

| DAADOM |

Frequently Asked *Questions*

BECOMING A DAADOM

- **Is Diplomat just for Office Management Professionals?**

No, while most DAADOM's are office managers/practice administrators, the designation is designed to be the highest level of achievement within the AADOM designation program. Candidates must be a current AADOM Master (MAADOM) in good standing in order to enroll in the Diplomat program.

- **How do I begin the enrollment process for the Diplomat Program?**

The requirements, enrollment form and application can be found here: dentalmanagers.com/diplomat. MAADOM's should begin by submitting the Diplomat enrollment form and fee.

- **Do you have to be a member to submit CE for Diplomat?**

Yes, you must not only be a member, but you must be an AADOM Master, (MAADOM), in good standing to submit CE and complete the Diplomat program.

CE AND REQUIRED COURSES

- **How many CE must I have accrued to qualify for Diplomat induction?**

You must accrue a minimum of 150 CE credits within five years of induction date. 75 CE must be AADOM approved, the remaining 75 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, any 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 Diplomat?**

If your state association meeting is offering CE that is PACE or CERP approved then you may use those CE for induction. Please note that 75 of the 150 total CE needed for induction may be PACE or CERP approved.

- **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.

- **Are there any other specific courses I need to complete as part of the DAADOM Process?**

Yes, in addition to accruing a total of 150 CEs within five years of induction, candidates must also successfully complete AADOM's Leadership 3.0 and all three sections of AADOM's HIPAA Compliance Training, Privacy Officer Training, and HIPAA Breach Training. The four CE earned from these specific sessions will be counted towards your 150 total needed.

- **Do I need to send copies of any certificates from the AADOM sessions I complete?**

When candidates complete any AADOM education sessions with our Learning Management System, certificates and CE are automatically recorded in your member profile. If you are submitting PACE and/or CERP approved CE, then yes you need to submit those certificates as outside CE.

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COMMUNICATION REGARDING APPLICATION

- **When will I be notified if I have been accepted as a DAADOM?**

Our Membership Services Team will contact you within 72 hours of receiving your DAADOM application.

- **What is the Diplomat application fee?**

The application cost of \$450 covers the review and verification of documentation by our Diplomat 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 Diplomat?**

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 Diplomat. 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 DAADOM 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.

DAADOM MAINTENANCE REQUIREMENTS

- **What are the annual requirements for maintaining my Diplomat status?**

DAADOM's must renew annually to continue to be authorized to use the DAADOM designation.

- Accrue 25 CE annually. You may use up to 12 PACE and/or CERP approved CE towards the total and 13 must be AADOM approved CE.

- Submit annual \$50 DAADOM maintenance fee. (\$35 for lifetime members.)

- You must be a member in good standing and agree to adhere to AADOM's Code of Conduct.

- DAADOM's must attend at least three AADOM conference's within a five year period to maintain their DAADOM designation.

- **What happens if I do not meet the maintenance requirements annually?**

AADOM will perform an audit each year of all DAADOM'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 Diplomat Designation.

- **If my DAADOM 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 Diplomat process,
please contact an AADOM team member at info@dentalmanagers.com**