



Swiss College of Dental Medicine (SFZ)

Regulations for Certifying Continuing Education Courses in Dental Medicine in Switzerland

Swiss College of Dental Medicine (SFZ) Issues the following Regulations concerning the Procedures to Certify Continuing Education Courses

1. Authority Swiss College of Dental Medicine to Certify Dental Continuing Education Courses

One of the services of the Swiss College of Dental Medicine is the certification of dental continuing education courses for Swiss dentists in private practice. The provider of the continuing education course bases the certification process on a self-assessment of a course. Providers of courses are encouraged to have their courses certified by the Swiss College of Dental Medicine. This makes the courses significantly more transparent for the dentist in private practise. Although this primarily concerns advertising the courses, it will have a positive effect of maintaining the quality of the courses.

2. Application for Certification

The provider of the continuing education submits his proposal to have a continuing education course certified by the Swiss College of Dental Medicine.

The application is submitted electronically by e-mail to : info@sfz.ch and includes:

- a) a correctly completed proposal to have the continuing education course certified
- b) the full text of the advertised continuing education course
- c) a curriculum vitae of the main course presenter, if these are not university lecturers or recognised specialists.

3. Types of Continuing Education Courses

The Swiss College of Dental Medicine recognises the following types of continuing education courses.

- a) Symposiums and Conferences
- b) Congresses, Annual Meetings, Speciality Meetings
- c) Course
- d) Workshops s
- e) Seminars, Study Clubs, Long-Distance Learning Workshops
- f) Lectures **(these types are not certified)**

4. Certification

The Swiss College of Dental Medicine appoints competent and skilled experts to evaluate the excellence of a continuing education submitted for certification according to strict criteria. The evaluation yields a number of points using criteria set by the Swiss College of Dental Medicine (Attachment B). The evaluated course is subsequently grouped into one of the following five categories:

Four stars:	16 – 20 points	outstanding event, highly recommended
Three stars:	12 – 15 points	very good event, recommended
Two stars:	8 – 11 points	good event
One star:	4 – 7 points	evaluated event
No certification logo:	les than 4 points	

5. Costs

The organiser of the continuing education course bears all the costs incurred by the certification procedure. The certification costs are half the cost that a participant would pay for that specific event. However, a minimum charge of CHF 200.- and a maximum of CHF 600.- also applies.

Flat rates can be negotiated for the certification of continuing education courses in annual programmes with a minimum of CHF 1200.- being charged.

The certification procedure only begins when the full costs of the certification procedure have been paid into the account of the Swiss College of Dental Medicine.

Name of the bank:

Berner Kantonalbank, 3001 Bern, IBAN CH 4300790016259247814, Clearance Number: 790

or

Postfinance: Berner Kantonalbank, Bern, 30-106, Konto: SFZ: 16259247814

Costs for the certification must be paid in full in each and every application.

6. Logo

A registered logo of the Swiss College of Dental Medicine designates that the Swiss College of Dental Medicine has evaluated the continuing education course. The logo can only be used for the continuing education course, which had been certified. A new evaluation is required if an evaluated continuing education course is repeated. In such a case, no costs are incurred if the continuing education course is identical to the one previously evaluated.

Misuse of a certifying logo issued by the Swiss College of Dental Medicine results in other certified courses being forfeited. In such cases, subsequent compensation is reserved.

7. Transferring the Certification to an Other Organisation

The certification process of the Swiss College of Dental Medicine is designated to be controlled by the Swiss Dental Association (SSO). This transfer will occur if the Swiss Dental Association thinks that it is obliged to oversee the certification of continuing education courses in Switzerland. Costs of such a transfer would be discussed with the Swiss Dental Association (SSO).

8. Final Provisions

These regulations become binding after the Board of Executives of the Swiss College of Dental Medicine has accepted them. The logo of the Swiss College of Dental Medicine can be used to certify evaluated continuing education courses after 1st January 2005.

Attachments

Definition of Continuing education Courses
Certification Criteria

Attachment A
Attachment B

Bern / Brienz, 24th August 2004

Prof. Dr. N. P. Lang
President
Swiss College of Dental Medicine

Adrian Glatthard
General Secretary
Swiss College of Dental Medicine