

Working document for accreditation and re-accreditation of graduate programs in Periodontology by the EFP

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1. Any postgraduate periodontal program based in an EFP member country can apply for EFP accreditation. A formal application for recognition of a graduate program in periodontology must be sent to the chair of the EFP-Education Committee (EFP-EdC).

The applicants should download from the EFP website the following documents: 'Quality standard for graduate programs in periodontology' and the "Survey questionnaire". Both documents must be completed in full, with sufficient detail and submitted as part of the application dossier.

2. The EFP accreditation process:

I) Documents evaluation

a) The director of the applying program submits the completed survey questionnaire together with all required supporting documentation, to the chair of the EFP-Education Committee (EFP-EdC).

b) The chair forwards the survey documentation to the EFP-EdC in order for the process of accreditation to be initiated. Preliminary ("first") feedback is provided to the applicant to ensure that the documentation is correctly completed before final submission.

c) Once the final submission following the preliminary feedback is submitted, the EFP-EdC will then review the survey and relevant documentation to one of the scheduled meetings of the committee which usually take place 4 times per year.

d) The chair of the EFP-EdC informs the director of the applying school whether the documentation has been approved or if additional information is required. If further information is needed, then the survey questionnaire must be revised accordingly and resubmitted together with the additional documentation for discussion at a subsequent EFP-EdC meeting.

e) Site Visiting Committee: After the approval of the EFP-PEC board has been obtained, the chair of the EFP-EdC appoints a site visiting committee consisting of 3 members:

- Chair: one of the EFP-EdC board members not coming from the country of the applying program.
- An additional EFP-EdC board member.
- One representative from the national periodontology society of the applying country, nominated as an EFP representative

II) Site visit

a) After the site visiting committee has been established, the documentation of the applying program will be forwarded to the members of the visiting committee. Thereafter, the Chair of the EFP-EdC informs the director of the applying program that the application progressed to the site visit stage and that they are allowed to organize this. The Chair of the EFP-EdC will also inform the director about the composition of the site visiting committee and will provide the email addresses of the members.

b) The director of the applying program is responsible for finding a date on which the site visit will take place as well as for covering travel expenses, hotel accommodation, meals and all other related expenses.

c) The site visit will have a minimum duration of two days. The evaluation process includes, but is not limited to:

- Interview with the program director, with the program co-director/coordinator and the faculty members of the program.
- Meeting with the Dean of the School of Dentistry.

- Inspection of the facilities (administration, clinics, graduate's/student's rooms/desks, seminar rooms, library, etc.).
- Visit of one of the external clinics (if applicable) that are involved in the students' training.
- Interview with current students and with students that have graduated (when possible).
- Meeting with additional members of the Dental School that you or the EFP team consider relevant.
- Attending patient care and clinical service including records keeping methodology, infection control system, patients, referral system, etc.
- Attending a case presentation by a student.
- Attending a research report by a student (it can be an interim report of an ongoing study).

d) The director of the applying school is responsible for making a detailed program of the site visit.

e) Financial arrangements: the travel expenses (economy class for up to 4 hours/business class for more than 4 hours) of the EFP site visiting committee members as well as local expenses (hotel accommodation, local transportation, meals) are on account of the applying program.

f) According to the findings of the site visit, the EFP site visiting committee will provide a comprehensive report for the board of the EFP-EdC.

III) Next the board of the EFP-EdC will decide with regards to the accreditation of the graduate program by the EFP. The following decisions can be taken:

a. **Accredited.** Final accreditation.

- In case of minor/major changes following the EFP site visit, **final confirmation of EFP accreditation** will be provided once the requirement to provide information to the EFP EdC is completed (within a certain amount of time).
- The Program Director will have to provide a report regarding the required changes within a time frame decided by the PEC (ranging from 3-12 months). If the changes are not provided within the time frame or are not deemed appropriate by the EFP EdC, then the submission will be rejected, and the program will not be accredited (rejection-see below for time frame of re-application).

b. **Rejected.** Accreditation is not granted. In case of rejection, the Program Director cannot re-apply before a period of at least 24 months from the date of rejection.

3. The approval by the EFP-EdC for accreditation of a graduate program is valid for a period of 8 years, provided the director of the program stays in post. The named Programme Director applying for the EFP accreditation should be able to serve for at least one cohort of post-graduates and complete the first EFP examination. In case of permanent leave of the director within the period of 8 years, the accreditation remains valid (for the period of 8 years) if the director of the program is replaced within 1 year and the new director fulfils the requirements for the director as stated in the document "Quality Standards for Graduate Programs in Periodontology".

4. When the accreditation period has expired, for re-accreditation the document "Graduate Programs in Periodontology, Survey Questionnaire for Re-accreditation" must be completed and send to the chairman of the EFP-EdC. Next, the board of the EFP-EdC will decide regarding the re-accreditation of the graduate program. In case of a positive decision, a member of the EFP-EdC board must be appointed as external EFP examiner for the exams of the program in question in order not only to evaluate the exams (act as the EFP examiner), but also to complete a mini-site visit for the graduate program. It is advised that the re-accreditation process is initiated 12 months before the original accreditation end date. The program Director should allow at least 6-8 months for the process to be completed after submission of the documents for re-accreditation.