as "not fully operational." "Initial Accreditation" status is an accreditation classification that is

applicable to developing programs. It is granted when a proposed or developing program demonstrates that it has the potential to meet the accreditation standards. The Commission is firm in its policy that the developing program *must not* enroll students/residents until "initial accreditation" status has been obtained.

- **Programs Which Are Fully Operational** - Those programs that have graduated at least one class of students/residents and are enrolling students/residents in every year of the program are considered "fully operational." These programs will complete the self-study document and will be considered for the accreditation status of "approval with reporting requirements" or "approval without reporting requirements" following a comprehensive site visit.

Contact Commission staff for further information.