

# | FAADOM |

Fellow of the American Association of  
*Dental Office Management*

## BE A PART OF THIS elite group

### WHAT FELLOWSHIP CAN DO FOR YOU!

- Distinction
- Designation
- Professionalism

A professional distinction and title can lead to better visibility, opportunities, and jobs. In today's increasingly complex and highly-specialized economy, credentials are everything. Sure, you know you've got the skills to do the job, but how do you convince your patients, your employers and potential employers? For many career-minded professionals, a professional distinction, such as AADOM Fellowship, is often the answer.

"Having the tools and knowledge that AADOM has provided me, coupled with my Fellowship distinction, helps make my resume stand out amongst the rest."

Danielle Dailey, FAADOM  
Practice Coordinator

### FELLOWSHIP CAP & GOWN INDUCTION CEREMONY

*Presented at the  
Annual Conference*

CHECK OUR WEBSITE:  
[DENTALMANAGERS.COM/FAADOM](http://DENTALMANAGERS.COM/FAADOM)  
FOR DETAILS.



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## 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:

- Candidate must be a member in Good Standing of AADOM for at least one year prior to induction.
- Candidate must agree to and complete AADOM's Code of Conduct module. Certificate of completion must accompany application.
- Candidate must have three years minimum of dental office management/dental business experience and must be working full time in a dental practice.
- Candidate must submit completed Fellowship program enrollment form with enrollment fee.
- Candidate must provide a work history in resume format.
- Candidate must provide a letter of recommendation from current or former employer (dental practice).
- Candidate must successfully pass the following learning modules from the DALE Foundation (certificates of completion must accompany application): Accounts Receivable Module, Human Resources Fundamentals Module, and Financial Reporting for the Dental Office\*. Must be completed within three years of application.
- Candidate must **attend at least one** AADOM Annual Conference within the past three years, prior to their induction year and must be **registered for conference** prior to submitting application and must **attend conference** the year of induction.
- Candidate must earn 31 AADOM-approved CE hours achieved within two years of enrollment submission date. (Note: 16 of the 31 CE are accomplished with completion of the DALE Foundation Modules above.)
- Candidate must submit completed Fellowship Application Form and \$450 application fee.
- Investment in achievement of Fellowship consists of the \$75 enrollment fee, \$450 Fellowship application fee, the cost of three DALE Foundation Modules and the cost of an AADOM Annual Conference.

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 annually to maintain their FAADOM designation. Annual maintenance includes:

- FAADOMs **must agree** to the following maintenance requirements: accrue 12 AADOM-approved CE each calendar year. Six of the 12 CE may include AGD/PACE and/or ADA/CERP approved CE.
- Individual **must be** an AADOM Member in Good Standing and agree to adhere to AADOM's Code of Conduct.
- FAADOMs must attend at least one AADOM Conference every three years to keep FAADOM designation.
- \$50 FAADOM annual maintenance fee, (\$35 for lifetime members) is required.