

| MAADOM |

Frequently Asked *Questions*

BECOMING A MAADOM

- **Is Mastership just for Office Management Professionals?**

No, while most MAADOM's are office managers/practice administrators, the designation is designed to be the next level of achievement within the AADOM designation program. Candidates must be a current AADOM Fellow in good standing in order to enroll in the Mastership program.

- **How do I begin the application process for the Mastership Program?**

The requirements, enrollment form and application can be found here: dentalmanagers.com/mastership.

- **Do you have to be a member to submit CE for Mastership?**

Yes, you must not only be a member, but you must be an AADOM Fellow, (FAADOM), in good standing to submit CE and complete the Mastership program.

CE AND REQUIRED COURSES

- **How many CE must I have accrued to qualify for Mastership induction?**

You must accrue a minimum of 100 CE credits within 5 years of induction date. 50 CE must be AADOM approved, the remaining 50 may be AGD-PACE and/or ADA-CERP approved.

- **What does "AADOM Approved CE" pertain to?**

Any educational offering included in your AADOM benefits is approved for AADOM CE. All of these offerings may be found in AADOM's e-Campus on our website. In addition, any AADOM approved local chapter meeting, AADOM annual conference sessions or any AADOM industry event are approved for AADOM CE.

- **Do the CE's from my state association meeting count toward Mastership?**

If your state association meeting is offering CE that is PACE/CERP approved then you may use those CE for induction. Please note that 50 of the 100 total CE needed for induction may be PACE/CERP approved.

- **How do I obtain the CE code for an AADOM webcast?**

AADOM members who register and watch an AADOM webcast, whether live or recorded, will have the CE automatically applied to their membership profile.

- **Where can I find my accrued CE totals?**

AADOM members can generate a CE report directly from our website. Simply go to dentalmanagers.com/cereport and follow the prompts. Please note you will need your member profile ID number to generate the report. Contact membership services at info@dentalmanagers.com if you do not have your membership ID.

- **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.

- **Are there any other specific courses I need to complete as part of the MAADOM Process?**

Yes, in addition to accruing a total of 100 CE within 5 years of induction, candidates must complete the OSAP-DALE Foundation Dental Infection Prevention and Control Certificate. Visit our website at dentalmanagers.com/mastership to download the MAADOM flyer for more information about the OSAP-DALE Certificate.

- **Do the CE's from the OSAP-DALE Foundation DIPC Certificate program count towards Mastership induction?**

Yes, the OSAP-DALE Foundation DIPC Certificate program counts for 12 CE needed for MAADOM induction.

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- **Should I send a copy of my OSAP-DALE Foundation DIPC Certificate?**

Yes please include a copy of this certificate with your MAADOM application. Please download the application at dentalmanagers.com/mastership 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 MAADOM?**

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

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

The application cost of \$450 covers the review and verification of documentation by our Mastership 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 Mastership?**

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 Mastership. 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 MAADOM induction ceremony procedures prior to the Annual Conference.

- **Do I have to attend the Annual Conference in order to be inducted?**

Yes, candidates whose applications have been approved must attend the conference and participate in the induction ceremony to complete the process.

MAADOM MAINTENANCE REQUIREMENTS

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

MAADOM's must renew annually to continue to be authorized to use the MAADOM designation.

- Yearly maintenance of 15 MAADOM CE. You may use up to seven PACE and/or CERP approved CE towards the 15.
- Submit annual \$50 MAADOM maintenance fee. (\$35 for lifetime members.)
- You must be a member in good standing and agree to adhere to AADOM's Code of Conduct.
- MAADOM's must attend one AADOM conference every three years.

- **What happens if I do not meet the maintenance requirements annually?**

AADOM will perform an audit each year of all MAADOM's. If you have not met the maintenance requirements you will be contacted and given a date at which you must comply. Failure to comply with the maintenance requirements will result in revocation of your Mastership Designation.

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

Yes, please contact Membership Services at info@dentalmanagers.com to discuss next steps.

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