



Introduction

The MaxiCourse® concept, in which the American Academy of Implant Dentistry co-sponsors a continuing education program with an accredited educational institution or hospital or similar affiliation, was originated in 1986 at the Medical College of Georgia. Several years later, the second MaxiCourse® was started at Brookdale Hospital Medical Center. The number of AAID MaxiCourses® has now increased to 18 worldwide.

Initially, the Academy's arrangements with sponsors differed and each MaxiCourse® developed its own curriculum with limited guidance from the Academy. As the number of MaxiCourses® increased, the need to standardize the Academy's relationship with sponsors and the curricula of the MaxiCourses® became apparent.

In 1995, the AAID Executive Council (now known as the Board of Trustees) delegated oversight responsibility of the MaxiCourses® to the Education Committee (now known as the Education Oversight Committee). This responsibility includes the approval of new and continuing sponsorship relationships.

In order for a MaxiCourse® to be approved, AAID uses the following *Guidelines**. This approval is a prerequisite for the Academy's co-sponsorship of a program, and the program's use of the AAID MaxiCourse® designation. Given due process to ensure MaxiCourses are given sufficient time to adhere to these Guidelines, failure by an Existing MaxiCourse® to meet these *Guidelines* will result in the loss of AAID approval as a designated AAID MaxiCourse®.

DECLARATION OF INTENT

A written agreement between the program director and the sponsoring institution must be established at least eighteen months before the MaxiCourse® is initiated.

Program Name

MaxiCourses® must be identified as city, country AAID MaxiCourse®, city AAID MaxiCourse®, city, state AAID MaxiCourse® or University AAID MaxiCourse®. Primary location is defined by where the program holds at least 70% of instructional activities.

Programs operating in major metropolitan areas must clearly identified based on their metropolitan or regional location (e.g., within New York City by borough). This ensures consistency in program identification, transparency for participants, and alignment between a program's name and its actual instructional location.

At least eighteen months in advance of the program's initiation, the program director must also submit the following information for AAID to review: an overview of the planned program, a copy of the aforementioned written agreement, the proposed course venue, a general content outline, and a list of proposed faculty.

APPLICATION

After the Declaration of Intent to sponsor an AAID MaxiCourse® is approved, the application for sponsorship must be submitted at least one year in advance of the program's initiation. A complete application, including all requested supporting documentation, is required for MaxiCourse® approval.

Effective July 1, 2021, the application fee for a new MaxiCourse® is \$7,500 and an annual fee of \$2,000. These fees are non-refundable and due at the time of application. Late/inaction fees are \$500.

The annual report for an existing MaxiCourse® must be received by AAID on or before the stated application deadline date. Any existing MaxiCourse® failing to meet set deadlines will lose AAID approved status and will be required to submit an application to sponsor a new MaxiCourse®, along with a \$7,500 application fee.

AGREEMENT REQUIREMENTS

1. Sponsorship

The MaxiCourse® must be sponsored by an accredited higher education institution, a hospital, or a similar accredited institution, or exist as a stand-alone entity approved as an ADA CERP or AGD PACE provider. In countries where such an arrangement is not possible, the MaxiCourse® must be sponsored by a CERP/PACE equivalent CDE authority. The sponsor will provide information to the American Academy of Implant Dentistry as specified in these *Guidelines*.

Historically, the MaxiCourse® has entered Joint Sponsorship with the sponsoring institution to supply ADA CERP and AGD PACE continuing dental education credit to participants. A MaxiCourse® may be recognized as an ADA CERP and AGD PACE provider of CDE credit; it is not required to be a Joint Sponsor with the partnering ("sponsoring") institution.

However, all MaxiCourses®, including international courses (who may not grant ADA CERP or AGD PACE continuing dental education credit), must conduct their programs in compliance with ADA CERP and AGD PACE Guidelines and CERP Standards, as a means to limit bias and ensure quality control.

2. Administration

The MaxiCourse® director will be responsible for all aspects of the course's administration. The director must be a Fellow of the American Academy of Implant Dentistry and maintain an active Fellow membership with the AAID. The course's administrative structure must include a program director with sufficient authority and time to plan, conduct and evaluate the MaxiCourse®. The director must have background, either through education or experience, in the development and management of the program. Effective January 1, 2019, the MaxiCourses® may assign a subordinate assistant director that may assist in the operations of the MaxiCourses®.

An individual may be a director of only one MaxiCourse®. However, any individual, who is a director of more than one MaxiCourse® as of June 10, 2017, is not subject to the one MaxiCourse® restriction as long as the MaxiCourses® remain in the city in which the MaxiCourse® was approved remains unchanged. A change in location will be considered a new MaxiCourse®.

The qualifications of the director of a non-U.S. MaxiCourse® will be evaluated on an individual basis in lieu of board certification in oral implantology/implant dentistry.

The administrative structure may also include a position(s) to assist the director with management of the program; however, a director, assistant director, or program coordinator must be physically present on site at all times the course is in session. Secretarial and clerical assistance must be sufficient to permit efficient operation of the program. AAID staff must be afforded direct contact with the onsite program coordinator/ administrator.

