

CONSTITUTION
of the
ONLINE WORLD ACADEMY OF RESTORATIVE
DENTISTRY (ONWARD)

Article I: Name and Description of the Organization

The name and title of this organization shall be ONWARD (ONline World Academy of Restorative Dentistry). The organization is composed of dentists, dental adjunct professionals and individuals who are interested in the practice and principles of the Academy.

Article II: Mission and Goals

The mission of ONWARD is to educate dental professionals on proven concepts and techniques of full coverage restorative dentistry. These concepts have been documented for over 70 years by Drs. I. Franklin Miller, Dr. Elliot Feinberg and Dr. Edward Feinberg. The Academy's goals are to:

1. To promote post-graduate study in full coverage restorative dentistry.
2. To evaluate new concepts and discoveries in this area of dental practice.
3. To advance the level of Full Coverage Restorative Dental care delivered to patients.
4. To examine the diagnosis and treatment of difficult problems in Full Coverage Restorative Dentistry.

Article III: Membership

The membership of this study group shall consist of dentists, dental adjunct professionals, students, and anyone who is interested in the dental philosophy and teachings of the Academy. Membership shall be free to any individual. A candidate will be accepted for membership upon submission of his or her name, address, telephone number and email address. Members will be entitled to view the video courses, download handouts and library documents, and have access to purchasing consulting services and educational materials such as textbooks.

Article IV: Officers

- A. Director:** The Duties of the Director shall be to:
1. Ensure the continuous operation of the website
 2. Create or solicit content for the website
 3. Solicit sponsorship and funding for the website
 4. Execute the promotion of the website and the solicitation of new members.
 5. Serve as Chairman of the Advisory Board

- B. Treasurer:** The Duties of the Treasurer shall be:
1. The Treasurer shall be a member of the Advisory Board
 2. The Treasurer shall manage the finances of the organization, pay outstanding bills and ensure that deposits and bank statements are correct.
 3. The Treasurer shall deliver reports at meetings of the organization to Board Members.
 4. The Treasurer shall confer with the Executive Director whenever a financial issue arises that could affect the organization.
- C. Advisory Board:** The Advisory Board shall consist of at least four Board members, who must be dentists.
1. **Terms:** Advisory Board members initially appointed by the Director will serve for a term of not more than 4 years, after which they may be re-elected by the Advisory Board. The terms of the initial Board members shall be staggered to ensure continuity of the Advisory Board.
 2. **Additional Appointments:** The Director may appoint additional Advisory Board Members with the approval of the Advisory Board.
 3. **Duties:** Advisory Board Members shall work with the Director to:
 - a. Create policy for the Academy.
 - b. Supervise existing and new course content and educational materials to ensure that they are consistent with the mission and goals of the ONWARD program and the ADA's Commission on Education Recognition Provider (CERP)
 - c. Analyze course evaluations and make recommendations for updating or revisions to existing courses.
 - d. Make recommendations for future courses and educational materials.
 - e. Make recommendations for updating the appearance and content of the website.
 - f. Investigate/recommend new sources of sponsorship for the website.
 - g. Examine special issues that may arise and make recommendations for resolving those issues.
 - h. Make recommendations for promoting the website and soliciting new members.
- D. Planning Committee:** The Planning Committee shall consist of the Executive Director, the officers and five additional individuals. Each officer shall choose one individual to serve on the Planning Committee. The Planning Committee shall meet once a year to review the curriculum, the existing courses and suggest new courses for ONWARD. Planning Committee members will serve for a term of not more than 4 years, after which they may be re-elected by the Advisory Board. The terms of the Planning Committee members shall be staggered to ensure continuity. The job duties of those serving on the Planning Committee are:
- a. to examine the existing courses and recommend changes or updates
 - b. to suggest new courses and course topics
 - c. to review handouts and course materials
 - d. to make sure the information is scientifically sound

- e. to ensure that there are no conflicts of interest or product endorsements from course instructors
- f. to review course surveys and
- g. to determine needs that should be addressed.

C. Article V: Finances

This organization is not-for-profit. Funding for the operation of the Academy will be derived from paid consulting services, sales of courses, textbooks or other educational materials, and sponsorship from companies, businesses and individual donors.

D. Article VI: Meetings

Meetings of the Advisory Board and the Planning Committee will be conducted by teleconference or video conferencing on the web. Meetings will take place twice a year unless a special issue arises. Any member of the Advisory Board can request a special meeting.

