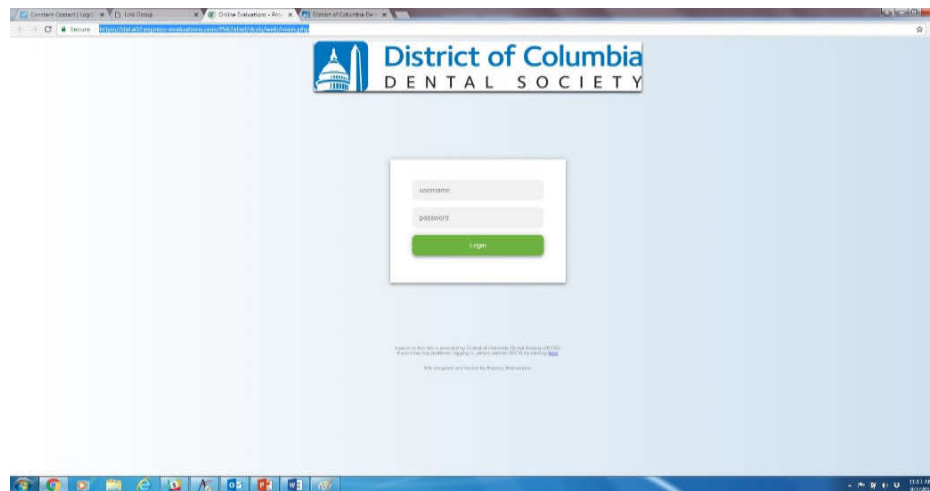


DCDS Online Evaluation System

Step-by-Step Instructions

1. Navigate to the Online CE Evaluation
 - Click on link in confirmation email
 - Or go to www.dcdental.org/CE and click on the button at the bottom of the page.



2. Login using the following credentials:
 - Username: ADA Number
 - Password: dcads or DCDS

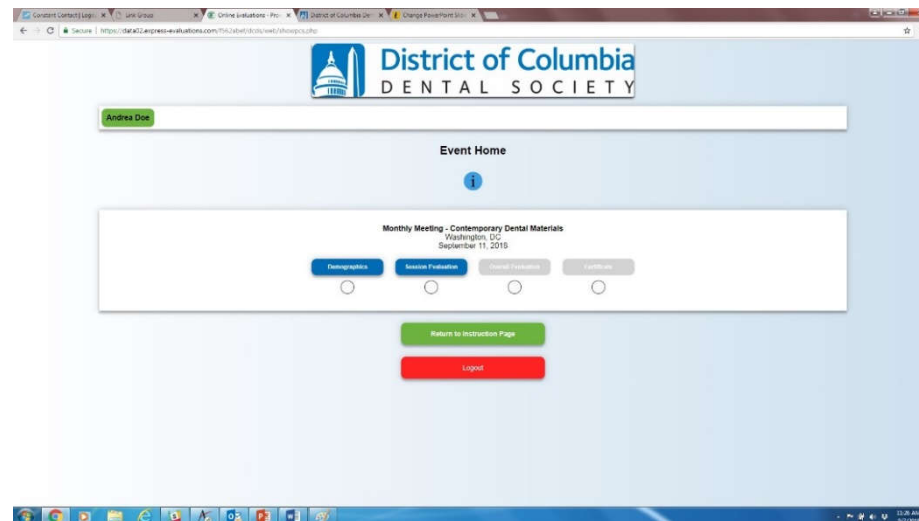
Note: This is a different login than logging into the website. Do not log into the website.

