

INSTRUCTIONS FOR REPORTING FELLOWSHIP CREDITS

Fellowship Credit Report Form

Fellowship enrollees are responsible for reporting credit hours earned to the ADAA Central Office. This is done on the *Fellowship Credit Report Form*. A separate form must be completed for each course that you take and proof of completion attached to the form when submitted to the ADAA. If you attend a course that has more than one subject code, you will need to submit a separate report and a copy of the course verification form for each topic (e.g. *an all day seminar that covers multiple topics . . .*).

Filling out the Fellowship Credit Report Form

The form must either be typed or re-created on the computer with the requested information filled in on the form. **Handwritten or incomplete forms will be returned.**

You must stipulate a Subject Code with the corresponding Subject Category for each of the courses you are reporting (for instance the subject code P1 corresponds to the Subject Category of Medical Emergencies). Refer to the *Credit Hour Requirements* document for these codes and categories. Be sure to use the correct column (non-CDA, CDA) as the requirements for each are different and this is a frequent error.

The type of Credit will be Lecture, Participation, or Home Study. Use the following guidelines:

Lecture: presentations, symposia, group discussions, table clinics. One hour of credit is awarded for every clock hour of formal, structured continuing education. Live webinars that allow the participant to interact in real-time with the speaker may be credited as lecture.

Participation: Each course participant must actively manipulate dental materials or devices or practice skills or techniques under the supervision of a qualified instructor for at least 30% of the course time.

Home Study Courses: Self-instructional written or computerized materials containing a post test, which is graded and successfully completed by the course participant.

Eligible Courses

If needed, please consult the *Fellowship Requirements and Guidelines* with regard to approved education sponsors/providers. All courses **MUST** be related to dentistry. Courses relating to teaching, methodology etc. are not eligible for Fellowship credit.

College courses are not accepted unless it is a Continuing Education course being sponsored by the college. For example, a seminar on Medical Emergencies is acceptable, as is a course on Dental Assisting Expanded Functions. Semester credits not accepted for Fellowship include classes for a dental assisting or dental hygiene or Bachelor's program such as *Head and Neck Anatomy*.

Credits earned for attending a dental convention **do not** count towards Fellowship credit. You have to actually take a course at the dental convention to receive any credit hours.

DANB Prep (PDEP) courses do not meet the Fellowship course guidelines and therefore do not count.

If you purchased the **P.A.C.E.** courses on Infection Control and/or Medical Emergencies through the ADAA Journal several years ago, they will be accepted for credit. You must send your completed workbook(s) to ADAA central office for scoring. These courses are not part of the ADAA home study catalog, though they were promoted by ADAA to enhance education of

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dental assistants. Therefore, these courses **do not** count toward the twelve units required in ADAA home study, or the fifty total units needed of ADAA national, state or local sponsored courses.

Under the Course Description portion of the *Credit Report Form*, you need to write a brief summary (more than 1 or 2 sentences) of the course content. Please include the major topic areas presented as well as any important points that particularly impressed you.

Proof of Attendance/Completion

In addition to the Credit Report Form, written documentation of attendance/completion for the course provided by the sponsoring organization must be stapled to the form. The documentation must include:

1. Name of the course sponsor/provider
2. Course title
3. Date attended/completed the course
4. Credit hours awarded for the course
5. **Sponsor's/provider's signature or verification code** (number read at the conclusion of the program to verify attendance) if applicable.

Meeting attendance forms such as the ones the Academy of General Dentistry distributes at its Annual Meeting where multiple courses are listed are appropriate for proof of attendance for the sessions you attend. You must, however, fill out a separate Fellowship credit report form for each of the programs you attend and attach a copy of the CE slip with each form. **Forms without documentation of attendance/completion will be returned.**

Be sure to sign the form on the appropriate line before submitting. Be sure to keep copies of all documents you send to the ADAA.

Frequency of Reporting Credits

You may submit your credit report forms individually throughout the year or, if you choose, you may submit several together. Credits should be reported, however, *at least* on a quarterly basis rather than waiting until the end of the year. The most frequent comment from members when completing their Fellowship is that it would have been easier if they had submitted the forms as they earned the CE.

Keeping Track of Your Credits

There are tracking forms available for your use that will help you keep track of the different subject categories. In addition to the subject categories, there are requirements for Lecture/Participation (CDAs-100 hrs, Non-CDAs-250 hrs, CDPMA's-100), ADAA Home Study (12 hrs), ADAA sponsored courses (50 hrs) and P1/P2 (6 hrs within 12 months of applying for award) to be met.

Printouts of Continuing Education Credits

The ADAA will enter the credits that you send in and provide you with a report *Fellowship Continuing Education Recording Form* twice a year that tallies the amount of credits accrued in the various subject categories.

Application for Fellowship Award

The deadline date for filing your Fellowship credits is July 31st if you wish to participate in the convocation ceremony that year. If you have all of your requirements sooner, please submit them as soon as possible so there is adequate time to review your forms. Once you have completed all of the requirements, you may request a Fellowship Award Application from ADAA central office. The application fee must accompany the application.