

## Credit Hour Requirements for Clinical Fellowship

Clinical Fellowship participants are required to complete course work in the categories listed below. Individual course credit is classified according to Subject Codes within each of the categories:

SUBJECT CATEGORY	HOURS REQUIRED	HOURS REQUIRED
	(Non-CDA/RDA)	(CDA & Select RDAs)
<b>Prerequisites</b>	<b>93</b>	<b>48</b>
<b>P1 – Medical Emergencies</b>	24	24
<b>P2 – Infection Control</b>	24	24
<b>P3 – Terminology/Anatomy</b>	12	0
<b>Dental Equipment/Ergonomics</b>	6	0
• Seating of the Dental Team		
Prevention/Nutrition	6	0
<b>P4 – Dental Team Concepts</b>	3	0
Ethics/Legal Issues	3	0
Professionalism	3	0
Patient Services	6	0
• Business (recall, scheduling appointments, telephone skills)		
Interviewing/Resolving Conflicts	6	0
<b>Basic Clinical Procedures</b>	<b>48</b>	<b>0</b>
<b>BC1 – Oral Evacuation/Instruments</b>	12	0
• Instrument identification, use and maintenance		
<b>BC2 – Isolation Procedures</b>	6	0
• Dental Dam, Saliva Ejector, Cotton Rolls, Dri-angles, etc		
<b>Basic Sciences</b>	12	0
• Pathology, Pharmacology, Microbiology		
<b>BC3 – Radiography</b>	18	0
• Anatomy, X-ray Mounting, X-ray Equipment, Exposure, Safety, Processing		
<b>Advanced Clinical Procedures</b>	<b>108</b>	<b>48</b>
<b>AC1 – Dental Materials</b>	12	choice
• Clinical use of cements, composites, amalgam, impression materials bleaching materials, etc.		
<b>AC2 – Oral Diagnosis</b>	12	choice
• TMJ, Muscles, Charting, Vital Signs, Visual Exam, Health Histories, Diagnostic Impressions, etc.		
<b>AC3 – Laboratory Procedures</b>	12	choice
• Mixing stones, pouring models, model trimming, acrylic trays, mouth guards, sports guards, etc.		
<b>AC4 – Endodontics</b>	12	choice
Oral and Maxillofacial Surgery	12	choice
Pediatric Dentistry/Orthodontics	12	choice
Periodontics	12	choice
Prosthodontics	12	choice
<b>Electives</b>	<b>51</b>	<b>54</b>
• Topics restricted to dental-related courses		
<b>TOTAL</b>	<b>300</b>	<b>150*</b>

\*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.



## Credit Hour Requirements for Business Fellowship

Business Fellowship participants are required to complete course work in the categories listed below. Individual course credit is classified according to Subject Codes within each of the categories:

SUBJECT CATEGORY	HOURS REQUIRED	HOURS REQUIRED
	(Non-CDA/RDA)	(CDA & Select RDAs)
<b>Prerequisites</b>	<b>93</b>	<b>48</b>
<b>P1 – Medical Emergencies</b>	24	24
<b>P2 – Infection Control</b>	24	24
<b>P3 – Terminology/Anatomy</b>	12	0
<b>Dental Equipment/Ergonomics</b>	6	0
• Seating of the Dental Team		
<b>Prevention/Nutrition</b>	6	0
<b>P4 – Dental Team Concepts</b>	3	0
Ethics/Legal Issues	3	0
Professionalism	3	0
Patient Services	6	0
• Business (recall, scheduling appointments, telephone skills)		
Interviewing/Resolving Conflicts	6	0
<b>Basic Business Procedures</b>	<b>72</b>	<b>0</b>
<b>BB1 – Business Office Systems</b>	12	0
• Electronic Business Office/Computers		
• Office Layout/Ergonomics		
• Appointment Management		
<b>BB1.2–Oral Communications</b>	12	0
<b>BB1.3–Digital Software</b>	12	0
<b>BB2 – Business Management I</b>	12	0
• Accounts Receivable		
• Accounts Payable		
• Collections/Small Claims		
<b>BB3 – Business Management II</b>	12	0
• Inventory/Supply Ordering		
• Legal/Ethical Issues		
<b>BB3.2–Dental Insurance</b>	12	0
<b>Advanced Business Procedures</b>	<b>96</b>	<b>48</b>
<b>AB1 – Communication Management</b>	24	choice
• Record Storage		
• Written Communications/Newsletters		
• Customer Service Concepts		
• Patient/Dental Team Management		
<b>AB2 – Practice Management I</b>	24	choice
• Staff Meetings		
• Office Manuals		
• Supervision Skills/Motivational Theory		
• Payroll/Taxes/Benefits		
• Profit Sharing/Retirement		
• Employee Assessment		
<b>AB3 – Practice Management II</b>	24	choice
• Account Usage – Debit/Credit Summaries		
• Balance Sheets		
• Revenue and Expense Accounts		
• Trial Balance		
• Cash Flow		
<b>AB4 – Practice Management III</b>	24	choice
• Cost Control/Work Simplification		
• Depreciation-capital items, equipment rental, real estate		
• Business/Professional Taxes		
• Marketing		
<b>Electives</b>	<b>39</b>	<b>54</b>
• Topics restricted to dental-related courses		
<b>TOTAL</b>	<b>300</b>	<b>150*</b>