



## **FORMS OF MEMBERSHIP**

ADAA Central Office continuously works to enhance the way we process membership records in an effort to better serve our members. The following is a breakdown of membership types and how Central Office processes membership. We hope this helps you better understand the way membership works.

### **ACTIVE MEMBERSHIP**

All members of ADAA are Active Members, even non-paying types of membership such as Life Retired. All types of active members count toward each state's delegate counts, except students. Regular ADAA dues are \$115, plus your state/local dues which varies by state. These fees are annual.

### **RENEWALS**

Once payment is received at Central Office, it may be 1-3 days before your payment is processed. Next, payment information is entered into our database in the order in which it is received. This can take up to 4 weeks during peak periods (between October and January, when our annual billing begins).

After payments are entered, member information is sent to our printer on a weekly basis (or bi-weekly during non-peak periods) for membership cards to be made. They are shipped back to Central Office within 1 to 2 weeks and then immediately mailed out to the members.

Therefore, membership cards can take anywhere from 4 to 6 weeks to be mailed depending on the time of year. If a card has not been received in this time frame, we encourage our members to contact Central Office as a problem may have occurred, such as returned mail or incomplete payment.

### **NEW MEMBERS**

The processing order and time for new members is the same as for renewals, but new members will receive a welcome packet instead of just a card.

Also, the first issue of "The Dental Assistant" a new member receives may be delayed if their information is not entered before we submit our list to our printer. If this is the case, members can contact Central Office, and if their payment was processed before the last issue was mailed, we will mail out a copy directly.

Furthermore, processing time is substantially delayed for incomplete applications. Some examples:

- Missing or incomplete dues payment
- Missing required information (address, name, etc.)
- Incorrect address
- Missing instructor's signature or program/school information (student members only)

### **SEMI-ANNUAL MEMBERS**

Semi-annual members pay 1/2 national and state/local dues, plus a \$5 semi-annual fee and \$10 for profession liability insurance. Membership cards will show an expiration date of June 30<sup>th</sup> of the current dues year and a renewal invoice will be mailed around 1 month before the expiration date on the card. New cards will be mailed after the 2<sup>nd</sup> semi-annual payment has been received showing an expiration date of December 31<sup>st</sup> of the current dues year.

35 East Wacker Drive, Suite 1730

Chicago, IL 60601-2211

P: 877.374.3785 F: 312.541.1496

[www.dentalassistant.org](http://www.dentalassistant.org)

[www.adaa1.com](http://www.adaa1.com)

## **STUDENT MEMBERS AND GRADUATED DUES**

Students pay \$30 for membership and an additional \$10 for professional liability insurance. An instructor's signature is required with a student membership application to verify that the person applying is currently enrolled in a dental assisting program.

Also, to reduce processing time instructors can include 1 payment (check or credit card) from either themselves or the school for multiple students. An example: if 4 students are applying for membership, a single payment of either 1 check or credit card for \$120 may be submitted, or \$160 if all 4 students wanted the liability insurance.

Student members can renew their student membership, but if a student member is no longer enrolled in a program, they may renew with reduced dues that gradually increase over the course of 3 years, with the 4<sup>th</sup> year requiring regular national dues.

During the first year after graduation, dues for Active 1<sup>st</sup> year students, or AS1, will be \$55 plus state/local dues. Active 2<sup>nd</sup> year, AS2 will be \$75 plus state/local dues and Active 3<sup>rd</sup> year, AS3, will be \$95 plus state/local dues. The 4<sup>th</sup> year full dues will be charged.

## **LIFE MEMBERSHIP**

ADAA Life membership is granted once a member has had 25 years of continuous membership, not counting years as a Student member. To apply, a special application needs to be filled out and submitted to the member's State Life Member Verification Contact or district trustee if the State Association is inactive. To find your trustee's information visit our website.

If your membership lapsed at any point, you can pay back dues, which are \$5 per month, or \$60 total for a year, to regain continuous membership.

Current Life Membership (Life Active) is not free. Below are the 5 types of Life Membership the ADAA currently offers. All forms of Life Membership, even non-paying forms, allow the member to continue receiving the Dental Assistant Journal, but other benefits vary by type of Life Membership.

- **Life Original Membership (LO)** – Members who had 25 years of membership prior to October 23, 1979, were eligible for this category. There are no dues for the category, but these members do not receive liability or accidental death/dismemberment insurance. They receive the journal at no cost. No current "Active" type member is eligible for this category.
- **Life Half Membership (LH)** – Members who had 25 years of membership from October 23, 1979, until October 8, 1988, were eligible for this category. Members pay half national and half state/local dues, unless the state does not require Life Members to pay state/local dues. All membership benefits are available for these members. No current "Active" type member is eligible for this category.
- **Life Active Membership (LA)** – Members who had 25 years of membership after October 8, 1988, are eligible for this category. Members pay full national dues and state/local dues, unless the State does not require Life Members to pay state/local dues. All membership benefits are available for these members. This is the only form of Life Membership available to current "Active" type members.

35 East Wacker Drive, Suite 1730

Chicago, IL 60601-2211

P: 877.374.3785 F: 312.541.1496

[www.dentalassistant.org](http://www.dentalassistant.org)

[www.adaa1.com](http://www.adaa1.com)

- **Life Retired (LR)** – Life Members who are 62 years of age or permanently disabled. No national dues are required and no member services are given. A free Journal subscription is available upon request
- **Life 35 (L3)** – Members who have had 35 years of membership. Same as Full-Pay Life, but with a 25 percent discount on national dues.

### **SPECIAL MEMBERSHIP (L2)**

Anyone with at least 15 years of continuous membership who has reached retirement age, as determined by the Social Security Act, or with 10 years of continuous membership who have become totally or permanently disabled may apply for special membership. Special Membership requires half national dues and half state/local dues, unless the state does not require Life Members to pay state/local dues. All membership benefits are provided, except liability insurance, which would be subtracted from the dues.

Years spent as a Special Member do not apply to the 25 years required to become a Life Member.

### **PRINTING YOUR MEMBERSHIP CARD AND/OR PROOF OF LIABILITY**

ADAA will mail one membership card. To reprint a card or print proof of liability insurance, visit [www.adaa1.com](http://www.adaa1.com). ADAA members already have an account on our website, so please do not create one. If you need help logging in, contact us toll free at (877) 874-3785

### **AUTOMATIC DEBIT PAYMENTS AND HOW THEY WORK.**

Members also have the option of paying monthly, bi-monthly, and quarterly by using direct debit. A full explanation can also be found at [www.dentalassistant.org](http://www.dentalassistant.org). Only one method of payment will be accepted.

Print an ADAA Membership Application: [http://www.dentalassistant.org/full\\_app.pdf](http://www.dentalassistant.org/full_app.pdf)

Print an ADAA Student Membership Application: [http://www.dentalassistant.org/student\\_app.pdf](http://www.dentalassistant.org/student_app.pdf)

35 East Wacker Drive, Suite 1730

Chicago, IL 60601-2211

P: 877.374.3785 F:312.541.1496

[www.dentalassistant.org](http://www.dentalassistant.org)

[www.adaa1.com](http://www.adaa1.com)