

# | 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 courses or webinars located in your Learning Management System, and the required three DALE Foundation modules.

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

If your state association meeting is approved for PACE/CERP CE, it can be applied toward FAADOM **maintenance credits only**. These CE may not be used towards induction requirements. 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](mailto:info@dentalmanagers.com).

- **I am registered for this year's conference. Can I include CE from this year's conference to fulfill the induction requirements?**

No. You must accrue the 31 CE prior to attending the conference. CE from the current conference may be used for FAADOM maintenance only.

- **Do the CE's 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.

- **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

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- **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 \$450 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?**

No. All inductees must attend the conference the year they are inducted.

### 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. (\$35 for lifetime members.)
- 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](mailto:info@dentalmanagers.com)**