ADAA/DANB Scholarship Program Application

Submit all scholarship materials to adaadanbscholarship@gmail.com by 11:59 p.m. CST on August 31, 2013.
Note: All application materials, including the letter of intent, application form, signed scholarship agreement and supporting documentation must be submitted in one email (either as one PDF attachment or as multiple attachments to one email). All email attachments must be labeled with the applicant's full name, email address and phone number. Faxes and postal mail will not be accepted. The application, letter of intent, and additional questions must be typed. Handwritten applications will not be accepted.

Purpose

The ADAA/DANB Scholarship shall be presented annually at the ADAA Annual Meeting to one or more dues-paying ADAA members in good standing (including student members). Each individual selected to receive the ADAA/DANB Scholarship will have presented a plan for professional development in the field of dental assisting. The scholarship is to be used to help recipients turn their professional development plans into reality.

Personal Data

Name_____
(Last) (First) (Middle)

Address_____
(Street/Box/Suite)

Address_____
(City) (State) (Zip)

ADAA Membership #_____ DANB Certification # (if applicable) _____

Email Address_____ Cell Phone (_____)_____

Professional Development Plan

Your Letter of Intent

Your letter of intent should describe your interest in a long-term career in dental assisting and outlining a plan for your professional development. This letter will serve as the basis for determining the size of the ADAA/DANB Scholarship, should it be awarded to you. ADAA/DANB Scholarships range from $250 to $1,000. The estimated cost of all activities you list must total at least $250 and may exceed $1,000, but the ADAA/DANB Scholarship will be awarded for no more than $1,000 per recipient.

For examples of professional development areas, see the “Use of Scholarship Funds” section of the ADAA/DANB Scholarship Parameters document. Your Letter of Intent will be judged on content, including the specificity of your professional development plan, and on spelling and grammar. The Letter of Intent must be dated and signed by you, and should be a minimum of 250 words but not exceed 1,000 words.

Documentation for Your Professional Development Plan

Attach documents that support the specific professional development activities you describe in your Letter of Intent, as part of your professional development plan. Required documentation is described in the “Use of Scholarship Funds” section of the ADAA/DANB Scholarship Parameters. Only documentation that supports your intended professional development activities is required.

-more-

Letter of Intent

Please describe your interest in a long-term career in dental assisting and outline a plan for your professional development, in 250 to 1,000 words.

Signature_____**Date**_____

Additional Information to be Considered by the ADAA/DANB Scholarship Committee

Please provide answers on a separate sheet, if necessary.

1. **What is the value of ADAA membership to you?**

2. **What value do you believe the ADAA brings to the profession of dental assisting?**

3. **What differences have you noticed, if any, between dental assistants who are members of the ADAA and those who are not?**

4. **What value do you believe DANB certification provides to patients?**

5. **What do you believe is the value of DANB certification to dental assistants themselves?**

-more-

6. **What do you believe is the value of DANB certification to an employer dentist and/or other dental office staff, as a consideration when hiring a dental assistant?**

7. **What differences have you noticed, if any, between DANB certificants and non-certified assistants?**

Scholarship Agreement

I promise to use the scholarship funds for the professional development purposes that I, the recipient, outlined in my scholarship application. I understand that if I, the scholarship recipient, fail to comply with the terms of the Scholarship Agreement, the ADAA/DANB Scholarship will be regarded as an interest-bearing loan and is to be repaid to the ADAA/DANB Scholarship program. Interest will be calculated at the U.S. prime rate on the date the ADAA/DANB Scholarship Committee first determines that repayment is required. If required, repayment must be made by a date to be determined by the Committee on a case-by-case basis. I agree to abide by the *ADAA Principles of Ethics and Code of Professional Conduct* and *DANB's Code of Professional Conduct*. I agree to allow my name, photo and statements submitted in the scholarship application to be used in scholarship- and marketing-related communications from DANB and/or the ADAA. I agree to report back to the ADAA/DANB Scholarship Committee, in writing, one year after the scholarship is awarded, with an update on how I am progressing in my professional development plan.

Signature X_____ Date X _____

American Dental Assistants Association
35 E. Wacker Drive, Suite 1730
Chicago, IL 60601
www.dentalassistant.org
1-312-541-1550

Dental Assisting National Board, Inc.
444 N. Michigan Ave., Suite 900
Chicago, IL 60611
www.danb.org
1-800-367-3262

ADAA/DANB Scholarship Program Parameters

Qualifications, Requirements and Restrictions

The ADAA/DANB Scholarship Committee will accept applications from individuals who meet the following qualifications:

- Applicants must be full dues-paying ADAA members in good standing; student members are eligible.
- Applicants must be at least 18 years of age.
- Applicants cannot be current DANB or ADAA employees, or members of ADAA's Board of Trustees or DANB's Board of Directors.
- Individuals can self-nominate, or be nominated by any other individual; there are no restrictions regarding who can nominate an ADAA member for this scholarship.
- Winners of the ADAA/DANB Scholarship must wait at least three years before applying to be considered again.
- The ADAA/DANB Scholarship will be awarded at the ADAA Annual Meeting.

