

**REVISIONS TO  
EVALUATION AND OPERATIONAL POLICIES AND PROCEDURES MANUAL (EOPP)**

Underline indicates addition; ~~Strikethrough~~ indicates deletion

**Revised Rules Of The Commission On Dental Accreditation  
EOPP Pages 2-8**

Article I. MISSION

The Commission on Dental Accreditation serves the public and profession by developing and implementing accreditation standards that promote and monitor the continuous quality and improvement of dental education programs.

Adopted August 5, 2016

Article II. BOARD OF COMMISSIONERS

Section 1. LEGISLATIVE AND MANAGEMENT BODY: The legislative and management body of the Commission shall be the Board of Commissioners.

Section 2. COMPOSITION: The Board of Commissioners shall consist of:

Four (4) members shall be selected from nominations open to all trustee districts from the active, life or retired members of this association, no one of whom shall be a faculty member working more than one day per week of a school of dentistry or a member of a state board of dental examiners or jurisdictional dental licensing agency. These members shall be nominated by the Board of Trustees and elected by the American Dental Association House of Delegates.

Four (4) members who are active, life or retired members of the American Dental Association shall be selected by the American Association of Dental Boards from the active membership of that body, no one of whom shall be a member of a faculty of a school of dentistry.

Four (4) members who are active, life or retired members of the American Dental Association shall be selected by the American Dental Education Association from its active membership. These members shall hold positions of professorial rank in dental schools accredited by the Commission on Dental Accreditation and shall not be members of any state board of dental examiners.

The remaining Commissioners shall be selected as follows: one (1) certified dental assistant selected by the American Dental Assistants Association from its active or life membership, one (1) licensed dental hygienist selected by the American Dental Hygienists' Association, one (1) certified dental laboratory technician selected by the National Association of Dental Laboratories, one (1) student selected jointly by the American Student Dental Association and the Council of Students, Residents and Fellows of the American Dental Education Association, one (1) dentist who is board certified in the respective discipline-specific area of practice and is selected by each of the following organizations: American Academy of Oral and Maxillofacial Pathology, American Academy of Oral and Maxillofacial Radiology, American Academy of Pediatric Dentistry, American Academy of Periodontology, American Association of Endodontists, American Association of Oral and Maxillofacial Surgeons, American Association of Orthodontists, American Association of Public Health Dentistry, American College of Prosthodontists; one (1) dentist who is jointly appointed by the American Dental Education Association, the Special Care Dentistry Association, the American Society of Dentist Anesthesiologists, the American Academy of Oral

Medicine, and the American Academy of Orofacial Pain and four (4) consumers who are neither dentists nor allied dental personnel nor teaching in a dental or allied dental education institution and who are selected by the Commission, based on established and publicized criteria. In the event a Commission member sponsoring organization fails to select a Commissioner, it shall be the responsibility of the Commission to select an appropriate representative to serve as a Commissioner. A member of the Standing Committee on the New Dentist (when assigned by the ADA Board of Trustees) and the Director of the Commission shall be ex-officio members of the Board without the right to vote.

Section 3.       TERM OF OFFICE: The term of office of the members of the Board of Commissioners shall be one four (4) year term except that the member jointly selected by the American Dental Education Association and the American Student Dental Association shall serve only one two (2) year term.

Section 4.       POWERS:

- A. The Board of Commissioners shall be vested with full power to conduct all business of the Commission subject to the laws of the State of Illinois, these *Rules* and the *Constitution and Bylaws* of the American Dental Association.
- B. The Board of Commissioners shall have the power to establish rules and regulations not inconsistent with these *Rules* to govern its organization and procedures.
- C. The Board of Commissioners shall be vested with full power to conduct meetings in accordance with these *Rules* and the Evaluation and Operational Policies and Procedures manual of the Commission on Dental Accreditation.

