

— ESE Member
Societies



Applicant's Handbook

Member Societies
Hands-On Courses Certification



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1. Introduction

Advancing National Excellence in Endodontic Education

The European Society of Endodontology (ESE) serves as a European reference point for excellence in endodontic education, research, innovation and clinical practice. Through its hands-on courses certification programme, the ESE offers member national societies the opportunity to further strengthen and showcase the quality of their educational activities within a recognised European framework.

ESE certification provides an independent mark of quality that reinforces credibility, enhances visibility and supports continuous development — while fully respecting national regulations and professional governance structures. By engaging in hands-on courses certification, national societies can highlight their commitment to high educational standards and increase the attractiveness of their programmes to practitioners, postgraduate students and academic partners seeking trusted, high-level training.

2. Why Get Certified?

ESE hands-on courses certification is not just a recognition but an added value for your training on a national level. Here are some key benefits:

- **International Recognition & Strategic Alignment**

Position your society within a respected European framework of excellence. Certification connects your national education activities to a broader international network and reinforces your role as a key stakeholder in endodontic standards.

- **Quality Assurance at Institutional Level**

Demonstrate that your society's educational programs meet rigorous, up-to-date ESE standards. Certification signals structured governance, transparent processes, and commitment to continuous improvement.



- **Strengthened Member Value Proposition**

Offer your members access to certified, high-quality education under your society's umbrella. This enhances member loyalty and supports professional development pathways at national level.

- **Increased Attractiveness & Credibility**

Certified hands-on courses enhance your society's appeal to practitioners, postgraduate students, academic partners, and sponsors. It reinforces your authority as the national reference body in endodontics.

- **Visibility & Exposure**

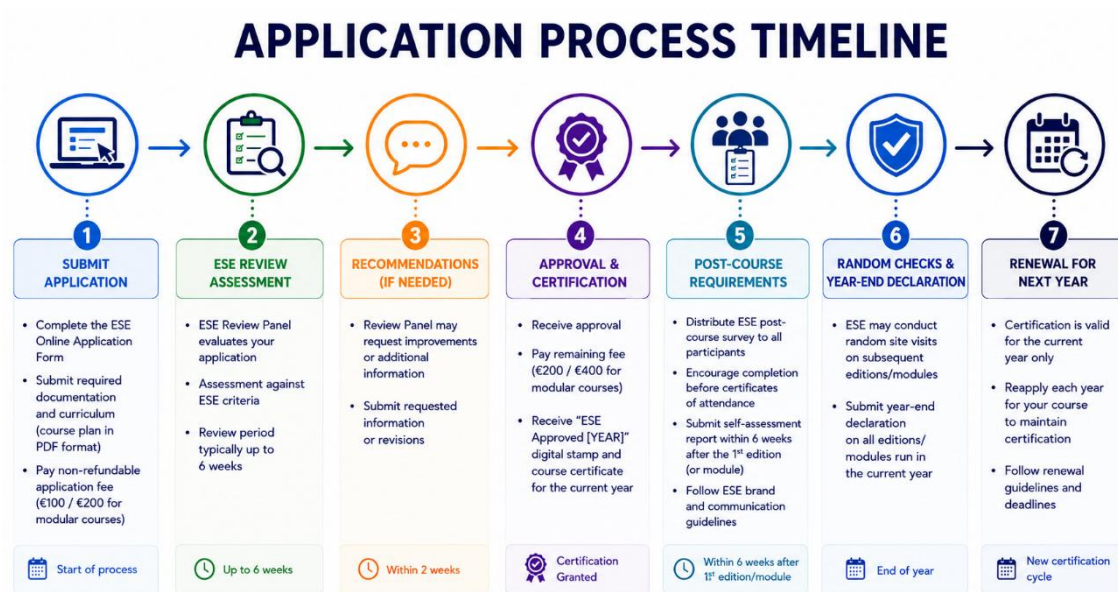
Certified educational activities benefit from acknowledgement through official ESE communication channels:

- Digital stamp of certification
- Certificate of course "ESE approved"
- Inclusion of approved course on list of certified courses on ESE website

- **Alignment with ESE best practices**

Support the alignment of national education with ESE benchmark, contributing to consistency in training and clinical excellence across countries.