Policies of the Academy (Bylaws)

1. The Academy's operation will conform to the Standards of the ADA's Commission for Continuing Education Provider Recognition (CERP) as outlined on www.ADA.org/CCEPR and to the PACE Guidelines of the Academy of General Dentistry as outlined in https://www.agd.org/docs/default-source/pace/pace-guidelines-april-2020-v2.pdf?sfvrsn=337bd4ce_0:

A. Standard I: Mission and Goals

1. The goals of the continuing education program shall be consistent with the goals and mission of the Academy.
2. The goals of the continuing education program shall be relevant to the educational needs and interests of the intended audience.

B. Standard II: Needs Assessment

1. The Academy's Director, Advisory Board and Planning Committee will conduct periodic assessments of member needs and interests from data derived by course evaluation surveys and other sources.
2. Consistent use of needs assessment data from multiple sources shall be used to plan continuing education activities.

C. Standard III: Course Objectives

1. **Written objectives will be developed and provided for each course.**
Accurate educational objectives accurately describe the educational benefits that will result from attending the course. Educational objectives shall form the basis for evaluating the effectiveness of the course. Objectives can include:
 - a. Changes in attitude and approach to the solution of dental problems

- b. Provision of new knowledge in specific areas
 - c. Introduction of specific skills and techniques
 - d. Alteration of customary habits
2. Educational objectives shall not conflict with or appear to violate the ADA Principles of Ethics and Code of Professional Conduct.

D. Standard IV: Evaluation

1. Each course will provide attendees with an evaluation form that allows participants to assess course content for usefulness, comprehensiveness, appropriateness, and adequately in-depth.
2. The Advisory Board, the Planning Committee, and the Director will examine the information and provide feedback to the course instructor.
3. The Advisory Board and the Planning Committee will conduct periodic assessments of the effectiveness of the continuing dental education program and make recommendations for improvements and additions.

E. Standard V: Commercial or Promotional Conflict of Interest

1. The Director, the Advisory Board, and the Planning Committee will ensure that all activities of the Academy are independent of commercial influence—either direct or indirect. Educational objectives, content development and selection of educational materials and instructors shall be conducted independent of commercial interest.
2. No course materials shall contain endorsement or promotion of any commercial entity or product. Advertisements shall not appear on the screen during any course presentation. Commercial breaks shall be prohibited.
3. The Academy will ensure that all financial relationships with commercial entities are fully disclosed to members and that there are no conflicts of interests.
4. Funds may be provided by commercial entities to support the financial operation of the website, but these funds must be unrestricted.
5. The Academy will develop a written statement or letter of agreement outlining the terms of the funding arrangement and/or the relationship between the provider and the commercial entity

F. Standard VI: Educational Methods

1. **Course Content:** Each video instructional class will include a handout, self-assessment quiz and course evaluation. Additional materials will be recommended or placed in the document library of the website for download. Where indicated or possible, sources of information and references should be included in each handout.
2. **New Courses:** The Director, the Advisory Board and the Planning Committee will make recommendations for adding new classes to existing course categories and for creating new course categories and classes.
3. **Sound Science:** The Director, the Advisory Board and the Planning Committee will review each course and document to make sure they contain sound scientific content. The use of abundant case examples in presentations

is encouraged. Each case example should include pre-op photos and radiographs, pictures taken during treatment and post-op follow-up photos with radiographs. Post-up radiographs should be included at least 5 years after treatment and preferably 10 years post treatment. All case examples are to be anonymous and patients have given consent to use their photographs.

4. **Updating:** The Director, the Advisory Board and the Planning Committee shall review the educational materials periodically and make recommendations for corrections or updates.
5. **Addressing Questions:** Questions forwarded to the Academy via the contact page will be addressed quickly. Questions about specific cases or one-on-one instruction will be considered through consultation and those individuals will be directed to that page.

G. Standard VII: Instructors

1. The instructors for the courses shall be graduates of courses given by the ONWARD program or its predecessor (the Westchester Academy of Restorative Dentistry) unless The Director, the Advisory Board and the Planning Committee decide that an exception is warranted.
2. Instructors shall adhere to the philosophy and policies of the Academy.
3. Instructors shall demonstrate ability to communicate effectively with professional colleagues and understand the principles and methods of adult education.

H. Standard VIII: Facilities/Instructional Media

1. Instructional media must be appropriate to accomplish the intended educational methods and the stated educational objectives.
2. The Director, the Advisory Board and the Planning Committee shall ensure that the quality of the instruction produced is appropriate.

