

**Policy Number:** UFCD, Academics, 2.22  
**Effective Date:** March 2011  
**Last Revised Date:** March 2022  
**Next Review Date:** March 2024  
**Policy/Guideline Custodian:** Director for Continuing Dental Education  
**Category:** Academics

**Title**

**Preceptorship, Internship and Fellowship Programs**

**Policy**

The Preceptorship, Internship and Fellowship programs are non-degree offering programs that are designed to offer national and international dentists, researchers, and scholars an opportunity to spend a specified amount of time in residence at the University of Florida College of Dentistry (UFCD) pursuing educational enrichment, collaboration and study.

The Director for Continuing Dental Education (CDE) is assigned the responsibility of implementing and maintaining the Preceptorship, Internship and Fellowship policy. Furthermore, it is the policy of the college that this individual will be provided sufficient resources and authority to fulfill these responsibilities.

**Procedures**

**Description of Programs**

- The Preceptorship Program is designed to offer national and international dentists, researchers, and scholars an opportunity to spend a specified amount of time in residence at UFCD pursuing educational enrichment, collaboration, and study. No direct patient care is included in this experience.
- The Internship Program is offered to national and international dentists with a dental degree, topics can be either general dentistry or dental specialties. This program includes limited patient care.
- The Fellowship Program is offered to national and international dentists with a dental degree and specialty training. The fellowship should be in the area of specialty. This program includes limited patient care.

**Guidelines**

- The term of the preceptorship can vary from one to twelve months; it must begin July 1. Internship/Fellowship is a one-year program to follow fiscal year (July 1 – June 30).
- Following approval of the preceptee's application for study, in a meeting with the Director for CDE, a primary faculty preceptor, and when appropriate additional preceptor(s), will be identified and an academic schedule will be developed that may include rotations, seminars, classes and/or other enrichment experiences. A fee for the program will also be developed. The fee and schedule must be approved by the preceptee in writing for the process to move forward.
- All participants of these three types of non-degree programs are expected to take an English language exam (minimum scores; TOEFL 80 and IELTS 6) prior to starting their program, so that their educational experience is optimized. Upon arrival, if determined that the preceptee lacks sufficient ability to speak and understand English, UFCD reserves the right to require that the preceptee enrolls in classes offered by the University of Florida, prior to or simultaneous with study at UFCD. The cost of this enrollment, if required, is in addition to the cost of the preceptorship fee.
- The federal government requires all visiting scholars from abroad and accompanying dependents be covered by adequate health and accident insurance, while in the U.S. Failure to carry adequate insurance may lead to termination. Further information about health insurance for preceptee students is available at: [Insurance Information](#). Interns/Fellows are eligible to purchase health insurance coverage from United Health Care.
- Upon completion of the program, the preceptee will receive a Certificate of Participation, and Interns/Fellows will receive 1,200 Continuing Education Units and a Certificate of Completion issued by the College of Dentistry, Office of Continuing Dental Education. This certificate is not the same as a postgraduate program certificate awarded to full-time postgraduate students in specialty training and is not considered to be evidence of advanced study or recognition of specialty training in the United States.

### **Fees**

- The fee for participation in the Preceptorship Program will be determined by the sponsoring department in consultation with CDE director. This amount does not include the cost of transportation, housing, food, or other personal expenses.
  - For preceptorship, if the program is less than three months payment in full must be received by June 1. If the program is longer than four months they would follow the same payment options as the internship/fellowship payment options.
- The Internship/Fellowship programs have set fees for each department.
  - For internship/fellowship, two payment options are paying in full or four installments. If paying in full the full amount is due by June 1. If making installments they are due on April 1, June 1, October 1, and January 1.
- CDE will collect, process, and track all payments.

**Application Procedure**

- Applicants must complete the formal application and submit it with the following documentation:
  1. A non-refundable \$50 application fee
  2. Two letters of recommendation
  3. A curriculum vitae
  4. Active Dental License (preceptorship applicants only)
  5. A non-refundable \$300 processing fee, upon acceptance
  6. English language exam (minimum scores; TOEFL 80 and IELTS 6)

**Administrative Assessments and Expenses**

Preceptorship Program

<u>Assessments</u>	<u>Expenses</u>
RCM Fee - 16% (Adjusted annually)	Honoraria – set by department
CDE Fee - 7%	Salary Supplement Benefits – 5.7% of honoraria (Adjusted annually)
SADS Fee - 7%	Annual Course Guide
Dean’s Fee - 5% (Adjusted annually)	Identified Expenses, i.e. staff salary, equipment
Total 35%	

Internship/Fellowship Program

<u>Assessments</u>	<u>Expenses</u>
RCM Fee - 16% (Adjusted annually)	Honoraria – set by department
CDE Fee - 7%	Salary Supplement Benefits – 5.7% of honoraria (Adjusted annually)
SADS Fee - 7%	Annual Course Guide
Dean’s Fee -10% (Adjusted annually)	Identified Expenses, i.e. staff salary, equipment
Total 40%	

Net income credited to department Share Account after closing course at fiscal year-end.

