



Commission on Dental Accreditation

February 20, 2018

Dr. Mick Starcevich
President
Kirkwood Community College
6301 Kirkwood Boulevard S.W.
Cedar Rapids, IA 52406

RE: Kirkwood Community College, Cedar Rapids, Iowa
Dental Laboratory Technology Program
Status: Approval with Reporting Requirements

Dear Dr. Starcevich,

At its February 1, 2018 meeting, the Commission on Dental Accreditation (CODA) considered correspondence regarding the qualifications of the new program administrator. Based on a review of the correspondence, the Commission determined that the dental laboratory technology program is not in compliance with Standard 3-4 of the Accreditation Standards for Dental Laboratory Technology Programs. Standard 3-4 states: "The program administrator must: a) have the educational background and occupational experience necessary to understand and fulfill the program goals, b) have attained a higher level of education than that presented in the program or be enrolled in a program progressing toward that degree, c) current background in educational theory and methodology, d) have practical experience as a dental technician, and e) be certified by the National Board for Certification in Dental Laboratory Technology."

Accordingly, the Commission adopted a resolution to change the accreditation status of "approval without reporting requirements" to "approval with reporting requirements." The definitions of accreditation classifications are enclosed.

The Commission specified that continued accreditation of the program will be dependent upon the program achieving full compliance with Standard 3-4 no later than **February 2020**.

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Requested Information for August 2, 2018 Commission Meeting:

The Commission requests documentation demonstrating that the program administrator has obtained certification by the National Board for Certification in Dental Laboratory Technology.

The Commission requests one (1) electronic copy of a detailed report addressing the concerns noted in this letter be submitted by May 15, 2018 for consideration at the Dental Laboratory Technology Education Review Committee's July 9, 2018 meeting and the Commission's August 2, 2018 meeting. Instructions to assist you in developing the report and providing an electronic copy are enclosed. The Commission will assess a fee to the program if it fails to provide an electronic version of its report.

Attached please find Guidelines for Preparation of Reports and Documentation Guidelines for Selected Recommendations to assist you in developing a focused, concise report. In addition, the report must include appropriate administrator verification signatures, as outlined in the Guidelines. Please note that if the Review Committee determines that a report does not meet the criteria as outlined in the documentation guidelines, ***including appropriate administrator verification and signatures***, the report will be returned to you and will not be reviewed at this meeting. The Commission's timelines for demonstration of full compliance will not be modified due to a delayed review resulting from improperly formatted reports.

General Information

All institutions offering programs accredited by the Commission are expected to adhere to deadlines for requests for program information. If an institution fails to comply with the Commission's request, or a prescribed deadline, 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.

Institutions/Programs are expected to follow Commission policy and procedure on privacy and data security related to compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Commission's statement on HIPAA, as well as the Privacy and Data Security Summary for Institutions/Programs (PDF), are found in the Policies/Guidelines section of the Commission's website at <http://www.ada.org/en/coda/policies-and-guidelines/hipaa/>. Programs that fail to comply with CODA's policy will be assessed a penalty fee of \$4000.

It should be noted that Commission policy allows for the program to appear before the Dental Laboratory Technology Review Committee to supplement the written information contained in your progress report. A written request for a special appearance should be submitted to Dr. Sherin Tooks, director, Commission on Dental Accreditation, by June 1, 2018.

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If the special appearance request is approved, a representative of the institution will be permitted to appear before the Dental Laboratory Technology Education Review Committee to present the additional information. The special appearance will occur at a specified date and time prior to the committee's consideration of the program's accreditation classification. If additional written materials will be presented, one (1) electronic copy should be submitted by the institution to this office at least one (1) week prior to the meeting, absent documented extraordinary circumstances.

The Commission expects institutions to keep the Commission informed as soon as possible of anticipated changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting program changes are enclosed. Guidelines for specific program changes, including reporting enrollment changes, adding sites where educational activity occurs, and developing a teach-out report are found on the Commission's website.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental laboratory technology is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval with reporting requirements"*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/en/coda>.

The staff of the Commission on Dental Accreditation is available for consultation to all educational programs which fall within the Commission's accreditation purview. Educational institutions sponsoring dental education programs are encouraged to obtain such staff counsel and guidance by written or telephone request. Consultation is provided on request prior to, as well as subsequent to, the Commission's granting accreditation to specific programs. The Commission expects to be reimbursed if substantial costs are incurred.

If this office can be of any assistance to you, please contact me at 1-800-621-8099, extension 4660 or by e-mail, at smithmi@ada.org.

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Sincerely,

A handwritten signature in black ink that reads "Michelle Smith". The signature is written in a cursive, flowing style.

Michelle Smith, RDH, MS
Manager, Allied Dental Education
Commission on Dental Accreditation

MS/ds

Enclosures: CODA Accreditation Status Definitions
Guidelines for Preparation of Reports and Documentation Guidelines for
Selected Recommendations
Guidelines for Reporting Program Changes in Accredited Programs
Electronic Submission Guidelines for General Correspondence

cc: Dr. Nichelle Cline, dean, Allied Health, Kirkwood Community College
Ms. Leah Coleman, program director, Dental Laboratory Technology Program
Mr. Herman Bounds, Jr., director, Accreditation Division, U.S. Department of
Education (via CODA website)
State Boards of Dentistry (via CODA website)
Institutional Accreditors (via CODA website)
Dr. William G. Leffler, chair, CODA
Dr. Sherin Tooks, director, CODA