Section 5.       DUTIES:

- A. The Board of Commissioners shall prepare a budget at its winter meeting each year for carrying on the activities of the Commission for the ensuing fiscal year and shall submit said budget to the Board of Trustees of the American Dental Association in accordance with Chapter XIV of the *Bylaws* of the American Dental Association.
- B. The Board of Commissioners shall submit an annual report of the Commission's activities to the House of Delegates of the American Dental Association and interim reports, on request, to the Board of Trustees of the American Dental Association.
- C. The Board of Commissioners shall appoint special committees of the Commission for the purpose of performing duties not otherwise assigned by these *Rules*.
- D. The Board of Commissioners shall appoint consultants to assist in developing accreditation standards and conducting accreditation evaluations, including on-site reviews of predoctoral, advanced dental educational and allied dental educational programs and to assist with other duties of the Commission from time to time as needed. The Board of Commissioners shall have the authority to remove a consultant for cause in accordance with procedures established by the Commission.
- E. The Board of Commissioners shall have the sole authority to remove a Commission member, Review Committee member, or Appeal Board member for cause in accordance with procedures established by the Commission, which procedures shall provide for notice of the charges, including allegations of the conduct purported to constitute each violation, and a decision in writing which shall specify the findings of fact which substantiate any and all of the charges. Prior to issuance of the decision of the Commission, no Commission, Review

Committee, or Appeal Board member shall be excused from attending any meeting of a Commission, Review Committee, or Appeal Board unless there is an opportunity to be heard or compelling reasons exist which are specified in writing by the Commission.

Section 6. MEETINGS:

- A. REGULAR MEETINGS: There shall be two (2) regular meetings of the Board of Commissioners each year.
- B. SPECIAL MEETINGS: Special meetings of the Board of Commissioners may be called at any time by the Chair of the Commission. The Chair shall call such meetings on request of a majority of the voting members of the Board provided at least ten (10) days notice is given to each member of the Board in advance of the meeting. Confirmation of meeting attendance by a majority of voting members of the Board shall serve as an indication of the Board's request to conduct the special meeting. No business shall be considered except that provided in the call unless by unanimous consent of the members of the Board present and voting.
- C. LIMITATION OF ATTENDANCE DURING MEETINGS: In keeping with the confidential nature of the deliberations regarding the accreditation status of individual educational programs, a portion of the meetings of the Commission, and its committees shall be designated as confidential, with attendance limited to members, the American Dental Association Trustee Liaison, selected staff of the Commission and affiliated or other accreditors as the Commission deems appropriate. During this part of the meeting, only confidential accreditation actions may be considered.

Section 7. QUORUM: A majority of the voting members of the Board of Commissioners shall constitute a quorum.

Section 8. VACANCIES:

- A. In the event a member of the Commission whose office is vacant, the Commission Director shall notify the appointing organization and such organization shall appoint a successor. The appointed member shall possess the same qualifications as those possessed by the previous member of the Commission.
- B. If the term of the vacated office of a member of the Commission has ~~less than~~ fifty percent (50%) or less of a full four-year term remaining at the time the successor member is appointed to fill the vacancy, the successor member shall be eligible for appointment to a new four-year term. If more than fifty percent (50%) ~~or more~~ of the vacated term remains to be served at the time of the appointment of a successor member to fill the vacancy, the successor member shall not be eligible for another term.

Article III. APPEAL BOARD

Section 1. APPEAL BOARD: The appellate body of the Commission shall be the Appeal Board which shall have the authority to hear and decide appeals filed by predoctoral and advanced dental educational and allied dental educational programs from decisions rendered by the Board of Commissioners of the Commission denying or revoking accreditation.

Section 2. COMPOSITION: The Appeal Board shall consist of four (4) permanent members. The four (4) permanent members of the Appeal Board shall be selected as follows: one (1) selected by the Board of Trustees of the American Dental Association from the active, life or retired membership of the

American Dental Association giving special consideration whenever possible to former members of the Council on Dental Education and Licensure, one (1) member selected by the American Association of Dental Boards from the active membership of that body, one (1) member selected by the American Dental Education Association from the active membership of that body and one (1) consumer member who is neither a dentist nor an allied dental personnel nor teaching in a dental or allied dental educational program and who is selected by the Commission, based on established and publicized criteria. In addition, a representative from either an allied or advanced dental education discipline would be included on the Appeal Board depending upon the type and character of the appeal. Such special members shall be selected by the appropriate allied or advanced dental education organization. Since there is no national organization for general practice residencies and advanced education programs in general dentistry, representatives of these areas shall be selected by the American Dental Education Association and the Special Care Dentistry Association. One (1) member of the Appeal Board shall be appointed annually by the Chairman of the Commission to serve as the Chairman and shall preside at all meetings of the Appeal Board. If the Chairman is unable to attend any given meeting of the Appeal Board, the other members of the Appeal Board present and voting shall elect by majority vote an acting Chairman for that meeting only. The Director of the Commission shall provide assistance to the Appeal Board.

