

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.