

# | FAADOM |

## Fellowship *Requirements*

### INDUCTION

To become a Fellow of the American Association of Dental Office Management (AADOM), the following requirements must be met to be considered for Fellowship status:

- Attendance of at least ONE AADOM Annual Conference within the past three years. (Current year does not satisfy this requirement.)
- Three years minimum of dental office management/dental business experience.
- Letter of recommendation from current or former employer (dental practice).
- Member in Good Standing of AADOM for at least one year prior to induction.
- Member agrees to adhere to AADOM's Code of Conduct.
- Passing Level of The DALE Foundation's Accounts Receivable Module\*.
- Passing Level of The DALE Foundation's Human Resources Fundamentals Module\*.
- Passing Level of The DALE Foundation's Financial Reporting for the Dental Office\*.
- Thirty-one AADOM Approved CE hours achieved within two years of application submission date.
- Completion of Fellowship Application Form and submission of application fee.
- Successful completion of the three Management Learning Modules, hosted by the DALE Foundation; you must provide proof of completion.
- Investment in achievement of Fellowship consists of \$350 Fellowship application fee, \$390 for DALE Modules and the cost of an Annual Conference.

\*Please note: CE from ABCP modules count toward the 31 total CE needed.

Upon approval of Fellowship Status, you will be given the designation of FAADOM, Fellow of the American Association of Dental Office Management.

### MAINTENANCE

FAADOMs must renew every year to continue to be authorized to use AADOM's FAADOM trademark.

- Yearly maintenance of 12 CE FAADOM approved courses (may include up to six PACE and/or CERP approved CE for live events, not webinars). AADOM-approved webinars count toward maintenance requirement; you must be able to provide proof upon request.
- Completion of the online CE tracker form and submission of FAADOM renewal fee.
- Individual must be an AADOM Member in Good Standing and agrees to adhere to AADOM's Code of Conduct.
- Submit \$50 Maintenance fee.
- FAADOMs must attend at least one AADOM Conference every three years to keep FAADOM designation.
- Annual FAADOM renewal deadline is December 31.