



FRONT
**APPLICATION FOR DANB APPROVAL OF CONTINUING EDUCATION
 FOR AADOM'S FELLOWSHIP PROGRAM**

As part of the DANB/AADOM collaboration to introduce AADOM Fellowship and DANB's Assessment-Based Certificate Programs to dental office managers, DANB is responsible for approving the continuing education courses for AADOM Fellowship. To view AADOM Fellowship requirements, visit www.dentalmanagers.com/danbrequirements. If your course is already DANB approved, and you would also like to apply for course approval for AADOM Fellowship, please email DANB at vspears@danb.org or call 1-800-367-3262 x445. AADOM CE approval only applies to live in-person courses. Webinars will not be approved for AADOM CE.

Instructions: Type/print all responses. All questions must be answered completely. If additional space is needed to complete a response, attach a supplementary sheet. Please sign, date, and return completed application (both sides) with appropriate fee. DANB approval of CE is valid for three years.

Application for DANB Approval of CE

STEP 1 - Check appropriate box.

- For-profit organizations (\$10.00 per number of credits-\$40.00 per program maximum)
 Nonprofit organizations (No fee required)

QUESTIONS?

CALL 1-800-367-3262 x445

STEP 2 - Fill out all fields completely.

Name of Organization _____
 Address _____
 City _____ State _____ Zip Code _____
 Type of Organization (i.e., Consultant, Dental Association, Corporation, National Dental Group) _____
 Contact Person _____ Title _____
 Contact Address _____
 Contact Phone # _____ Fax # _____ Email Address _____
 Organization Website _____ Program Title _____
 Program Presenter _____ Date of Program (Only live programs will be considered for approval) _____
 Location of Event _____ Address of Event _____
 City _____ State _____ Zip Code _____ Brief Description _____
 _____ Suggested Number of Credits _____

All program sponsors MUST submit an outline of the presentation.

STEP 3 - Include the necessary documents.

- Fill out the application completely, including signing and dating the agreement on the back of this form.
 Attach a brief professional autobiography or CV for all authors/presenters, verifying that the author/presenter has a minimum of one year of experience as an author/presenter offering CE programs to dental office managers.
 Attach a course outline.
 Attach a copy of the course materials provided to participants.

STEP 4 - Fill out payment information and fax or mail the application and all necessary documents to DANB.

Fax to Vickie Spears at 312-642-3550. Or mail to: DANB/AADOM CE Approval Dept.
 444 N Michigan Ave., Suite 900
 Chicago, IL 60611

Select Payment Option

- Please select your preferred method of communication:** Mail Fax Email
 Check/Money Order payable to the Dental Assisting National Board, Inc. or DANB
 VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Credit Card Authorization: Allows DANB to charge your credit card account. Please complete all information.

Credit Card Number _____ Expiration Date ____ / ____ Amount \$ _____
 Cardholder's Name _____ Cardholder's Signature _____
 Cardholder's Billing Address _____

City/State/Zip _____ Phone Number _____

By signing, the cardholder acknowledges the amount of the total fees shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. Furthermore, the cardholder understands that the signature obtained on this form shall be used to indicate receipt of purchase.

Regulations Governing the Approval Process

Only live in-person courses will be approved for AADOM's Fellowship Program. Only AADOM sponsored webinars will be approved for AADOM's Fellowship program.

All continuing education authors, presenters or sponsors interested in DANB approval of their courses must complete an application form and return it with proof of experience 30 days prior to the continuing education presentation. **Applications are typically processed within 3-4 weeks of receipt.**

If the application does not provide adequate information on which to base an approval, DANB will return the application with a request for additional information.

If the continuing education course does not meet the criteria for DANB approval of courses that can be applied to meet AADOM's Fellowship requirements, the application will be returned to the sponsor, with an explanation.

After approval is granted, DANB reserves the right to re-evaluate a course at any time by surveying program participants. An approved course may also be re-evaluated at any time if information is received from the sponsor or other sources that indicates the course has undergone changes in content or may no longer be in compliance with the criteria for approval.

All education must be directly related to the practice of dental office management, with content focused on maintaining or improving office management knowledge or skill.

Sponsors shall permit only those who are qualified by practical or academic experience to develop, teach, speak, lecture, or make presentations at DANB-approved courses.

Programs must be at least 45 minutes in length in order to qualify for one (1) continuing education credit. Credit for a continuing education course that takes more than 60 minutes to complete will be calculated in 15-minute increments. For example, a continuing education course that is 90 minutes would be worth 1.5 continuing education credits.

Continuing education authors, presenters, or sponsors shall inform DANB in writing within 30 days of changes in the address or in the name of the person responsible for submitting the application. Failure to do so may result in revocation of approval.

The sponsoring institution or organization agrees that program approval by DANB does not imply endorsement or agreement with the philosophy, techniques, or products advanced in the course, and none shall be implied, and that DANB has the sole and final authority to determine program approval. AADOM has the sole and final authority regarding its Fellowship requirements.

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A copy of the appeals process for denial of approval of continuing education is available by contacting DANB at 1-800-FOR-DANB (1-800-367-3262).

Signature _____

Date _____