Section 3. TERM OF OFFICE: The term of office of members on the Appeal Board shall be one four (4) year term.

Section 4. MEETINGS: The Appeal Board shall meet at the call of the Director of the Commission, provided at least ten (10) days notice is given to each member of the Appeal Board in advance of the meeting. Such meetings shall be called by the Director only when an appeal to the appellate body has been duly filed by a predoctoral or advanced dental educational or allied dental educational program.

Section 5. QUORUM: A majority of the voting members of the Appeal Board shall constitute a quorum.

Section 6. VACANCIES:

- A. In the event of a vacancy in the membership of the Appeal Board of the Commission, the Chairman of the Commission shall appoint a member of the same organization, or in the case of a consumer of the general public, possessing the same qualifications as established by these Rules, to fill such vacancy until a successor is selected by the respective representative organization.
- B. If the term of the vacated position has ~~less than~~ fifty percent (50%) or less of a full four-year term remaining at the time the successor member is appointed, the successor member shall be eligible for a new, consecutive four-year term. If more than fifty percent (50%) ~~of more~~ of the vacated term remains to be served at the time of the appointment, the successor member shall not be eligible for another term.

Revised: 2/19

#### Article IV. ACCREDITATION PROGRAM

Section 1. ACCREDITATION STANDARDS: The Commission, acting through the Board of Commissioners, shall establish and publish specific accreditation standards for the accreditation of predoctoral and advanced dental educational and allied dental educational programs.

Section 2. EVALUATION: Predoctoral, advanced, and allied dental education programs shall be evaluated for accreditation status by the Board of Commissioners on the basis of the information and data provided on survey forms and secured by the members of, and consultants to, the Board of Commissioners during site evaluations.

If the Board of Commissioners decides to deny, for the first time, accreditation to a new educational program or to withdraw accreditation from an existing program, the Board of Commissioners shall first notify the educational program of its intent to deny or withdraw accreditation. Notification and subsequent due process policies and procedures shall be dictated by the Commission through its Evaluation and Operational Policies and Procedures manual.

Section 3. HEARING: Upon completion of an evaluation for accreditation status, the Board of Commissioners shall notify the predoctoral, advanced or allied dental education program (hereinafter called "education program") of its findings and decision regarding the program's accreditation status. Two types of hearings (challenge and supplement) can be held to review the appropriateness of the decision made by the Commission. Due process policies and procedures shall be dictated by the Commission through its Evaluation and Operational Policies and Procedures manual.

- A. CHALLENGE: This type of hearing is available to a program/institution that wishes to challenge the decision of the Commission to change its accreditation status or to a new program that wishes to challenge the decision of the Commission to deny, for the first time, initial accreditation.
- B. SUPPLEMENT: An institution/program may request a hearing in order to supplement written information, which has already been submitted to the Commission. A representative of the institution would be permitted to appear in person before the Commission to present this additional information.

Section 4. APPEAL: In the event the final decision of the Board of Commissioners is a denial or withdrawal of accreditation, the educational program shall be informed of this decision within fourteen (14) days following the Commission meeting. Within fourteen (14) days after receipt of the final decision of the Board of Commissioners, the educational program may appeal the decision of the Board of Commissioners by filing a written appeal with the Director of the Board of Commissioners. Due process policies and procedures shall be dictated by the Commission through its Evaluation and Operational Policies and Procedures manual.

Section 5. HEARING AND APPEAL COSTS: If a hearing is held before the Board of Commissioners, the costs of the Commission respecting such hearing shall be borne by the Commission. If an appeal is heard by the Appeal Board, the costs of the Commission respecting such appeal shall be shared equally by the Commission and the appellant educational program filing the appeal except in those instances where equal sharing would cause a financial hardship to the appellant. However, each educational program shall bear the cost of its representatives for any such hearing or appeal.