**Reporting**

The college business office will set-up reporting mechanisms to furnish monthly Share Account reports to department chairs and annual transfers of the Share Account surpluses to the departments' Share Funds.

### **Share Account Withdrawals**

All paperwork requesting use of the Share Accounts must be initiated by the department, signed by the chair, and copies forwarded to the Office of Continuing Dental Education for their records.

Any deficit balance for any program directed by your department will be deducted from your Share Account unless arrangements are made to reimburse the Office of Continuing Dental Education from another source.

Expenditures that are allowable from CE share accounts are the same as those allowed by the State of Florida. These include: honorarium payments for visiting lecturers, extra state compensation, general office supplies, travel (with reasonable limits per state guidelines) and office equipment. Normal exclusions apply: food, alcohol, etc.

### **Department will be responsible for the following:**

- Determine the number of preceptees to be enrolled and the length of their visit based on faculty coverage and adequacy of physical plant. This will be reviewed by the Dean, Director of CDE, and Associate Dean of Advanced and Graduate Education.
- Determine the number of interns/fellows (Maximum: 4) to be enrolled each year based on faculty coverage and adequacy of physical plant. This will be reviewed by the Dean, Director of CDE, and Associate Dean of Advanced and Graduate Education.
- Provide annual update on program curriculum, course description and objectives, and faculty CVs to CDE and SADS.
- Pay identified expenses for Preceptorship and Internship/Fellowship program – requisitions, staff salary, travel, etc., and maintain records of these transactions. Provide CDE a copy for their records.
- Provide excel spreadsheet with breakdown of stipends per faculty per scholar prior to the initiation of the preceptee's program and prior to the start of each fiscal year.
- Report any issues with preceptee or intern/fellow and department interactions to appropriate administrator.
- Coordinates participation of interns/fellows for certain core courses.

### **CDE will be responsible for the following in addition to the above administration:**

- Create and maintain the preceptorship, internship and fellowship budgets, to be reviewed and approved by signature of the Department Chair and the Director of

CDE prior to submitting to COIP (Center for Online Innovation and Production), to obtain program number.

- Formally register preceptee and intern/fellow in the continuing education program.
- Set up and track registrations and payment collection, notify preceptee, intern/fellow and departments of payments due.
- Process all designated faculty honoraria on a quarterly basis – additional state comp forms, speaker agreement, conflict of interest, SFP forms (payment authorization), maintain records.
- Provide reports indicating current payment statuses.
- Monitor the business office reports that track changes in the internship accounts and share account balances for timeliness and accuracy.
- Administer a preceptee and internship/fellowship evaluation of the program for the purposes of ensuring that course objectives have been met.
- Design and produce CEU Certificate of Completion/Certificate of Participation. The student should not exceed 10 vacation and 10 sick days.
- Close account, update Share Account, finalize all reports and process fiscal paperwork, maintain records. Administer Share Account – reporting and records maintenance.
- Monitor and verify status of malpractice insurance coverage as provided by the UF Self Insurance Program.
- Maintain ADA CERP recognition as a continuing dental education provider.
- Maintain CE website for advertising programs (or link to departmental websites where information is housed) and application site.
- Advertise opportunities in the annual Course Guide.

**Office of Advanced and Graduate Education responsibilities (for preceptees, and interns/fellows):**

- Create Preceptee, and Intern/Fellow contracts; this includes all required matriculation documentation including but not limited to contracts, background checks, final transcripts; official translations (if applicable); board results (if applicable); copy of diploma; official English language results; verify clearance from the SHCC; basic life support certification; foreign student visa initiation process for F1 students (documentation includes a certificate of financial responsibility, proof of funds, copy of the contract, SEVIS form, request for I-20).
- Coordinate new CDE student/resident orientation including NPI numbers, Gator 1 card, email accounts, parking permits, and other required certifications.
- Process loan deferments.

**HR Office responsibilities:**

- Processes appointments.
- Monitor trainings such as HIPAA, Blood Borne Pathogen, and Confidentiality Statements.
- J-1 visa process (documentation includes CFR, copy of contract, SEVIS form) for preceptees.

---

**Contact Information**

---

**Policy Contact(s)**

Alex Delgado, Director Continuing Dental Education  
[adelgado@dental.ufl.edu](mailto:adelgado@dental.ufl.edu)

Angela Debono, Assistant Director, Continuing Dental Education  
[adebono@dental.ufl.edu](mailto:adebono@dental.ufl.edu)

Roberta Pileggi, Associate Dean and Director for School of Advanced Dental Sciences  
[rpileggi@dental.ufl.edu](mailto:rpileggi@dental.ufl.edu)

College HR Office  
[hr@dental.ufl.edu](mailto:hr@dental.ufl.edu)

---

**Important Dates**

---

- Original Effective Date: March 28, 2011, Approved by: Dr. Teresa A. Dolan, Dean
- Revised: September, 2015, Approved by: Dr. A. Isabel Garcia, Dean
- Revised: April 2017, Approved by: Dr. A. Isabel Garcia, Dean
- Revised: February 2020, Approved by Dr. A. Isabel Garcia, Dean
- Revised: March 2022, Approved by Dr. A. Isabel Garcia, Dean