| 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, 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?

Ccandidates must complete the three step 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.

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- **Should I send a copy of my OSAP-DALE Foundation DIPC Certificate?**
  Yes, after completion of the OSAP/DALE Foundation DIPC program, you will receive three certificates. Please send all three certificates for induction. 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**

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