## Article V. OFFICERS

Section 1. OFFICERS: The officers of the Commission shall be a Chair, Vice-Chair and a Director and such other officers as the Board of Commissioners may authorize. The Chair and Vice-Chair shall be elected by the members of the Commission. The Chair and Vice-Chair shall be active, life or retired member of the American Dental Association.

Section 2. DUTIES: The duties of the officers are as follows:

- A. CHAIR: The Chair shall preside at all meetings of the Board of Commissioners.

- B. VICE-CHAIR: If the Chair is unable to attend any given meeting of the Board of Commissioners, the Vice-Chair shall preside at the meeting. If the Vice-chair is unable to attend the meeting, the other members of the Board of Commissioners present and voting shall elect by majority vote an acting chair for the purpose of presiding at that meeting only.
- C. DIRECTOR: The Director shall keep the minutes of the meetings of the Board of Commissioners, prepare an agenda for each meeting, see that all notices are duly given in accordance with the provisions of these *Rules* or as required by law, be the custodian of the Commission's records, and in general shall perform all duties incident to the office of Director.

Section 3. VACANCIES: In the event of a vacancy in the office of Chair of the Commission, the Vice-Chair of the Commission shall serve as interim chair pending selection of the new chair.

#### Article VI. REMOVAL FOR CAUSE

Pursuant to the *Rules* of the Commission on Dental Accreditation, the following are causes for removal from office of a member of the Commission, Review Committee, or Appeal Board:

- continued, gross or willful neglect of the duties of the office;
- failure to comply with the Commission's policies on conflict of interest;
- failure or refusal to disclose necessary information on matters of Commission business;
- failure to keep confidential any exclusive information protected by secrecy that becomes known to the member by reason of the performance of his or her duties on the Commission's behalf;
- failure to comply with the Association's professional conduct policy and prohibition against harassment;
- unauthorized expenditures or misuse of Commission funds;
- unwarranted attacks on the Commission, any of its committees or any person serving the Commission in an elected, appointed or employed capacity;
- unwarranted refusal to cooperate with any Commission officer, Commission, Review Committee or Appeal Board member or staff;
- misrepresentation of the Commission and any person serving the Commission in an elected, appointed or employed capacity to outside persons;
- being found to have engaged in conduct subject to discipline pursuant to Chapter XI of the *Governance Document* of the American Dental Association; and
- conviction of a felony.

#### Article VII. MISCELLANEOUS

Meeting Minutes: Minutes of the Commission on Dental Accreditation meetings shall be posted and available for public viewing.

Annual Report: The Commission on Dental Accreditation shall publish an annual report to its communities of interest.

Contracts: The Commission on Dental Accreditation may enter into contracts for services related to accreditation activities pursuant to the policies and procedures of the Commission on Dental Accreditation.

Parliamentary Procedure: The rules contained in the current edition of "The American Institute of Parliamentarians Standard Code of Parliamentary Procedure (AIPSC)" shall govern the deliberations of

the Board of Commissioners and Appeal Board in all instances where they are applicable and not in conflict with the *Rules* or the previously established rules and regulations of the Board of Commissioners.

### Article VIII. AMENDMENTS

These *Rules* may be amended at any meeting of the Board of Commissioners by a two-thirds majority vote of the members of the Board present and voting.

Revised: 8/18; 8/17; 1/17; 8/15; 8/10, 10/02, 10/97, 10/87, 11/82; Reaffirmed: 8/12

Adopted by the Commission on Dental Accreditation, February 1, 2002. Approved by the ADA House of Delegates, October 2002. Revisions adopted by the Commission on Dental Accreditation, August 2010. Approved by the ADA House of Delegates, October 2010. Revision of Mission Statement adopted by the Commission on Dental Accreditation, August 2012. Approved by the ADA House of Delegates, October 2012. Revisions adopted by the Commission on Dental Accreditation, August 2015. Approved by the ADA House of Delegates, November 2015. Revision of Mission Statement adopted by the Commission on Dental Accreditation, August 2016. Approved by the ADA House of Delegates, October 2016. Revision to Article IV, Section IV (comma placement), adopted by the Commission on Dental Accreditation, August 2017. Revisions adopted by the Commission on Dental Accreditation, August 2018. Approved by the ADA House of Delegates October 2018. Sole authority to revise the *Rules* of the Commission on Dental Accreditation was granted to the Commission on Dental Accreditation by the ADA House of Delegates, October 2018. [Revised language for "vacancies", adopted by CODA February 2019.](#)