Instructional Location Requirements

Each MaxiCourse® program must conduct at least 70% of its instructional activities at the primary location approved by the Education Oversight Committee (EOC) in the program’s official application. Programs may conduct up to 30% of activities at secondary locations only with prior approval from the EOC.

Secondary Locations

Programs wishing to hold a session or course at a site other than the primary location must submit a formal written request to the EOC at least 30 days in advance. The request should outline:

- The purpose of the secondary location(s) as opposed to the primary location,
- The proposed secondary location(s),
- The rationale for the change

MaxiCourse® Director Qualification Point System

Applicants must demonstrate a strong record as an exemplary educator and exhibit a clear, ongoing commitment to the mission and values of the Academy. To qualify as a MaxiCourse® Director, candidates must meet the minimum threshold of 10 points and have been a Fellow for at least five continuous years.

Qualification	Point Assignment	Maximum Points
Previous lecture history	1pt for dental mtg, district mtg, continuum, study club 2 points for national dental professional organization	3
MaxiCourse Lecture	1 point per lecture	3
Mentorship with MaxiCourse Director e.g. shadowing a MaxiCourse Director for one year	1 point per year	3
AAID Committee Membership	1 point per committee	
AAID Committee Chair	3 points per position	
Board certification	1 point per Board certification	
Post-doctoral education	Graduate from a full-time dental education program 1 point per year	2
Honored Fellow	2 pts	2
Publication	Book chapter 3 points Peer-reviewed journal research article 1 point each article	3
Academic/Hospital appointment	2 points per appointment	

If the applicant has already been selected as a MaxiCourse 2.0- The Next Level Director, no additional documentation is required.

3. Finances

The MaxiCourse® shall have financial resources that are sufficient to meet the goals of the program and the planned activities. There must be a specific budget for the MaxiCourse®.

The MaxiCourse® will prepare and submit to the AAID a budget for the Course, including stipends for course directors and speakers, the provision of facilities and support personnel, approved promotional materials and AAID general membership fees for each student enrolled.

The MaxiCourse® will be responsible for AAID general membership dues for each course registrant, at the current rate for domestic members. These dues will be transmitted to the Academy within one month after the close of registration for the course.

4. Publicity

Publicity for the program must be comprehensive and accurate, including brochures, postcards, websites, verification of attendance letters, and any electronically transmitted items. All publicity must include a description of content, learning objectives and educational methods, dates, time, and location of classes; tuition and any other costs, refund and cancellation policies, and the contact person's name, address and telephone number, as well as appropriate credit to each co-sponsor.

Each time the MaxiCourse® is offered, and prior to finalization, the MaxiCourse® will develop and submit to AAID for approval, all promotional materials related to the MaxiCourse®. Any fees incurred by AAID for translation of non-English promotional materials will be paid by the MaxiCourse®.

All promotional material must include the AAID MaxiCourse® logo. The MaxiCourse® logo and that of the sponsoring institution must be the same in size and positioned in such a way to clearly identify that the course is connected with the AAID. The name of AAID must appear first, followed by the co-sponsor. The logo may not be revised or altered in any way; it may be reproduced in color or black. For more specifics related to use of the MaxiCourse® logo, please see *Guidelines for Use of the MaxiCourse® Logo*, Appendix A.

Once approved, the MaxiCourse® may refer to itself in promotional materials only as an AAID MaxiCourse®, an AAID approved MaxiCourse®, or an AAID sponsored MaxiCourse®.

5. Admissions

Course promotions must include any prerequisite requirements for participation in the MaxiCourse®. Prospective students should be informed, in general, of the educational experience that will be provided.

6. Facilities

The facilities and resources must be adequate to provide the experiences required to fulfill the educational objectives of the MaxiCourses®.

7. Curriculum

The curriculum must include a minimum of 300 hours of instruction, including the biomedical sciences related to implant dentistry and clinical implant education. Because AAID recognizes the inherent value of face-to-face interaction, no more than 50% of the 300 total hours may be self-instructed or considered clinical “protocol” credits. Effective September 2019, the curriculum must include a minimum 75 hours of participatory education. Participatory course is defined as:

PARTICIPATION/HANDS-ON COURSE: A presentation intended to teach a particular subject, technique or skill that actively involves the audience. Participants will actively manipulate dental materials and/or devices, or practice clinical skills or techniques under the live or electronically-mediated supervision of a qualified instructor. When live patient treatment is involved, live instructor direct supervision is required. The participation activities must represent a minimum of 30% of total course time, and must directly address the educational objectives of the course and be an extension and amplification of the lecture portion of the course.

Content outlines, which include topics to be presented, written course descriptions, learning objectives, and evaluation procedures must be developed for all aspects of instruction included in the program.

