

| DAADOM |

Diplomate of the American Association of *Dental Office Management*

INDUCTION REQUIREMENTS

To attain the level of Diplomate of the American Association of Dental Office Management, (AADOM), the following requirements must be met. All requirements must be met within five years of enrollment application.

- Candidate must hold current AADOM Mastership, (MAADOM) designation.
- Candidate must submit completed Diplomate program enrollment form and fee.
- Candidate must accrue a minimum of 150 CE credits within five years of enrollment form submission date. Seventy-five must be AADOM approved, the remaining 75 CE may be PACE and/or CERP approved CE.
- Candidate must successfully complete the following educational sessions: AADOM's Leadership 3.0 with Ginny Hegarty and both sections of our On-Demand HIPAA Training.
- Candidate must submit three articles for inclusion in AADOM publications and one article for inclusion in another industry publication. (Articles must be submitted after enrollment AND approved by AADOM editor before application is submitted.)
- Candidate must attend at least three AADOM Annual Conferences in five year period. (Year of induction does not count in these three.)
- Candidate must attend five AADOM chapter meetings within a five year period, either live or virtual meetings.
- Candidate must complete at least 16 hours of community service—dentistry or medical related. Reach out to the AADOM team for suggestions.
- Inductee must be registered for conference prior to submitting application and **must attend conference** the year of induction.
- Candidate must submit completed Diplomate application form and fee.
- Investment in achievement of the DAADOM designation consists of the \$75 program enrollment fee and a \$450 application fee.

Upon approval of Diplomate status, inductees will be given the designation of DAADOM, Diplomate of the American Association of Dental Office Management.

ANNUAL DIPLOMATE MAINTENANCE REQUIREMENTS

DAADOM's **must renew annually** to maintain their DAADOM designation. Annual maintenance includes:

- DAADOMs must maintain 25 CE credits each calendar year. These 25 credits may include up to 12 PACE and/or CERP approved CE. The remaining 13 must be AADOM approved CE.
- Individual must be an AADOM Member in Good Standing and agrees to adhere to AADOM's Code of Conduct.
- DAADOMs must attend at least three AADOM conferences within a five year period.
- \$50 DAADOM annual maintenance fee (\$35 for lifetime AADOM members) is required.