**3. Governing Law And Venue Policy:** Any court action challenging an adverse accreditation decision made by the Commission or otherwise pertaining to these Evaluation and Operational Policies and Procedures (EOPP) shall be governed by and construed in accordance with the laws of Illinois, without regard to where the challenge arises and without regard to conflict of laws principles. Any suit pertaining to EOPP shall be brought in the state or federal courts sitting in Chicago, Illinois, each party subject to the EOPP waiving any claim or defense that such forum is not convenient or proper. Each such party further agrees that any such court shall have *in personam* jurisdiction over it and consents to service of process in any manner authorized by Illinois law.

Revised: 8/10; Reaffirmed: 8/17; 8/12; Adopted: 7/07

### Revised Development of Administrative and Operational Policy Statements EOPP Pages 12-13

The purpose of the Commission on Dental Accreditation as described in its *Rules* and in the American Dental Association (ADA) *Bylaws* is (1) to formulate and adopt requirements and guidelines for the accreditation of dental, advanced dental and allied dental educational programs and (2) to accredit dental, advanced dental and allied dental educational programs. It is frequently necessary for the Commission to develop policy statements in the process of conducting its business. Such policy may be accreditation related, administrative or operational. The intended audience of a policy statement may be the accredited programs, the broader educational community, the dental community, the general public or some other more specialized audience.

Although policy statements adopted by the Commission may serve a variety of purposes, the procedures which precede adoption are very similar. [As the Commission deems appropriate](#), Comment from all potentially affected communities will generally be obtained by circulating the proposed policy to the appropriate discipline-specific Review Committees and, on occasion, to those organizations traditionally viewed as partners in the accreditation process. Some circumstances [may](#) dictate even wider circulation to a broader community to provide the Commission with the information it needs in order to take action. Although the issue may have come from a specific discipline, the Commission may determine that the issue may affect a broader community and provide guidance to staff for further development of the issue.

While the Commission may elect to circulate policy for comment, it is not required to do so. Operational policy, such as that related to Commission and Review Committee meetings or policies and procedures related to the accreditation of programs, are the purview of the Commission's Standing Committee on Documentation and Policy Review, and may not be sent out for comment.

Revised: 2/19; 8/17; Reaffirmed: 8/12, 8/10

**1. Procedure:** The following procedure is used when basic policy statements are developed:

1. An issue or concern surfaces during or between meetings and is placed on the agenda for the next meeting of the Commission.
  - 2 **a.** If an issue surfaces between meetings, it is automatically placed on the next agenda.
  - 3 **b.** If an issue surfaces during a meeting, the Commission determines whether or not the issue will be considered further at the next meeting.
42. Staff studies the issue, gathers information from appropriate sources and develops a draft policy statement for circulation to the Commission, a Standing Committee and/or all potentially affected Review Committees, as appropriate.
53. The recommendations of a Standing Committee and/or each affected Review Committee, as applicable, on the draft policy statement are forwarded to the Commission. The Commission may take action on the statement in one of the following ways:
  - The statement may be ruled unnecessary and rejected;
  - The statement may be referred back to staff for further work (additional study or redrafting) which should be clearly specified; or
  - The statement may be adopted, with or without amendments.

If adopted, the policy statement is included in the appropriate compilation of Commission policy statements. In general, the following occurs:

- Accreditation-related policies are included in the Commission's *Evaluation and Operational Policies and Procedures Manual*.
- Accredited programs will be informed of the new policy, usually through an announcement posted in the Accreditation Area of the Commission's website.