I. Standard IX: Administration

1. The administration of the ONWARD program must be consistent with the goals of the program and the objectives of the planned activities.
2. The educational program shall be under the continuous guidance of the Director, who shall be responsible for current and future content.
3. The Director must obtain input from the Advisory Board and the Planning Committee regarding goals, objectives and content of the ONWARD program.
4. The Director, the Advisory Board and the Planning Committee shall operate according to the directives set forth in the ONWARD Constitution and Policies. The ONWARD program shall be administered according to the standards and rules set forth by the ADA's Commission for Continuing Education Provider Recognition (CERP) and the AGD's PACE program.
5. The Director shall be responsible for maintaining accurate records of the participant's participation and for retaining information from the activities offered, including attendees, needs assessment, methods, objectives, course outlines and evaluation procedures.

6. Should ONWARD choose to conduct a joint venture with another ADA CERP or PACE recognized provider, both parties must be fully responsible for ensuring compliance with ADA CERP and AGD PACE standards. Signed letters of agreement shall be developed between the parties to outline responsibilities for the venture.
7. The Director, the Advisory Board and the Planning Committee shall be responsible for ensuring that the curriculum, goals, objectives and content is based on best practices as defined in the ADA CERP Glossary and that there is no conflict or violation with the ADA Principles of Ethics and Code of Professional Conduct.

J. Standard X: Fiscal Responsibility

1. The Director and the Advisory Board shall ensure that ONWARD has sufficient resources to meet the goals of the program, the objectives of the planned activities, and the required administrative and support services.
2. The Director will report expenses and income to the Advisory Board at meetings.
3. The Director and the Advisory Board shall solicit opportunities for sponsorship from individual and corporate sources.

K. Standard XI: Publicity

1. Publicity for the ONWARD program shall not conflict with or violate the ADA's Principles of Ethics and Code of Professional Conduct. Publicity for the ONWARD program shall be informative, provide accurate information to the potential audience and not mislead members and potential members in any way.
2. Each course shall have a title and clearly include the name of the instructor, a course description, educational objectives, course handout, course evaluation and certificate of course completion with hours of continuing education achieved.
3. The website shall disclose any commercial support, conflicts of interest, fees for any services or course materials.
4. Provider recognition status with respect to course credit will be posted on the website. The ONWARD program will be conducted according to the rules of the accrediting agency (CERP/PA CE). In order to actually receive course credit, members must be eligible to receive credit from the professional association of their jurisdiction.

L. Standard XII: Admissions

1. **Inclusivity:** Continuing education activities shall be available to all dentists, adjunctive dental professionals and individuals interested in dentistry. Individuals must be members of the ONWARD program in order to access the educational resources of ONWARD. The only condition for membership shall be the provision of an email address.

M. Standard XIII: Patient Protection

1. **Patient Protection** shall be ensured by:

- a. **Instructor Qualifications:** Ensuring that instructors possess skill, knowledge and expertise necessary to assimilate instruction and perform the treatment techniques being taught in the course. Instructors shall post CVs with complete experience and proficiency on the website.
- b. **Disclaimer:** The proficiency of participants cannot be assessed and a disclaimer shall be posted on the website absolving ONWARD for any responsibility for actions of the participants. The disclaimer will caution participants about the potential risks of using limited knowledge when integrating new techniques into their practices.
- c. **Informed Consent:** All patients shall consent to the unlimited use of photographs, videos, X-Rays, models and all materials associated with their treatments. All patients will be presented anonymously in the course presentations of ONWARD.

N. Standard XIV: Record Keeping

- 1. The ONWARD program shall issue accurate records of individual participation to attendees. Certificates shall not be misconstrued as diplomas or attest to any specific skill, specialty or educational status. The certificates shall include the name of the education provider, the name of the participant, the course title, date and course duration.
- 2. Credit shall be awarded as .25 credit hours for each 15 minutes of educational instruction that does not include breaks of any kind. The hours awarded will correspond to the time required to conduct the course. No credit shall be awarded for instruction that is less than 15 minutes in duration.
- 3. Records of completed courses will be maintained for the participants for at least 6 years, including names, addresses, telephone numbers and email addresses.
- 4. The Academy shall provide documentation of course participation to all course participants and appropriate regulatory agencies that require documentation of course participation. Each attendee is responsible for maintaining his or her own records and for reporting activities to the appropriate regulatory agencies and organizations.