7.1 The curriculum should include the following content:

7.1.1 Biomedical Sciences

- a. Anatomy
- b. Biomaterials
- c. Biomechanics
- d. Physiology
 - (1) General
 - (2) Bone
- e. Histology
- f. Basic Genetics
- g. Immunology
- h. Nutrition
- i. Pharmacology
- j. Microbiology and Infectious Diseases

7.1.2 Diagnostic Procedures

- a. Diagnosis and Treatment Plan
- b. Application of Implants in Orthodontics
- c. Patient Evaluation and Selection
- d. Radiology
- e. Computer-Assisted Technology
- f. Implant Selection

7.1.3 History of Implant Dentistry

7.1.4 Clinical Procedures

- a. Pre-implant Surgical Procedures
- b. Bone Augmentation
- c. Soft Tissue Manipulation

- d. Management of Pain and Anxiety
- e. Office Emergencies
- f. Implant Surgery
 - (1) Hard Tissue
 - (2) Soft Tissue
- g. Implant Periodontics
 - (1) Peri-implant Microbiota
 - (2) Soft Tissue Management
- h. Implant Placement
- i. Implant Prosthodontics
 - (1) Partially Edentulous Restorations
 - (2) Edentulous Restorations
- j. Implant Maintenance
 - (1) Blade Implants
 - (2) Grafts
 - (3) Ramus Frame Implants
 - (4) Root Form Implants
 - (5) Subperiosteal Implants
 - (6) Peri-implant Repair
- k. Complications

7.1.5 Legal Issues

- a. Informed Consent
- b. Recordkeeping

7.2 Sequence: The curriculum must be designed to ensure that foundational material is presented early in the program and subsequent progressive material is presented in logical sequence.

8. Instructors

Instructors must be qualified in the subject matter they are assigned, either by education and/or experience.

All commercial relationships between instructors and/or a commercial company must be fully disclosed to participants. In their presentations, instructors must comply with the United States' Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules and applicable local patient privacy laws.

9. Evaluation

An evaluation mechanism must be used that will allow the participants to assess the effectiveness of the instruction, including course content, learning objectives and instructors. The results of these evaluations must be shared with AAID and used in improving the effectiveness of future educational activities.

In an effort to continue to improve the educational programs offered by the Academy, including the MaxiCourses®, the American Academy of Implant Dentistry will also conduct an annual survey of the participants in each MaxiCourse®.

10. Course Records

The sponsor must maintain accurate and permanent attendance records and issue an accurate record of attendance to each participant. The record of attendance must not resemble a certificate or diploma.

The sponsor (or the MaxiCourse® director if MaxiCourse® is a recognized provider of CDE credit) is responsible for obtaining approval of the program from agencies that record continuing dental education credits.

11. Commercial Support

All commercial relationships between the sponsor, course director, course instructors and/or a commercial company, must be fully disclosed to the Academy and the MaxiCourse® participants before the first session each year.

12. Yearly Reporting

Each MaxiCourse® must submit an Annual Status Report to the AAID within one month of the conclusion of the MaxiCourse®. This report must identify any substantive changes based on these Guidelines, and must include student rosters.

RECOMMENDATIONS

AAID recommends that each MaxiCourse®:

- Create an organizational chart.
- Establish a committee to advise the program director about matters such as potential lecturers and evaluation of the program.
- Caution the students about the hazards of integrating new techniques into their practices when they have limited knowledge of and skill in performing the techniques.
- Take appropriate steps to assure patient protection when the course includes patient treatment by either the presenter or students. This includes providing appropriate equipment and instruments, obtaining written informed consent from the patients before treatment, and arranging for emergency and postoperative care.

ASSOCIATE FELLOW EXAMINATION

Graduates of an approved MaxiCourse® will meet the minimum educational requirements for Associate Fellow membership in the American Academy of Implant Dentistry. Visit www.aaid.com (click on “Credentialing”) for information about the examination process, including the *Study Guide for Associate Fellow and Fellow examinations*.



LOGO Guidelines

The AAID MaxiCourse® logo is the property of the American Academy of Implant Dentistry ("AAID") but may be used by approved AAID MaxiCourses® in accordance with the non-exclusive, revocable license and in accordance with the following guidelines:

The logo, as attached, may not be revised or altered in any way. The logo is comprised of three official Pantone Matching System (PMS) colors:

PMS 249

PMS 315

PMS 425

The logo may be reproduced using CMYK or RGB as long as it substantially matches the PMS colors listed above. The logo may also be printed in black.

The logo may be used in a professional manner on the business cards, stationery, literature, advertisements, educational material, electronic media, website, or in any other comparable manner to signify the user's status as an approved AAID MaxiCourse®.

If the MaxiCourse® creates its own logo, the presentation of that logo must be juxtaposed with the AAID MaxiCourse® logo in such a way to clearly identify that the course is connected with the AAID. The AAID MaxiCourse® logo should be displayed no smaller than any logo of the Course itself, that of any sponsoring institution or any other sponsor.

The logo shall remain at all times the sole and exclusive intellectual property of AAID and AAID shall have the right, from time to time, to request samples of use of the logo from which it may determine compliance with these terms and conditions.

Absent any misuse of the AAID MaxiCourse® logo, the MaxiCourse® shall have the right to use the logo for the term of the MaxiCourse® approval period.

Any questions concerning use of the logo or the terms and conditions of this license should be directed to the Executive Director of the American Academy of Implant Dentistry.