Revised: 2/19; 8/17; 2/15; Reaffirmed: 8/12, 8/10

**2. Staff Protocol For Drafting Policy Reports:** The staff member:

1. Receives writing assignment and determines which staff should be involved in the assignment;
2. Conducts preliminary planning meeting;
3. Develops framework (e.g., outline, notes) for report;
4. Prepares an executive summary that clearly delineates the exact charge to the Commission, a Standing Committee and/or Review Committee(s). This approach will be taken on policies considered by more than one Review Committee (1500's), or by a Standing Committee or the Commission (1600's);
5. Circulates the framework to the Director and managers (those determined at time of assignment);
6. Conducts staff meeting to resolve substantive differences, if necessary;
7. Drafts report;
8. Circulates draft report to the Director and managers for review & comment; requests reviewers to highlight strong concerns; and
9. Conducts staff meeting to resolve any substantive differences in comments received (if necessary).

Revised: 2/19; 7/06; 7/97; Reaffirmed: 8/17; 8/12, 8/10, 7/07, 7/01; CODA: 5/88:5



**Revised Commission Committees – Finance****EOPP Page 29****Finance**

- Monitor, review and make recommendations to the Commission concerning the annual budget, ~~and~~ provide administrative oversight of the research and development fund, ~~and review and make recommendations regarding the Intercompany Memorandum of Understanding and Services Agreement.~~

**Revised Policy on Simultaneous Service****EOPP Page 41**

A member of the Commission on Dental Accreditation, including its Standing and Review Committees,\* and Appeal Board, may not simultaneously serve as a principal officer of another organization within any of the Commission's primary communities of interest if that organization has a role in appointing or co-appointing a member of the Commission. The Commission interprets principal officer to mean those in the position of being final decision-makers which usually includes positions such as the president, president-elect, immediate past president, secretary or treasurer of an organization, as well as members of any executive committee that has decision-making authority which does not require confirmation by a board or house. The Commission has defined primary community of interest in this context as any organizations who have a role in appointing Commissioners, and the Regional Clinical Testing Agencies. Additional criteria found in CODA's Rules for nominations apply during an individual's entire term on CODA.

When such a conflict is revealed at the time of appointment, the appointing organization will be informed that the conflict exists and requested to take steps to identify a replacement on the specific committee, Appeal Board, or Commission.

When such a conflict arises during the term of a current Commissioner, Review Committee, or Appeal Board member, the Commissioner, or Review Committee, or Appeal Board member will be asked to resolve the conflict by resigning from one of the conflicting appointments. In the event that the member resigns from the Commission or Appeal Board, the appointing organization will appoint another individual to complete the unfinished term, as specified by the *Rules* of the Commission on Dental Accreditation. In the event that the member resigns from the Review Committee, the Commission will contact the representative organization for nominations to fulfill the unfinished term.

If the term of the vacated Commission, Appeal Board, or Review Committee position has ~~less than~~ fifty percent (50%) ~~or less~~ of a full four-year term remaining at the time the successor member is appointed, the successor member shall be eligible for appointment to a new, consecutive four-year term. If ~~more than~~ fifty percent (50%) ~~or more~~ of the vacated term remains to be served at the time of the appointment, the successor member shall not be eligible for another term.

\*this applies to appointments made after 2013

Revised: 2/19; 8/18; 8/16; 2/16; 2/13, 7/09, 7/01, 7/95; Reaffirmed: 8/13; 8/10, 7/07

**Revised Program Fee Policy  
EOPP Pages 44-45**

**J. PROGRAM FEE POLICY**

Programs accredited by the Commission pay an annual fee. The annual fee is doubled in the year of the program's regular interval accreditation site visit. As there is some variation in fees for different disciplines based on actual accreditation costs, programs should contact the Commission office for specific information. Other than doubling of the annual fee during the site visit year, site visits are conducted without any additional charge to the institution and the Commission assumes all expenses incurred by its site visitors. However, accredited programs with multiple sites which must be site visited and programs sponsored by the U.S. military in international locations are assessed a fee at the time of the site visit. The fee is established on a case-by-case basis, dependent upon the specific requirements to conduct the visit (e.g. additional site visitors, additional days, and additional travel time and expenses). Fees are also assessed to the program for the conduct of special focused site visits. (See Invoicing Process for Special Focused Site Visits in Policy on Special Site Visits). International dental education programs also pay an annual fee and site visit fees (See International Dental Education Site Visits). Expenses for representatives from the state board of dentistry or from other agencies, such as a regional accrediting agency, are not assumed by the Commission. Fee structures are evaluated annually by the Commission. The Commission office should be contacted for current information on fees.

