

**Members of the ADAA may now earn**

# **FELLOWSHIP IN THE ADAA**

Long a standard of professional achievement, Fellowship in one of America's healthcare organizations has been a coveted level of professional recognition; a recognized, accepted accomplishment among one's peers.

The American Dental Assistants Association offers the Fellowship category within its membership. And, there are two paths to this goal: clinical and business.

Fellowship, of course, is available only to members and only to those with documented educational achievements.

Thousands of dental assisting professionals have proven their skill and dedication through earning the Certified Dental Assistant or Registered Dental Assistant credential. In addition, ADAA is offering a challenging path to:

- Increased value to your patients and practice
- Enhanced confidence in your dental assisting capabilities
- Public recognition of professional achievement
- Increased professional status
- Satisfaction of increased education
- Enhancement of self esteem

Doctors take pride in a confident, educated team member. This recognition and its aura of proven skills contributes to in-house marketing efforts, shorter start up time for the new employee and reduced staff turnover.

Most importantly, patients benefit from a self-assured, well educated team member, confident of his or her contribution to the dental team effort.

In order to become a Fellow of the ADAA, a dental assistant must be an Active member of the ADAA. Immediately following enrollment, the ADAA Active Member may begin accruing the 300 hours of continuing education credit required for completion.

Those who have already achieved the status of Certified Dental Assistant are halfway to achieving Fellowship, and will automatically receive 150 hours of credit upon enrolling. Non-CDAs holding Registered Dental Assistant status from a state may apply for RDA credit which could be awarded on a state-by-state basis according to established criteria. However, these RDA hours cannot be credited in addition to CDA hour awards.

Upon completing the Fellowship Program, successful applicants will be recognized at ADAA Annual Conferences. National recognition will be provided through the ADAA's professional journal and press releases. A record of all CE credit hours submitted will be held in ADAA's Fellowship files and as an extra benefit, each enrollee will receive an annual printout of CE submitted to ADAA during the year.

As the profession of dental assisting moves forward, you should move forward too. You should become a Fellow of the American Dental Assistants Association.

**ADAA Fellows may earn**

# **MASTERSHIP IN THE ADAA**

....the next move in professional achievement for ADAA Fellows.

Now that you have achieved the level of Fellowship in the ADAA, we urge you to consider the merits and benefits of ADAA Mastership.

Your challenge in approaching Mastership will include the expansion of topics studied for the Fellowship program with an emphasis on the new technology in dentistry.

As with the Fellowship program, there are benefits for you, for the practice with which you are affiliated

and for the dental health care consumer:

- Advanced knowledge leading to increased value to your patients and practice
- Enhanced confidence in your dental assisting capabilities
- Public recognition of professional achievement
- Increased self esteem

Put your experience and education to the challenge and become part of the ADAA's Mastership program. Experience the satisfaction of achievement.

**Enroll Today!**



## FELLOWSHIP REQUIREMENTS

1. You may enroll in the Fellowship Program immediately upon joining the ADAA as an Active Member. Students are not eligible to participate in the program.
2. 300 hours of approved continuing education courses must be earned to qualify for the Fellowship Award. Credit hours for DANB or State Certification/Registration may be applied toward this requirement, however a minimum of 150 hours must be earned in continuing education course credit. Credits accepted for Fellowship are governed by the following policies:
  - a. Credit is allowed only for approved courses and activities completed within and after the month and year in which the participant enrolls in the ADAA Fellowship Program.
  - b. Credit hour requirements must be completed prior to application for the Fellowship Award. Credits earned after the completed application is received by the ADAA national office may not be applied toward Fellowship.
  - c. Credit must be earned in specific subject categories as outlined on "Credit Hour Requirements" (see insert).
  - d. Application for the Fellowship Award must be submitted no later than 10 years after acceptance of enrollment.
3. Must complete 24 hours of credit must be completed in infection control and medical emergency courses. Six credit hours from each of these two areas must be taken within 12 months prior to application for the Fellowship Award. If you attend a CPR course please submit a CE slip signed by the sponsor/instructor and list the number of hours attended. In addition to the completed CE slip, a copy of the CPR card is required. A maximum of twelve hours of CPR courses may be used in the P1 Medical Emergencies category. Any additional hours of CPR courses may be used in the Elective category.
4. All applicants accepted for Fellowship are strongly encouraged to attend the Convocation Ceremony at ADAA's Annual Conference to receive their award. If it is not possible for a candidate to attend an Annual Conference, the award can be mailed to the recipient after the award ceremony. The candidate will still be eligible to attend and participate in a Convocation Ceremony within the next five years.



