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# APPLICATION To Be An AADOM-APPROVED CONTINUING EDUCATION SPEAKER

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 speakers for AADOM Fellowship. To view AADOM Fellowship requirements, visit www.dentalmanagers.com/fellowship. AADOM CE Speaker approval only applies to live in-person courses. AADOM CE Speaker approval does not apply to webinars.

**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 fee of \$100.00. AADOM-Approved Continuing Education Speaker status is good for 1 year from the date of approval.**

## Application for AADOM Speaker Approval

### STEP 1 - Core Requirements (Must meet all 4)

Please check the appropriate boxes to indicate which requirements you meet.

- 1. I am a member in good standing with AADOM. (Must provide 5 digit member # below)
- 2. I have presented 20 seminars/lectures/webinars on dental practice management and/or related topics.
- 3. I have earned a minimum of 15 dental CE credits (clinical or practice management) as an attendee within 24 months prior to application submission.
- 4. I have been employed in the healthcare field for a minimum of 7 years.

### Other Requirements (Must meet minimum 3 of 5)

- 1. I am a member in good standing in at least one of the following: (check all that apply)
  - Speaking Consulting Network (SCN)
  - Academy of Dental Management Consultants (ADMC)
  - National Speakers Association (NSA)
  - American Academy of Dental Practice Administration (AADPA)
- 2. I have published a minimum of 3 practice management articles (in professional journals, newsletters, e-newsletters, or on web sites). Copies of these articles must accompany this application.
- 3. I am a practicing dental management consultant with a minimum of 30 clients.
- 4. I have Academy of General Dentistry- Program Approval for Continuing Education (AGD-PACE) and/or I am an American Dental Association- Continuing Education Recognition Program (ADA-CERP) approved CE Provider. Copy of approval letter from AGD and/or ADA required.
- 5. I have attended the AADOM Conference at least once in the past 3 years. Note location and year of one of these conferences.  
City \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_

### STEP 2 - Speaker Information

Name \_\_\_\_\_ AADOM Member # \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone Number(\_\_\_\_) \_\_\_\_\_

### STEP 3 - Complete and gather necessary documents

- Fill out application completely, including signing and dating the agreement form on the back of this form.
- Attach the speaker's resume/speaker history.
- Attach required copies of approval letters or articles.
- Fill out payment information below. AADOM speaker approval fee is \$100.00. There is a \$35 non-refundable processing fee when submitting this application.

### 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 \$ 100.00  
 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 AADOM Speaker Approval Process

AADOM CE Speaker approval only applies to live in-person courses, intensive training or on-site consulting. AADOM CE Speaker approval does not apply to webinars or podcasts. Only AADOM sponsored webinars and podcasts will be approved for AADOM's Fellowship program.

All continuing education speakers interested in AADOM approval must complete an application form and return it to DANB with all required documents. **Applications are typically processed within 3-4 weeks of receipt.**

If the application is not complete, DANB will return the application with a description explaining why the application is being returned along with a check for \$65. DANB will not return the \$35 non-refundable processing fee.

If the requirements do not meet the criteria for AADOM-approved speakers, DANB will return the application with a description explaining why the application is being returned along with a check for \$65. DANB will not return the \$35 non-refundable processing fee.

AADOM speaker approval lasts for one year. Each year speakers will need to apply for approval to maintain their AADOM-approved continuing education speaker approval.

After approval is granted, AADOM reserves the right to re-evaluate a speaker at any time. A speaker may also be re-evaluated at any time if information is received that indicates the speaker may no longer be in compliance with the criteria for approval.

Speakers shall inform DANB in writing within 30 days of changes in their contact information or if they no longer meet mandatory requirements for AADOM speaker approval. Failure to do so may result in revocation of approval.

The speaker understands that approval by AADOM does not imply endorsement or agreement with the philosophy, techniques, or products advanced in the course, and none shall be implied, and that AADOM has the sole and final authority to determine speaker approval. In addition, AADOM has the sole and final authority regarding its Fellowship requirements.

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A copy of AADOM's appeals process for denial of approval of AADOM speakers is available by contacting AADOM at (732) 842-9977.

I hereby affirm that my answers to all questions are true and correct, and that I have met all requirements to be an AADOM-approved speaker. I understand that AADOM may revoke my AADOM-approved speaker status if it is discovered that my answers to the application questions are not true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

If mailing a check or money order, mail to:

**DANB**

**444 N. Michigan Ave, Suite 900**

**Chicago, IL 60611**

Or fax your application and payment to:

**312-642-8507**

**Do NOT mail/fax twice or you will be charged twice.**