

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 ADAA 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 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 of the year you want to receive the award.

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. Student members, however, are not eligible to participate in the program until they become active members.

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, you can choose either pathway.

What does the term Course Credit mean?

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

How do I know what requirements are needed?

Refer to the link titled “[1-Fellowship Requirements and Guidelines](#)” in the online **ADAA** Fellowship Enrollment Packet. It can be found on the website.

What if the course provider does not 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.

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 subject 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 in order to receive credit for the course.

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 or state credential?

Since the **ADAA** Fellowship is an award and not a credential, there is no continuing education requirement to maintain your Fellowship, however you must maintain active membership with the **ADAA** to continue using the designation.

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 (877-874-3785) or the Council on Fellowship/Mastership Chair and request a mentor.