## HOURS ACCEPTED FOR FELLOWSHIP CREDIT

1. Scientific Programs or Home Study Courses Sponsored by:
  - American Dental Assistants Association
  - American Dental Association
  - Academy of General Dentistry
  - Canadian Dental Association
  - Canadian Dental Assistants' Association
  - National, state and local organizations related to dentistry
  - National specialty organizations recognized by the ADA Council on Dental Education
  - Health Care Providers
2. Course sponsors approved by:
  - Dental Assisting National Board (DANB)
  - Academy of General Dentistry's Program Approval for Continuing Education (PACE)
  - ADA's sponsor approval program (CERP)
3. Home Study: A minimum of 12 hours of ADAA home study courses is required. Other home study, online, audio or webcast courses must be provided by approved course sponsors to ensure earned course credit.
4. Participation Courses: To qualify for participation credit hours, the course must include at least a third of the time spent with hands-on, actively involved in the content. Examples include making temporaries, mixing materials etc. Credit is given on an hour-for-hour basis.
5. Lecture Courses: Credit is given on an hour-for-hour basis. To be eligible for lecture course credit, the participant must be able to interact in real time with the speaker and/or other participants.
6. A minimum of 250 Lecture/Participation hours is required for Fellowship credit. If you are eligible for the course credit of 150 hours for being certified or registered, then you are required to have a minimum of only 100 Lecture/Participation hours.
7. ADAA Courses: A minimum of 50 Fellowship hours must be earned for completion of courses provided by national, state or local components of the American Dental Assistants Association, of which 12 credit hours must be ADAA home study courses.
8. Dental Assisting National Board Certification: Fellowship participants who are certified by DANB as a Certified Dental Assistant (CDA), Certified Orthodontic Assistant (COA), or Certified Oral and Maxillofacial Surgery Assistant (COMSA) are eligible for course credit of 150 hours of the 300 hour Fellowship Requirement. Those certified as a Certified Dental Practice Management Assistant (CDPMA) are eligible for course credit of 100 hours towards clinical or business track. Additional 50 hours to be made up in the Elective Category. Individuals may receive credit for only one designation.
9. State Certification/Registration: Fellowship participants who are certified by an individual State may be eligible for Fellowship course credit. Eligibility is determined on individual State case review with established criteria. Individuals who receive credit for DANB certification as outlined above are not eligible for additional credit through state certification/registration.

## MASTERSHIP AWARD GUIDELINES

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### Mastership Requirements:

- 1. Membership** must be in good standing in the American Dental Assistants Association at the time of application and continuous since Fellowship enrollment in the American Dental Assistants Association. No lapse in membership will be accepted, however, you may buy back any years missed.
- 2. 400 credit hours** of MADAA-approved continuing education credits must be earned to qualify for the Mastership Award. Mastership credit begins to accrue the month that the 300 hour Fellowship Award requirement has been met, as determined by the Council on Fellowship/Mastership. The enrollment fee for the Mastership program must have been submitted.
  - a. The 400 credit hours must be earned in specific disciplines, as outlined on "Credit Hour Requirements" (see insert).
- 3. All applicants** accepted for Mastership are strongly encouraged to attend a Convocation ceremony held during the ADAA Annual Conference to receive the award. Successful candidates are allowed three years following acceptance to complete this requirement.
- 4. A minimum** of 50 hours must be earned for completion of courses provided by national, state or local components of the ADAA.
- 5. College courses** directly related to dentistry will be given 12 hours of credit per semester. A copy of the catalog course description and a copy of the transcript (with a passing grade of C or better) are required.
- 6. Publications:** Up to 30 hours may be applied to the Mastership award for authorship of a published scientific article, dental textbook or chapter of a dental textbook, or audio/visual program as follows (Limited to five years prior to Mastership enrollment.)
  - a. No more than 10 credit hours per publication
  - b. A publication will be submitted to a subcommittee for review for the number of credit hours applied toward requirements. For example, a five hour CE course is worth five credit hours; a chapter in a book may be worth five to ten credit hours; other publications will be reviewed on an individual basis.
- 7. Home Study Courses:** A minimum of 20 hours of ADAA Home Study is required.
- 8. Volunteer Dental Community Service:** A minimum of 20 Hours is required. A maximum of 50 hours may be utilized in this category. Community Service credits will fall under the Participation category but will be awarded on an hour-per-hour credit basis. Participation can be verified by a continuing education certificate or by written verification signed by someone in authority at the location of said service. All service must be dental related and volunteer.
- 9. Participation Courses:** A minimum of 100 hours are required. A participation course is defined as one in which all course participants actively manipulate dental material devices, treat patients or otherwise practice skills techniques under the supervision of a qualified instructor. The participation activities must represent a minimum of 30% of total course time and must directly address the educational objectives of the course and be an extension and amplification of the lecture portion of the course. Credit is given on an hour-for-hour basis in the participation category, but equals 1 1/2 hours of credit in the specific discipline category.
- 10. Lecture Courses:** A minimum of 175 lecture hours are required. Credit is given on an hour-for-hour basis. To be eligible for lecture course credit, the participant must be able to interact in real time with the speaker and/or other participants.
- 11. Application for the Mastership Award** must be submitted no later than ten years after acceptance of enrollment form.
- 12. Scientific Programs or Home Study Courses**  
**Sponsored by:**
  - American Dental Assistants Association
  - American Dental Association
  - Academy of General Dentistry
  - Canadian Dental Association
  - Canadian Dental Assistants' Association
  - National, state and local organization related to dentistry
  - National specialty organization recognized by the ADA Council on Dental Education
  - Health Care Providers
- 13. Course sponsors approved by:**
  - Dental Assisting National Board
  - Academy of General Dentistry's Program Approval for Continuing Education (PACE)
  - ADA's sponsor approval program (CERP)
- 14. A minimum** of 24 credit hours of Infection Control and Medical Emergencies Courses are required. Six credit hours from each of these categories must be taken within twelve months prior to application for the Mastership Award. A maximum of 12 hours of CPR courses may be used in the M2-Medical Emergencies category. Any additional hours of CPR courses may be used in the Elective category. If you attend a CPR course please submit a CE slip signed by the sponsor/instructor and list the number of hours attended. In addition to the completed CE slip, a copy of the CPR card is required.

