

**AMERICAN DENTAL ASSISTANTS ASSOCIATION**  
**Credit Hour Requirements for Business Fellowship for CDA & Select RDAs**

Effective 9/07

Business Fellowship participants who are CDA are required to accumulate course work in the categories listed below. Use the assigned subject code when submitting Credit Report Forms. A minimum number of hours are required in each category, though hours may exceed the stated number.

<u>Subject Code</u>	<u>Category</u>	<u>Hours Required</u>
<b>P1</b>	<b>Medical Emergencies</b> (6 hrs need to be within 12 months of completion)	24
<b>P2</b>	<b>Infection Control</b> (6 hrs need to be within 12 months of completion)	24
<b>P3.1</b>	<b>Terminology/Anatomy</b>	0
<b>P3.2</b>	<b>Dental Equipment/Ergonomics</b> • Seating of the Dental Team	0
<b>P3.3</b>	<b>Prevention/Nutrition</b>	0
<b>P4</b>	<b>Dental Team Concepts</b>	0
<b>P4.1</b>	<b>Ethics/ Legal Issues</b>	0
<b>P4.2</b>	<b>Professionalism</b>	0
<b>P4.3</b>	<b>Patient Services</b>	0
<b>P4.4</b>	<b>Interviewing/Resolving Conflicts</b> • Business (recall, scheduling appointments, telephone skills)	0
<b>Prerequisite Total</b>		<b>48</b>
<b>BB1.1</b>	<b>Business Office Systems</b> • Office Layout/Ergonomics • Appointment Management	0
<b>BB1.2</b>	<b>Oral Communications</b> • Presentations/Speaking Skills	0
<b>BC1.3</b>	<b>Dental Software</b> • Software Used in Practice	0
<b>BC2</b>	<b>Business Management I</b> • Accounts Receivable/Payable • Collections/Small Claims	0
<b>BC3.1</b>	<b>Business Management II</b> • Inventory/Supply Ordering • Collections/Small Claims	0
<b>BC3</b>	<b>Dental Insurance</b>	0
<b>Basic Clinical Procedures Total</b>		<b>0</b>
<b>AB1</b>	<b>Communication Management</b> • Record Storage • Written Communications/Newsletters	Choice
<b>AB2</b>	<b>Practice Management I</b> • Office Manuals • Supervision Skills/Motivational Therapy • Profit Sharing/Retirement • Employee Assessment	Choice
<b>AB3</b>	<b>Practice Management II</b> • Account Usage-Debit/Credit Summaries • Revenue & Expense Accounts	Choice
<b>AB4</b>	<b>Practice Management III</b> • Depreciation, Equipment, Rental • Business/Professional Taxes • Marketing	Choice
<b>Advanced Clinical Procedures Total</b>		<b>48</b>
<b>E</b>	<b>Electives</b> • Topics restricted to dental-related courses	54
<b>Electives Total</b>		<b>54</b>
<b>TOTAL Credit Hours</b>		<b>150</b>