

FREQUENTLY ASKED QUESTIONS REGARDING ADAA FELLOWSHIP

What is the difference between “enrollment” and “application” as it relates to the Fellowship Program?

In order to participate in the Fellowship Program, you must enroll in the program by submitting a Program Enrollment Form along with the enrollment fee. Once you are enrolled, you may begin accumulating the credit hours required for you to earn the Fellowship Award. You will submit your credits periodically to the ADAA Central Office and when you have accumulated the necessary credit hours, you will apply for the Fellowship Award by requesting an award form from ADAA Central Office or downloading the form from the website. The ADAA Council on Fellowship/Mastership will review your credits to verify that all requirements are met and upon verification, an award form will be sent. The Fellowship Application for Award form will need to be sent back along with the required application fee prior to the July 31st deadline.

I just became a member of the ADAA – can I join the Fellowship Program?

Yes! You may enroll in the Fellowship program immediately upon joining the ADAA and receive your Fellowship Award whenever you complete your credit hours. Students, however, are not eligible to participate in the program.

Will the application fee in effect at the time of enrollment still be honored no matter when I apply to receive the Fellowship Award?

Yes. A record is kept of your enrollment date and as long as you complete the necessary credits within ten years of your enrollment, you will receive the fee in effect at the time of enrollment when you apply to receive the award.

How do I know which pathway to select?

Most clinical assistants choose the clinical pathway and most business assistants choose the business pathway. If you are involved in both the clinical and business aspects of dentistry, choose the pathway from which you will derive the most benefit.

What does the term Course Credit mean?

Course Credit means Continuing Education Credit received for lecture, participation, and/or home study courses.

How do I know what requirements are needed?

Refer to the sheet titled "Credit Hour Requirements for Clinical/Business Fellowship" included in your packet. If you have misplaced this form, it can be found on the website.

What if they don't provide a continuing education (CE) slip?

We have included a sample C.E. slip in your packet that can be utilized (copy as needed) if one is not provided for you at the time of the course. *Please be sure the sponsor of the course or the speaker signs your slip for verification.* If you have a letter from the course sponsors verifying attendance and hours, this will be accepted in place of the C.E. slip.

If I am enrolled on the business pathway, can I receive credit for taking courses on topics listed for the clinical pathway and vice-versa?

Yes, but you would have to list these credits under the Elective category.

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I'm required to take CPR every year – will they all count towards my Fellowship?

Yes, as long as you send in a credit report form, copy of your card and a CE slip (if you submit a card without the CE slip, there is no verification of the number of hours attended). However, 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.

If I take a virtual on-line continuing education course, do I list it as lecture or home study?

Most on-line courses will be given credit as home study. To be given credit as a lecture course, the participant must be able to interact with the speaker. If you are able to ask questions in real-time and receive an answer in real-time, the course will be given credit as a lecture course. Any other on-line course is considered home study.

If I take a course that falls under two different categories, can I use two different subject category codes?

No. You can only use one subject category code per submission.

What happens if I turn in a Credit Report Form and it is incorrect?

If you turn in an incorrect form you will receive an Error in Submission of Fellowship Credits form along with your original submission. The "error" form will specifically tell you what was wrong with your submission. It is then up to you to resubmit your form with the necessary corrections.

What are the most common errors made when submitting Credit Report Forms?

Some of the most common errors include:

1. Failure to sign the Credit Report Form
2. Use of the wrong subject code – be careful to use the correct Hours Required column on the Credit Hour Requirement form
3. Failure to submit a separate form and/or CE verification for each course
4. Writing a course description that is not descriptive. One or two sentences for a four-hour course is insufficient to receive credit. Be sure to describe the class adequately.

Do I have to renew my Fellowship or maintain it with CE like my CDA?

Since the Fellowship is an award and not a credential, there is no continuing education requirement to maintain your Fellowship.

Can I start using the initials FADAA as soon as I turn in all my required Fellowship credits?

No. You must wait until you receive your award before using the initials FADAA after your name. You may only use the FADAA designation as an active member in the ADAA.

Is there anyone who can answer my questions as I go through this process?

Yes. There are members who have completed their Fellowship who would be willing to mentor you through the process. Contact ADAA Central Office or the Council on Fellowship/Mastership Chair and request a mentor.