

| FAADOM |

Frequently Asked *Questions*

BECOMING A FAADOM

- **Is Fellowship just for Office Management Professionals?**
No, while the designation is intended for active office management professionals, all dental business personnel qualify if they meet the requirements.
- **How do I begin the application process for the Fellowship Program?**
Become familiar with our Fellowship section of the AADOM website. The requirements, application and maintenance requirements can be found within this section of our site.
- **Do you have to be a member to submit CE for Fellowship?**
Yes, you must be an AADOM member to submit CE and to complete the Fellowship induction process.

CE AND REQUIRED COURSES

- **How many CE must I have accrued to qualify for Fellowship induction?**
You must have a total of 31 CE in a 24 month period leading up to the year you are being inducted. Please note that 16 of these 31 CE are accrued via passing the three DALE Foundation Modules.
- **How do I know which events are approved for Fellowship other than the recordings and conference?**
Any course that is designated as a FAADOM approved event can count toward Fellowship. All courses, live or recorded, found in our AADOM eCampus are eligible for CE towards Fellowship as well as local chapter meetings and all courses at our Annual Conference.
- **Do the CE's from my state association meeting count toward Fellowship?**
If your state association meeting is approved for PACE/CERP CEU, it can be applied toward FAADOM maintenance credits only. These CE may not be used towards induction requirements unless they are also FAADOM approved. We will perform random annual audits to ensure maintenance is up to date.
- **How do I obtain the CE code for an AADOM webcast?**
Existing AADOM members who register and watch an AADOM webcast, whether live or recorded, will have the CE automatically applied to their membership profile.
- **How do I determine how many CE's I've accrued?**
You can generate a report for your profile from the eCampus page on the AADOM website [HERE](#). Click on the Run My Report button. Enter your date range using this format D/M/YYYY, and then enter your member profile ID and submit. If you are unsure of your membership ID, please contact membership services at info@dentalmanagers.com.
- **I attended last year's conference but lost/do not have the codes, how can I obtain them?**
Attendance at the annual conference is tracked via registrations submitted by members. The CE will automatically be applied to member profiles upon completion of the event.
- **I am registered for this year's conference. Can I include CE from this year's conference to fulfill the induction requirements?**
Yes. Please note this on your application form. The CE from this conference will count toward your CE requirement. However, you still must have attended at least one AADOM conference prior to this current year in order to fulfill the conference attendance requirement.
- **Do I need to pass the DALE Foundation modules when I'm submitting CE for maintenance?**
No you only need to take and pass the DALE Foundation modules one time – for initial induction.
- **Do the CEs from the DALE Foundation modules count toward Fellowship induction?**
Yes. The DALE Foundation modules count for 16 CE towards the total 31 CE needed for induction.

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- **Should I send a copy of my course completion certificates from the DALE Foundation?**

Yes, please include copies of these certificates with your Fellowship application. Please download the application to view a complete checklist of items to be included with your application.

COMMUNICATION REGARDING APPLICATION

- **When will I be notified if I have been accepted as a FAADOM?**

Our Membership Services Team will contact you within 72 hours of receiving your FAADOM application.

- **What is the Fellowship application fee?**

The application cost of \$350 covers the review and verification of documentation by our Fellowship committee. The fee also covers the cost of the induction ceremony, including cap, gown and plaque for each inductee.

- **What happens if my application is not approved for Fellowship?**

Our Membership Services Team will reach out to you regarding any incomplete information from your application. Upon completion of the necessary items your application will be reconsidered.

INDUCTION CEREMONY QUESTIONS

- **I have sent my application for Fellowship. What information will I receive prior to the conference?**

You will receive notification of your application status. Please keep an eye out for emails regarding the FAADOM induction ceremony procedures prior to the Annual Conference.

- **I would like to apply for Fellowship this year but cannot attend the Annual Conference. Can I still be inducted?**

Yes, please indicate on your application that you are unable to attend this year's conference and we will mail your award to you following the ceremony. Please note that you must have attended a conference in the previous three years in order to meet induction requirements.

FAADOM MAINTENANCE REQUIREMENTS

- **What are the annual requirements for maintaining my Fellowship status?**

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

- Yearly maintenance of 12 FAADOM CE. You may use up to 6 PACE and/or CERP approved CE for live events to count towards the 12 needed.
- Payment of the annual \$50 FAADOM renewal fee.
- You must be a member in good standing and agree to adhere to AADOM's Code of Conduct.
- FAADOM's must attend at least one AADOM Conference every three years to maintain their FAADOM designation.

- **What happens if I do not meet the maintenance requirements in a year period?**

AADOM will review each FAADOM's maintenance annually. If you are found to not meet a requirement you will be contacted and given a date at which you must comply. Failure to comply with the maintenance requirements will result in a revocation of your Fellowship Designation.

- **If my FAADOM designation lapses can I work to have it reinstated?**

Yes, please contact Membership Services to discuss the next steps.

**If you should have any additional questions or need assistance with the Fellowship process,
please contact an AADOM team member at info@dentalmanagers.com**