Continuing Education Advisory Committee Charter

Purpose: The purpose of the National Network for Oral Health Access Continuing Education Advisory Committee is to:

(1) Serve as an advisory committee to NNOHA (CE Provider) regarding the goals, objectives and content of the CE program;

(2) Conduct periodic reappraisal and revision for educational goals; and

(3) Review educational content for appropriateness and applicability for NNOHA CE opportunities.

(4) Insure ADA CERP guidelines are being followed

Committee Membership and Organization: The committee shall consist of at least 4 members and no more than 7 members, to be appointed by the committee co-chairs, in consultation with the NNOHA Board of Directors. The majority of the advisory committee members must be independent from other responsibilities for the provider (NNOHA) and the advisory committee must be broadly representative of the intended audience or constituency for CE opportunities, including the members of the dental team for which the courses are offered. Committee members will represent a broad array of interests and expertise and should include practicing dentists and other dental team members. To be consistent with NNOHA practice, the committee chair(s) must be a current board member.

The members are appointed for 2-year terms and serve at the discretion of the committee co-chairs. Members are selected for their expertise and interest. Members are expected to actively participate in all committee activities and may serve more than one term. If at any time a member wants to resign from the committee, they may do so in writing to the committee co-chairs.

NNOHA members who are interested in volunteering for the committee will be considered by committee co-chairs. The committee may have occasional special projects and committees that members may be assigned to work on by the co-chairs.

The Continuing Education committee is independent of the Conference Planning committee. Members of the Continuing Education committee will also work collaboratively with the Conference Planning committee to review the educational content for the sessions selected by the NNOHA Annual Conference. Members will abstain from reviewing content for presentations that could be perceived that they have a vested interest in/or are presenting.

Meetings: The committee shall meet as often as its members deem necessary to perform the committee’s responsibilities. This includes one in-person meeting per year, as well as quarterly conference calls. The committee is required to maintain minutes from its meetings.
Committee Responsibilities and Authority: The committee shall have the following authority and responsibilities:

- Review educational content for the NNOHA Annual Conference,
- Review educational content for NNOHA webinars and other continuing education opportunities,
- Review educational content for submissions by NNOHA’s partners to insure that they align with NNOHA’s values as joint partnership,
- Maintain meeting minutes to ensure adequate reporting to ADA and the Board,
- Ensure educational content is scientifically sound, evidence-based, clinically relevant, and in alignment with NNOHA’s mission and values,
- Approves CE status of educational materials, and
- Advise NNOHA in maintaining ADA CERP status.

Approved by Board of Directors: November 10, 2018