For Fellowship and Mastership:  
Enrollment Fee: \$40      Application Fee: \$90

**MADAA**

# ADAA FELLOWSHIP/MASTERSHIP PROGRAM ENROLLMENT FORM

Please type or print

Name \_\_\_\_\_ Business phone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Home phone (\_\_\_\_\_) \_\_\_\_\_  
E-Mail address \_\_\_\_\_

Enrollment Information: Month/year joined ADAA: \_\_\_\_/\_\_\_\_ ADAA Member # \_\_\_\_\_

Enter number for your designation: CDA # \_\_\_\_\_ COA # \_\_\_\_\_ COMSA # \_\_\_\_\_ CDPMA # \_\_\_\_\_ RDA # \_\_\_\_\_

Check areas in which you are currently employed:  Dental Assistant  Chairside  Business  
 Dental Hygienist  Educator  Other

I am enrolling for:  Fellowship  Mastership

If enrolling in Mastership, please state the month and year Fellowship requirements were met: \_\_\_\_\_

Please check the path you wish to pursue:  Clinical  Business

Enrollment Fee of \$40:  Check (payable to ADAA)  
 VISA/MasterCard: Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Cardholder Name \_\_\_\_\_  
If different from enrollee's name above, please print \_\_\_\_\_  
Cardholder Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Cardholder Signature \_\_\_\_\_

Please read the following and indicate your agreement by signing below:

1. I understand that the ADAA may check the accuracy of credits submitted. I also understand that I am responsible for the completeness and accuracy of credit information submitted and that the ADAA is not responsible for any error or omission in my computer record. I agree to abide by the decision of the ADAA regarding whether or not I meet the requirement for Fellowship and/or Mastership.
2. I have read and understand the Fellowship and/or Mastership Award Guidelines.
3. I have enclosed the required \$40 enrollment fee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send me an ADAA Home Study Catalog

## Fellowship/Mastership Application for Award Procedures and Deadlines

Participants who have met all requirements and wish to apply for the Fellowship or Mastership Award must request an application from the ADAA Central Office. A \$90 application fee is required and must accompany the Award application.

Applications for the Fellowship and Mastership Award must be postmarked by July 31st and sent to the ADAA national office to be considered for convocation that same year. Any candidate submitting an application between August 1st of one year and July 31st of the following year will be considered for presentation at a special ceremony during the ADAA Annual Conference immediately following the July 31st deadline. An official ADAA application must be used and can be obtained by calling the ADAA Central Office.

Only the ADAA Central Office may determine whether an application is acceptable. Applications received by the July 31st deadline will be reviewed by the ADAA and applicants will then be informed by letter regarding ADAA action by August 15th. If an applicant for Fellowship or Mastership is accepted, the applicant is *strongly encouraged* to attend a special ceremony held during the ADAA Annual Conference.

Requirements in effect at the time of your enrollment will apply to your records. Requirements for future enrollees may change.

Direct all inquiries regarding the ADAA Fellowship and/or Mastership to:



**American Dental Assistants Association**

Div. of Education and Professional Development

35 East Wacker Drive, Suite 1730

Chicago, IL 60601-2211

312-541-1550 Ext. 211; Fax 312-541-1496

E-Mail: [srobles@adaa1.com](mailto:srobles@adaa1.com)

### PROGRAM ENROLLMENT/ APPLICATION FOR AWARD

In order to participate in the Fellowship and/or Mastership Program, you must first submit a program enrollment form and fee. When you have accumulated the necessary credit hours, you may file an Application for Award.