Fees may also be associated with staff consulting services (See Staff Consulting Services, and International Policies and Procedures), conversion of materials from paper to electronic format (See Electronic Submission of Accreditation Materials ~~and Conversion Fees~~), ~~compliance with administrative fees related to the~~ Commission policy ~~related to~~ on protected health information and personally identifiable information (See Policy and Procedures Related to Compliance with the Health Insurance Portability and Accountability Act).

All institutions offering programs accredited by the Commission on Dental Accreditation are expected to adhere to the due date for payment of all fees for each accredited program sponsored by the institution. Written requests for an extension must specify a payment date no later than thirty (30) days beyond the initial due date. Failure to pay fees by the designated deadline is viewed as an institutional decision to no longer participate in the Commission's accreditation program. Following appropriate reminder notice(s), if payment or a request for extension is not received, 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. Programs which have been discontinued or had accreditation withdrawn will not be issued a refund of accreditation fees.

Revised: 2/19; 2/15; 8/14; 8/13; 7/08; Reaffirmed: 8/18; 8/13; 8/10, 7/07, 7/01, 7/95

**Revised Policy on Electronic Submission of Accreditation Material  
EOPP Page 46**

**L. POLICY ON ELECTRONIC SUBMISSION OF ACCREDITATION MATERIALS ~~AND  
CONVERSION FEES~~**

All institutions will provide the Commission with an electronic copy of all accreditation documents/reports and related materials. The program's documentation for CODA must not contain any patient protected health information (PHI) or personally identifiable information (PII).

These documents may include, but are not limited to, self-study, responses to site visit/progress reports, initial accreditation applications, reports of major change, and transfer of sponsorship and exhibits. Electronic submission guidelines will be provided to programs. Accreditation documents/reports and related materials must be complete and comprehensive. ~~If the program is unable to provide a comprehensive electronic document, the Commission will assess a fee for converting the document (e.g. exhibits, tables, curriculum, report of change, progress report, transfer of sponsorship, response to site visit report) to an electronic version.~~ If the program submits documentation that does not comply with the policy on PHI and PII (noted above), CODA will assess ~~a penalty-an administrative processing~~ fee of \$4,000 per program submission to the institution; a program's resubmission that continues to contain PHI or PII will be assessed an additional \$4,000 fee.

Revised: 2/19; 2/18; 8/13; 8/12, 8/11, 8/07, 7/06; Reaffirmed: 8/18; 8/13; 8/10; Adopted: 1/06

### **Revised Policy and Procedure Related to Compliance with HIPAA EOPP Pages 46-47**

#### **M. COMMISSION POLICY AND PROCEDURE RELATED TO COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

HIPAA is the federal law that governs how "Covered Entities" handle the privacy and security of patients' protected health information (PHI). HIPAA Covered Entities include health care providers and health plans that send certain information electronically. The Commission may be deemed a "Business Associate" of certain institutions that are HIPAA Covered Entities. A Business Associate is an individual or entity that performs a function or activity on behalf of a HIPAA Covered Entity involving the use or disclosure of individually identifiable health information. Business Associates must comply with certain HIPAA Security and Privacy rules and implement training programs. The Commission "HIPAA Policy and Procedure Manual" is updated on a yearly basis. A copy of the manual is available upon request. All Commission site visitors, Review Committee members, Commissioners, and staff are required to attend a CODA HIPAA training session on a yearly basis.

The program's documentation for CODA must not contain any patient protected health information (PHI or sensitive personally identifiable information (PII)). If the program submits documentation that does not comply with the policy on PHI or PII (noted above), CODA will assess ~~a penalty-an administrative processing~~ fee of \$4,000 per program submission to the institution; a program's resubmission that continues to contain PHI or PII will be assessed an additional \$4,000 administrative processing fee.

Revised: 2/19; 2/18; 8/13; Reaffirmed: 8/18; 8/13; Adopted: 8/11

### **Revised Invoicing Process for Special Focused Site Visits EOPP Page 63**

#### **J. SITE VISITS**

##### **Invoicing Process for Special Focused Site Visits**

Invoice #1: In advance of the site visit, the program will remit payment for the Administrative Fee (\$4,320 in 2018 and 2019; \$5,000 in 2020) plus 75% of the remaining estimated actual expenses (calculated as an estimate, 75% of \$1200 per site visitor or staff). See Program Fee Policy.

