Application for Accreditation — Checklist

Version 1.0 | Effective November 13, 2026 | Approved by the Executive Director | Supersedes all earlier versions

Complete all sections of the Google Form at https://forms.gle/dFimBj3mDi7BztTu8 and upload the required documents before submitting. An invoice for the Application and Assessment Fee will be sent upon receipt of your submission. Processing will begin once payment is received.

Required Documentation by Standard

The table below identifies the information required for each accreditation standard and how it should be submitted via the application Google Form.

Standard	Information Required	Supplied Via
A	Goals of program and scope of activity	Google Form
A	Individual responsible for the program — contact info, credentials, experience, etc.	Google Form
B	Advisory committee, or the way you gather employer and dentist input on the program (names, organizations, and how long in place)	File upload
B	Minutes or notes from the most recent advisory committee meeting or input session	File upload
C	Program learning objectives (learning outcomes)	Google Form
C	Content map showing where each CPDOA topic area is taught (see Applicants Should in the Standards)	Google Form or file upload
D	Admission forms and website pages with program outline	File upload
E	List of instructors, years teaching, and resumes	Google Form + file upload
E	Any program guidelines provided to instructors	File upload
F	Course details as per the standard (title, description, objectives, teaching methods, costs, provider, instructors, refund policy, location, dates, hours, availability, commercial support)	Google Form
F	Prerequisites	Google Form
G	Statistics of graduating students (past year), including demographics and grades breakdown	File upload
G	At least one program revision document/outline (recent)	File upload
G	Three references from graduates or course completers of the past 24 months, each saying how the program prepared them for work in a dental office and what they use in practice (include name, contact details and consent to be contacted by DOMAC). New programs: see Provisional Accreditation in the Fee Schedule	File upload
H	Access to LMS as a test student for evaluation of program (if applicable)	File upload or link

Fee Schedule

Fee Type	Amount
Application and Assessment Fee (non-refundable)	**$1,250**
Accreditation Term Fee — Annual	**$1,050 per year**
Accreditation Term Fee — 3-Year Upfront	**$3,000 (saves $150)**
Appeal Fee (non-refundable)	**$650**
Note: *If accreditation lapses and renewal payment or submission is not received within 60 days of the renewal due date, a full new application and the current Application and Assessment Fee will be required before accreditation can be reinstated.*	

Payment Process

Upon receipt of your completed application, an invoice will be issued to the contact provided. Application processing begins once payment is confirmed. The Application and Assessment Fee is non-refundable. A written accreditation decision follows within 25 business days of a complete application and confirmed payment.

Questions? Contact the Executive Director at info@officemanagers.ca.