DCDS Online Evaluation System

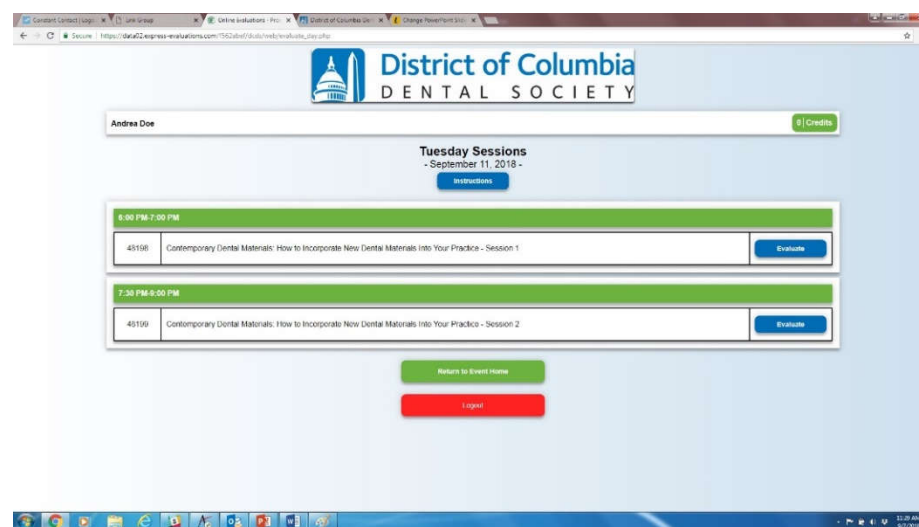
Step-by-Step Instructions

3. Read instruction page.
4. Click on green “Continue” button at bottom of page.
5. On the “Event Home” page, click on the blue button: Demographics
6. Answer the demographic questions. Once done, click on the green “Save and Return to Event Home” button.
7. Click on the “Session Evaluation” blue button.
8. There are two sessions for every monthly meeting, Session One and Session Two. (If you have registered for only one session, you will see just that session. If you have registered for both, you will see both.)
9. Click on the blue “Evaluate” Button for the session you wish to evaluate.

Event Home Page



Session Evaluation Page



DCDS Online Evaluation System

Step-by-Step Instructions

10. Type in the 3-digit attendance code in the top right box.
11. Answer the questions, then click on the green “Save & Take Post Test” button.
12. Each session has two multiple-choice quiz questions. After choosing your answers, click on the green “Save Responses” button.
13. If you’ve chosen the wrong answer, the system will tell you to go back and try again. Repeat step #12.
14. Once you have the right answers, when you click on the green “Save Responses” button, you will see a “Congratulations” screen. Click on the green “Return and Continue” button at the bottom.
15. Repeat steps 10-14 if you attended the other session as well.

Attendance Code

The screenshot shows the DCDS Online Evaluation System interface. At the top, there is a header for the District of Columbia Dental Society. Below the header, the session title is displayed: "(48198) Contemporary Dental Materials: How to Incorporate New Dental Materials Into Your Practice - Session 1". The date and time are listed as "Tuesday, September 11, 2018 - 6:00 PM-7:00 PM". In the top right corner, there is an "Attendance Code" input field with a "GO" button next to it, which is circled in red. Below the input field, there are two sections: "Please rate your level of agreement with the following statements" and "Speaker Questions". The "Please rate your level of agreement with the following statements" section contains two statements with five radio button options: "Strongly Agree", "Agree", "Neutral", "Disagree", and "Strongly Disagree". The "Speaker Questions" section contains three questions with five radio button options: "Excellent", "Above Average", "Average", "Below Average", and "Poor".