3. Member Societies Application Process Timeline



4. Certification Criteria & Requirements

To obtain certification, a full member or international affiliate member society of the ESE seeking to certify their hands-on courses must meet specific fundamental requirements, including:

- **Course Organiser:** hands-on courses seeking certification must be governed and organised directly by an ESE full member or international affiliate member society;
- **Course format:** applications must be strictly for practical, hands-on courses;
- **Course Title & Dates:** course title and running dates (including repetitions) must be informed at time of application;
- **Course duration:**
 - .Hands-on courses should be normally 1-2 days per edition;



.Modular courses are permitted (in same running year) with 1-2 days per module and subject to modular course application fee.
.Repetitions of course in same venue, city, country are included at no extra free.
.Repetitions of same course in different venue and/or city are subject to repetition fee per edition.

- **Qualified instructors:** professionals with recognised experience in the field of endodontics. All instructors will be required to submit a CV and up-to-date Conflict of Interest (COI) at time of application.
- **Structured curriculum:** evidence-based content updated on the latest scientific evidence.
- **Clear learning Objectives:** Educational aims and objectives must be evident to the delegate to ensure focused learning as well as stipulating the length in hours of the course.
- **Adequate facilities:** state-of-the-art environment and tools that ensure a high-level learning experience.
- **Assessment of learning:** systems to verify participants' acquisition of skills such as self-assessment and participants' feedback (survey provided by ESE and any other form).
- **Course material:** information on any material/equipment to be utilised.

Post-Event:

- ESE will conduct an anonymous post-course **participants' survey** to be distributed by course organisers. Anonymous results will be collected and administered by ESE and shared with course organisers.
- Approved courses' organisers are requested to submit a **Self-Assessment** that shall consist of:
 - ✓ strengths
 - ✓ challenges
 - ✓ participant feedback
 - ✓ planned improvements



5. Certification Process

Certification with ESE follows a clear and structured process:

1. **Submission of application:** applicants must submit the documentation and curriculum (including course plan in pdf format) for preliminary evaluation using the ESE Online application form and following submission rules.
2. **Assessment by ESE reviewing panel:** an in-depth analysis of the course will be conducted by a reviewing panel to verify its suitability. Reviewing process will normally take up to **6 weeks** if no further information or improvements are required.
3. **Possible recommendations and adjustments:** the review panel may suggest improvements to optimise the programme and meet all requirements. Applicants are required to submit required information within **2 weeks**.
4. **Approval and official certification:** recognition will be granted with “**ESE Approved **** year**” digital stamp, certificate for your course for the current year.
5. **Self-Assessment and ESE Post-Course Survey:** course organisers are requested to produce a self-assessment report (to be submitted up to 6 weeks after completion of the 1st course edition (or module) and distribute to participants the ESE post-course survey via dedicated link or QR-code. Anonymous feedback will be collected by ESE and shared with course organisers. Self-assessment and post-course survey of 1st course edition (or module) will be reviewed by the Review Committee.

6. **Random checks & Year-end Declaration:** the ESE will conduct random checks on subsequent editions or modules of the certified hands-on courses. Hands-On course organisers with multiple editions or modules are requested to submit a year-end declaration on course editions run in current year.

7. **Certification costs & validity:**

.Each hands-on course accreditation will have a cost of **€300,00 valid for one edition in the running year** - €100,00 at time of application (non-refundable); €200,00 once application is approved.

.Course **repetitions in same venue and city will not be subject to charge**.



.Course repetitions run in a different venue and/or city are subject to a repetition fee of **€300,00/repetition**.

.**Modular courses** of 1-2 days each module run in same year will be subject to an **application fee of €600,00**.

.Approved applications are not valid for future years and require resubmission.

6. Your commitment to ESE - Connecting Participants with the European Endodontic Community

As part of its certification framework, the European Society of Endodontology (ESE) requires certified hands-on course organisers to offer participants the opportunity to connect with the wider European endodontic community.

ESE certification is not only a mark of educational quality — it also provides access to a professional network dedicated to excellence in endodontic education, research and clinical practice.

Certified course organisers are expected to:

- Distribute the ESE anonymous survey link/QR Code to all course participants at the end of the course
- Encourage participants to complete the survey before receiving their certificate of attendance
- Include the ESE certification logo provided in the course programme
- Display the ESE communications opt-in link/QR code (provided by ESE) during the final session
- Present a short ESE information slide during the course (provided by ESE)
- Follow ESE brand usage guidelines

Any communication between participants and ESE is strictly voluntary and based on explicit consent. No participant data is shared without prior opt-in, and all processes comply fully with GDPR and applicable national data protection regulations.

This approach ensures that participants can benefit from ongoing ESE educational updates, professional development opportunities and European-level engagement — while respecting the autonomy of organisers and national frameworks.



7. How to Apply

If you wish to certify your hands-on endodontic course with the ESE, the process is simple and the form accessible and easy to complete. Submit your application via the ESE Online [Application Form](#).