Invoice #2: Following the site visit, the program will remit payment for the remaining balance of actual expenses to the Commission.

Revised: 2/19; 2/18; 2/17; 8/16; 2/16; 8/14; 8/13; 1/00, 1/99, 1/98; Reaffirmed: 8/13; 8/10, 7/06; Adopted:

## **Revised Policy Statement On Site Visitor Training EOPP Page 68**

The Commission has a long history of a strong commitment to site visitor training and requires that all program evaluators receive training. Prior to participation, site visitors must demonstrate that they are knowledgeable about the Commission's accreditation standards and its Evaluation and Operational Policies and Procedures. Initial and ongoing training takes place in several formats.

New site visitors attend a two-day formal workshop that follows the format of an actual site visit. ~~When site visitors cannot attend this formal workshop, they attend a site visit as trainees, accompanied by a Commission staff member or staff representative and a comparable experienced site visitor who provide ongoing training and guidance.~~ All new site visitors are directed to the Commission's on-line training program and are required to successfully complete the training program and site visitor final assessment.

Site visitor update sessions take place at several dental-related meetings, such as the annual session of the American Dental Education Association, the American Association of Oral and Maxillofacial Surgeons and the Allied Directors' Conference. The Commission may entertain requests from other organizations. Components from the workshop are sometimes presented at these meetings; however, the primary purpose of the update sessions is to inform site visitors about recent Commission activities, revisions to standards and newly adopted policies and procedures.

Keeping costs in mind, the Commission continually explores new methods of providing initial training to site visitors, as well as ensuring their ongoing competence and calibration. Methods being examined include on-line materials, conference calls, broadcast e-mails and other self-instructional materials.

The Commission emphasizes its increased commitment to quality training for site visitors. While the Commission sponsors comprehensive training for new site visitors and provides updates for site visitors on a regular basis, all parent organizations are urged to provide support for training to augment the Commission's programs. ~~All active Ssite visitors must complete mandatory annual web-based retraining in order to retain appointment, who have not been assigned on a site visit during the previous two years must re-attend the in-house training provided to new site visitors, observe a site visit in the appropriate discipline, or review the training materials of the American Dental Education Association (ADEA) Annual Meeting, before being assigned to evaluate a program on a site visit.~~

Revised: 2/19; 8/14; 8/10, 7/06, 7/00, 1/98; Reaffirmed: 7/07, 7/01, 7/96; CODA: 01/94:9

## **Revised Due Process Related to Withdrawal of Accreditation EOPP Page 111-112**

An institution/program may request a special appearance (hearing) before the appropriate Review Committee in order to supplement the written information about the program which has already been provided to the Review Committee. (See Due Process Related to Review Committee Special Appearance)

If the Review Committee's recommendation to the Commission is to withdraw accreditation, the Commission will notify the institution of the proposed action and the date of the Commission meeting at which the Review Committee's recommendation will be considered. This notification will advise the institution of its right to provide additional information for the Commission to consider prior to reaching a decision on the proposed action. Any additional information must be submitted in writing at least one (1) week prior to the meeting, absent documented extraordinary circumstances, and should include any reasons why the institution believes that the withdrawal of accreditation is unjustified.

If the Commission determines that accreditation should be withdrawn, the program will be notified within fourteen (14) days and the notification is sent by tracked mail. The program is also notified of its right to appeal this decision to the Appeal Board. The filing of an appeal shall automatically stay the final decision of the Commission.

Adverse actions, or those that may be appealed, are defined as those related to denial or withdrawal of accreditation. Such decisions become final fourteen (14) days after the date on the transmittal letter or when any appeal has been resolved. The Commission has procedures in place to provide notice of the reasons for taking an adverse accreditation action. Such procedures are required in order for accrediting agencies to comply with U.S. Department of Education's Criteria and Procedures for Recognition of Accrediting Agencies.

Revised: 2/19; 8/18; 2/18; 8/16; Reaffirmed: 8/10