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 or Regional Meeting within the past three years (the year of induction does not meet this requirement)?
- ☐ Have you registered for conference? Space is limited!

1 CHECKPOINT 1 GETTING STARTED

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

2 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

3 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).

4 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

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 or Regional Meeting every 3 years.
- ☐ Paying a $50 annual maintenance fee (or $35 for lifetime members).