ESE full member and international affiliate member societies hands-on courses certification will be running as a pilot programme in 2026 and rules are subject to change.

8. Application Fees

Single Course Application (1-2 days course)		
Stage	Action	Fee (EUR)
Application	Preliminary evaluation (non-refundable)	€100.00
Approval	Granting of digital stamp and official recognition	€200.00
Total	Full certification for the current year	€300.00
Repetition in same venue or city in (current certification year)		NA
Repetition in different venue or city (in current year)		€300,00/repetition

Modular Course Application (1-2 days each module)		
Stage	Action	Fee (EUR)
Application	Preliminary evaluation (non-refundable)	€200.00
Approval	Granting of digital stamp and official recognition	€400.00
Total	Full certification for the current year	€600.00
Repetition in same venue or city in (current certification year)		NA
Repetition in different venue or city (in current year)		€600,00/repetition



9. Branding & Promotion Assets

Digital Stamp Usage & Brand Guidelines

Rules for the "ESE Approved" logo placement, validity, and restrictions:

This guide is designed to help course organisers maintain the prestige of the ESE Seal of Excellence while ensuring the "ESE Approved" digital stamp is used correctly for their hands-on courses.

1. The Purpose of the Stamp

The digital stamp serves as a global mark of quality. It underlines the authority and credibility of your course, signaling to students and practitioners that the training adheres to rigorous ESE educational standards.

2. Authorised Use

- **Validity:** The stamp is only valid for the current year specified on the graphic (e.g., "ESE Approved 2025").
- **Eligibility:** Only hands-on courses organised and led by an ESE Member Society who has completed the formal application process may use the stamp.
- **Course Specificity:** The stamp is granted to the specific course evaluated by the ESE committee and cannot be transferred to other non-certified programs or editions.

3. Placement Guidelines

- To ensure maximum visibility and professional appeal, we recommend the following placements:
- **Course Brochures:** Place the stamp on the front cover or near the "Key Learning Objectives" section.
- **Digital Platforms:** Display the stamp on the course registration page or the official website of the course leader.
- **Presentation Slides:** It is highly encouraged to include the stamp on the title slide of the course presentation.
- **Social Media:** Use the stamp in promotional posts to distinguish your course within the ESE-recognised training network.



4. Restrictions & Compliance

- No Alterations: The digital stamp must not be cropped, color-changed, or distorted in any way.
- Random Checks: The ESE reserves the right to conduct random checks on materials using the stamp.
- Revocation: Misuse of the stamp or failure to provide a complimentary registration for an ESE assessor may lead to the revocation of certification.

Social Media Announcement Kit

Tailored templates for LinkedIn, Instagram, and X/Facebook for course promotion.

10. ESE Survey Toolkit

Survey Purpose

As part of the ESE Hands-on Course Certification framework, ESE conducts a short, anonymous European-level quality assurance survey.

This allows ESE to:

- Monitor educational standards
- Evaluate the impact of certification
- Improve the certification framework
- Strengthen European-level educational alignment

Organiser Responsibilities

For certified courses, organisers are requested to:

- Distribute the ESE anonymous survey link/QR Code to all course participants at the end of the course
- Encourage participants to complete the survey before receiving their certificate of attendance
- Include the ESE certification slide provided in the course programme
- Display the ESE communications opt-in link/QR code (provided by ESE) during the final session
- Present a short ESE information slide during the course (provided by ESE)
- Display the ESE certification logo on certificates



- Follow ESE brand usage guidelines

Important Data Protection Clarification

- The ESE survey is hosted and administered directly by ESE
- Responses are anonymous
- No participant contact data is transferred from the organiser to ESE
- The organiser does not share registration lists with ESE
- ESE acts as data controller for the survey

Full compliance with GDPR and applicable national regulations while respecting organiser autonomy are ensured.

Participants' Survey Link

Survey link or QR-code are required to be shared at end of course with all participants.

11. Revocation of Hands-On Course Certification

In case of ESE deciding on the revocation of the hands-on course certification by failure to comply with one or more certification requirements, the course organiser shall:

1. **Cease Use of Branding:** Immediately remove the "ESE Approved **** year" **digital stamp** from all course materials, brochures, and digital platforms.
2. **Update Marketing:** Remove any mention of **ESE acknowledgement** or support from your official channels.

Refund Policy: Please be advised that application fee and repetition fees of already conducted course editions are **non-refundable**.



12. Support & Contact Information

Ludivine Bastien

ESE Administrator

administrator@e-s-e.eu

e-se European Society
of Endodontology

www.e.s.e.eu