



Affiliate CE Vouchers

The Florida Board of Dentistry requires all CE Providers to keep all signed attendee CE vouchers on file. You will need to email these vouchers to attendees. Once attendees complete the voucher, they need to email you their signed copy, which you will email to the WCDDA.

Steps After Receiving the CE Voucher From the WCDDA

Once you submit your CE Voucher Request Forms, you will receive your meeting CE Voucher via email. The voucher is a fillable pdf that attendees can fill out directly on their computer or print out and sign before emailing it back to you. Attendees will not receive a hard copy of the voucher, as they can download the fillable pdf to their device. It is the responsibility of the affiliate to:

1. Distribute the vouchers to attendees.
2. Keep a folder of all signed vouchers returned to the Affiliate Leader.
3. Email all signed CE vouchers to the WCDDA in 1 folder, **not piecemeal**.

Time Sensitive Material

- 1 Month After the Course Date:
All signed CE Vouchers from attendees must be emailed to the WCDDA no later than **1 month after the course date**. If your affiliate course date is October 1, 2020, the WCDDA must receive the signed vouchers no later than October 30, 2020. This is a mandatory requirement of the Florida Board of Dentistry.

Submission of Documents

- All of the CE vouchers emailed to the to the WCDDA must be done at one time, **not piecemeal**. You will receive an email to re-submit the CE Vouchers together if they are emailed at different times. The WCDDA will be **unable** to upload any CE credits without the signed CE vouchers.

CE Voucher Types

There are 2 types of CE Voucher formats that you can request:

1. Hard Copy Voucher
2. Fillable PDF Electronic Voucher

The decision on which type depends on how the affiliate leadership wants to distribute CE vouchers.

If You Choose the Hard Copy Voucher – The WCDDA is **no longer** printing and mailing CE vouchers due to coronavirus. If you would like to receive non-electronic, hard copy vouchers, you can contact the WCDDA for more information on how to obtain hard copy vouchers, as well as submitting the signed vouchers to the WCDDA.



If You Choose the Fillable PDF Electronic Voucher – The WCDDA has created a fillable pdf voucher that will be emailed to the affiliate leader/staff member once the CE Request Forms have been submitted and the course uploaded to CE Broker.

- Instructions on Receiving, Distributing, and Submitting Electronic CE Vouchers:

Receiving Electronic Vouchers from the WCDDA

- The affiliate leader/staff member will receive the fillable pdf electronic voucher via email.

Distributing Electronic Vouchers

- It is the affiliate leader/staff members responsibility to distribute the electronic vouchers to attendees. How you choose to do that is up to you. You can email all attendees after the meeting with the voucher, you can send an email blast with a link to the voucher, or you can put the voucher on your affiliate website.
* Note: when putting the voucher on your affiliate website, a disclaimer needs to be on the page that contains the voucher. Please contact the WCDDA for more information.

Receiving Electronic Vouchers from Attendees

- Attendees will email the affiliate leader/staff member a copy of their signed CE voucher. It is the affiliate leader/staff member's responsibility to organize the vouchers by putting them into a folder.

Submitting Electronic Vouchers

- Once all vouchers for that specific meeting have been obtained, the affiliate leader/staff member must send all of the signed CE vouchers to the WCDDA in **one folder - not piecemeal**. You will receive an email to re-submit the CE Vouchers together if they are emailed at different times.

What Happens Next?

When all of the signed CE vouchers have been submitted to the WCDDA, you will receive an email confirmation that the vouchers have been received. You do not need to do anything else.

You can save the vouchers for your affiliate records or dispose of them. That is up to the affiliate leaders. You will not need the vouchers for anything related to attendees CE credit; that is the responsibility of the Provider, the West Coast District Dental Association.

Time Sensitive for Receiving Signed Vouchers from Attendees

It is recommended that you create a deadline for attendees to submit their signed electronic vouchers to the affiliate leader/staff member. It is up to you to create the deadline. It is recommended that you give the deadline of no later than 2 weeks after the course date. This will give the affiliate leader/staff member 2 weeks to compile the vouchers and email the vouchers to the WCDDA.