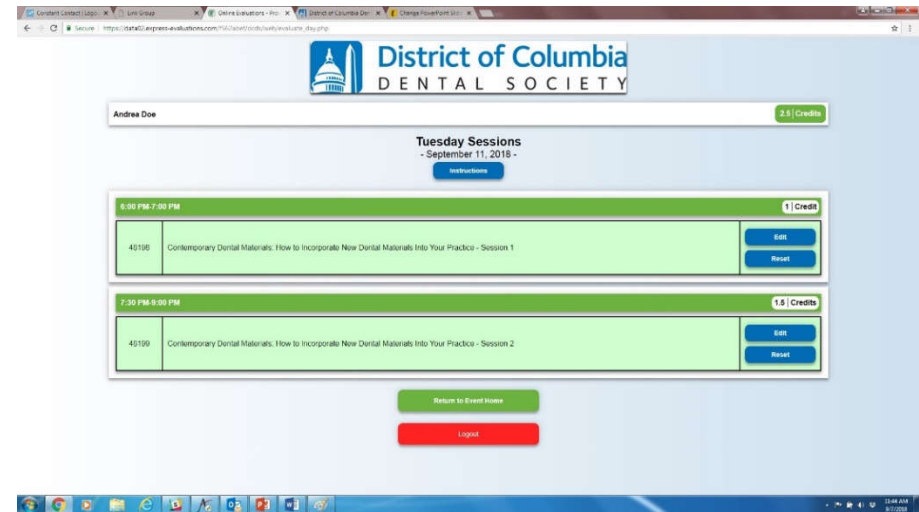
Save and Take Post Test Button

The screenshot shows the DCDS Online Evaluation System interface, similar to the previous one. The "Attendance Code" input field is now empty. The "Please rate your level of agreement with the following statements" section contains two statements with five radio button options: "Strongly Agree", "Agree", "Neutral", "Disagree", and "Strongly Disagree". The "Speaker Questions" section contains three questions with five radio button options: "Excellent", "Above Average", "Average", "Below Average", and "Poor". At the bottom of the page, there are three buttons: "Return to List Item", "Return to Training (90% Earned)", and "Save & Take Post Test". The "Save & Take Post Test" button is circled in red.

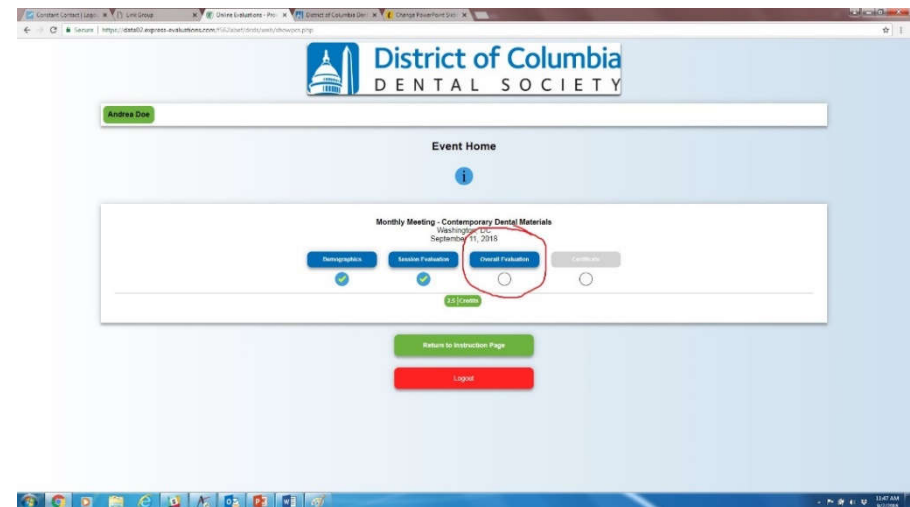
DCDS Online Evaluation System

Step-by-Step Instructions

- Once you have completed the session evaluation, the system will take you back to this screen. You will see the credits you earned next to your name at the top. Click on the green “Return to Event Home” button. **Note: You are not done yet! You must do the Overall Evaluation to receive credit.**
- The blue “Overall Evaluation” is now available to choose. Click on it and answer the questions. Once done, click on the green “Save and Return to Event Home” button.



