

# THE ROADMAP to FAADOM

Don't get lost on your journey to become a Fellow of the American Association of Dental Office Management (FAADOM). Follow this step-by-step process to reach your goal without a misstep.



## PRE-TRIP CHECKLIST



- Are you an AADOM Member in Good Standing for at least one year prior to induction?
- Are you currently working in a dental practice and have at least three years dental practice management/business experience?  
This includes:
  - Office Manager
  - Insurance Coordinator
  - Treatment Coordinator
  - Patient Coordinator
  - Social Media Coordinator
- Have you attended at least one AADOM Annual Conference within the past three years (the year of induction does not meet this requirement)?
- Have you registered for conference? Space is limited!

## CHECKPOINT 3 GATHERING INFO

- Create a work history in resume format to be submitted with final application.
- Ask for a letter of recommendation from a current or former employer (dental practice).

## FINAL STOP GRAD PREP

- Must be registered for the conference prior to submitting application and must attend conference the year of induction.
- Documents to be submitted:
  - Completed Fellowship Application Form and \$450 application fee
  - Work resume
  - CE report from your member portal
  - Letter of recommendation
  - AADOM Code of Conduct Certificate
- Accounts Receivable Module Certificate
- Human Resources Fundamentals Module Certificate
- Financial Reporting for the Dental Office Certificate

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## CHECKPOINT 1 GETTING STARTED

- Enroll in the FAADOM program. (\$75)

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## CHECKPOINT 2 EDUCATION REQUIREMENTS

- Complete AADOM's Code of Conduct module and receive certificate.
- Complete and pass DALE Foundation Dental Office Management Education Modules (certificates of completion must accompany application):
  - Accounts Receivable Module
  - Human Resources Fundamentals Module
  - Financial Reporting for the Dental Office
- Complete 31 AADOM-approved CE hours within two years of enrollment submission date.
  - 15 CE's must be from AADOM's e-Campus or DPLN meetings
  - 16 of the 31 CE are accomplished with completion of the DALE Foundation modules

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## FAADOM MAINTENANCE

- FAADOMs must renew annually to maintain their FAADOM designation. Annual maintenance includes:
- Accruing 12 AADOM-approved Continuing Education (CE) credits each calendar year. 6 of these credits can be from AGD/PACE and/or ADA/CERP approved CE.
  - Being an AADOM Member in Good Standing and following AADOM's Code of Conduct.
  - Attending at least 1 AADOM Conference every 3 years.
  - Paying a \$50 annual maintenance fee (or \$35 for lifetime members).