Additional Policies and Procedures

- The ADAA/DANB Scholarship Committee will select at least one scholarship recipient each year.
- Individual ADAA/DANB Scholarships awarded annually will range from $250 to $1,000 per recipient. The amount to be awarded to each ADAA/DANB Scholarship recipient will be determined by the Committee based on the recipient's professional development plan.
- An email confirmation will be sent to each applicant within five business days following submission of the applicant's email, to those who submit an ADAA/DANB Scholarship application by the August 31 deadline.
- It is the applicant's responsibility to contact the ADAA/DANB Scholarship Committee by email if he or she applied by the August 31 deadline and fails to receive an email confirmation from the ADAA/DANB Scholarship Committee of receipt of the individual's scholarship materials.
- Email confirmation of receipt of documents required to apply for the ADAA/DANB Scholarship only confirms receipt of the applicant's email, not that the ADAA/DANB Scholarship Committee has determined that the application is complete.

Scholarship Application Materials

Applicants must submit all of the following information, in one packet, by the application **deadline of August 31, 2013.** Incomplete applications for the ADAA/DANB Scholarship will not be considered. An incomplete application is defined as missing one or more of the items described below.

1. Signed and dated Letter of Intent
2. Completed ADAA/DANB Scholarship Program Application
3. Documents supporting specific professional development requests (see "Use of Scholarship Funds" section below for details)
4. Signed Scholarship Agreement

-more-

Use of Scholarship Funds

Scholarship funds can be used for professional development activities intended to advance one's knowledge, skills or abilities in the field of dental assisting, including but not limited to:

- Purchasing CDE courses from any ADA CERP or AGD PACE approved CDE sponsor/provider.
  - Documents submitted with your ADAA/DANB Scholarship application must include the course provider, title, description, number of CDE credits to be earned upon completion and fee.
  - If the course will be offered in person rather than online, the course date and location must also be specified.
  - The scholarship can be used toward reimbursement for approved CDE course fees for CDE courses that will be completed within one year after the ADAA/DANB Scholarship application deadline, or that were completed no more than six months prior to the ADAA/DANB Scholarship application deadline.

- Registration for any state, regional or national dental conference.
  - Documents submitted with your ADAA/DANB Scholarship application must include the name and location of the conference and the date(s) on which it will be held.
  - The scholarship can be used toward reimbursement of registration fees for state, regional or national dental conferences that the applicant plans to attend within one year after the ADAA/DANB Scholarship application deadline, or that the applicant attended no more than six months prior to the ADAA/DANB Scholarship deadline.
  - If the scholarship is used to reimburse a dental meeting registration fee already paid, the applicant must provide a listing and summary of courses and programs attended at the dental meeting.

- Reimbursement of a fee to take one or more DANB exam(s) for which DANB deems the applicant to be qualified to take.
  - If the applicant applied to take a DANB exam no more than 12 months prior to the ADAA/DANB Scholarship deadline, <u>proof of DANB exam fee payment</u> and <u>passing results</u> must be provided with the scholarship application.
  - If the applicant plans to take a DANB exam, the application must be submitted to DANB no more than one year after the ADAA/DANB Scholarship application deadline.

- DANB certification reinstatement fee.
  - If the individual allowed DANB certification to lapse and wishes to reinstate, the scholarship recipient must apply for DANB certification reinstatement within one year of the ADAA/DANB Scholarship application deadline.

- Fee to apply to receive ADAA Fellowship or Mastership award (that is, not the enrollment fee; the scholarship applicant must have completed all FADAA or MADAA requirements and be ready to apply for the award).
  - If the applicant includes plans to earn FADAA or MADAA, the scholarship award will include $500 toward this effort, to make payment toward these related expenses:
    - FADAA or MADAA application fee.
    - Registration fee for ADAA Annual Conference at which the FADAA or MADAA will be awarded.
    - After the above two fees are paid, the balance of the $500 can be applied toward travel/hotel expenses for ADAA Annual Meeting attendance.

- Enrollment in college courses.
  - Documents required for the ADAA/DANB Scholarship application include the course description and applicant's explanation of why the course(s) will contribute to professional development.
  - Courses must be offered by an institution of post-secondary education accredited by an agency recognized by the U.S. Department of Education.
  - The applicant must agree to enroll in the course(s) described in the application no more than one year after the ADAA/DANB Scholarship application deadline.

- Open category, to be defined by applicant, if professional development activities do not fit under the ADAA/DANB Scholarship application options described above.

Please note: Scholarship funds may not be used for ADAA membership or DANB certification renewal since they are considered basic professional responsibilities.