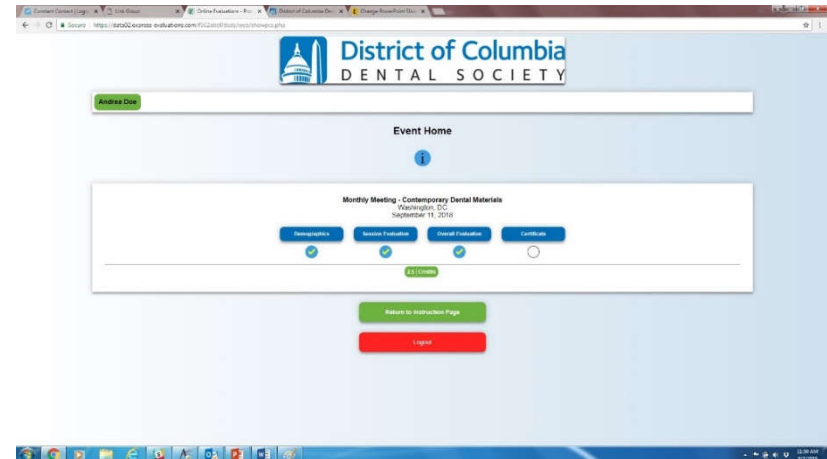
Overall Evaluation Button



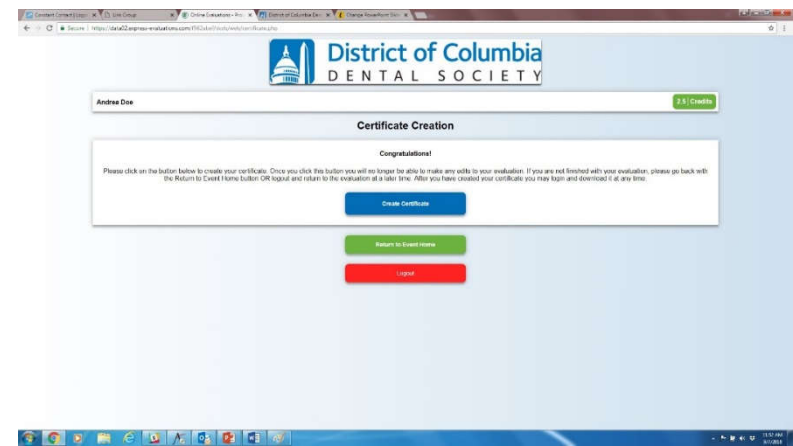
DCDS Online Evaluation System

Step-by-Step Instructions

18. Now that all of the evaluation questions have been completed, you will have access to the blue “Verification Letter” button.
19. Click on the button to go to the Verification Letter. Click on the blue “Create Verification Letter” button.
20. You will have the option to download and print your Verification Letter (Official Verification of Continuing Education Credits) or receive it by email. Choose whichever delivery method you prefer.



Verification Letter Screen



DCDS Online Evaluation System

Step-by-Step Instructions

Congratulations!

To the right is a sample Verification Letter.

If you lose your Verification Letter (Official Verification of Continuing Education Credits), you can log back in to the system and download it or email it again.

Once you've created your Verification Letter, you cannot change your answers. If you've found you made a mistake, contact the DCDS office.



District of Columbia
DENTAL SOCIETY

Official Verification of Continuing Education Credits

District of Columbia Dental Society
2001 K Street NW, 3rd Floor North
Washington, DC 20006
P: (202) 367-1163
F: (202) 367-2163
W: www.dcdental.org
E: info@dcdental.org

Date Issued: January 04, 2021

The DC Dental Society verifies that **Ladan Basiri** participated in the continuing education activity "**Monthly Meeting - The Biomimetic Approach: Permanent Restorations that mimic natural teeth.**" by **Matt Nejad** on **November 10, 2020** via Webinar for **1.50 CE credits.**

Participants should retain this document for their records. For all DC Dental Society members, the credit hours displayed above have been updated to your transcript. If you are an AGD member, and you provided your AGD number with staff at registration, this meeting will also be reported to the AGD as a courtesy.

Verified by:

Kurt Gallagher
Executive Director
DC Dental Society

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Concerns or complaints about a CE provider may be directed to the provider or to the Commission for Continuing Education Provider Recognition at ADA.org/CERP