

MEMBERSHIP APPLICATION INSTRUCTIONS

1. Answer every question **completely**. Explain items in detail on a separate sheet of paper if necessary. Applications with incomplete responses to instructions 1 to 4 will be returned for completion and may delay the application process. Please print clearly.
2. If you do not currently have a practice address, please provide your home address.
3. **PLEASE ATTACH/SUBMIT THE FOLLOWING:**
 - a. If appending a degree in addition to DDS or DMD, a legible and true copy of the diploma(s) or degree(s) conferred upon you (which must be authenticated by either the president, secretary, dean or registrar of the educational institution attended and accompanied by a certified original translation by a qualified translator if written in a foreign language);
 - b. Copies of all advertisements, placed by yourself and/or your associates, employers or employees, (i.e., letterhead, business cards, telephone directory listing, newspaper advertisements, pamphlets, billboards, transcripts for electronic advertising such as TV and radio, and website address if applicable);
 - c. Specialty Certificate;
 - d. If you qualify as a full-time faculty member, please provide a verification letter from the school;
 - e. If you are currently enrolled in a residency or graduate program, provide a verification of program enrollment.
4. To receive the *CDA Journal*, complete the subscription form, include a check made payable to California Dental Association, and submit with your application.
5. Upon receipt of your application, you will be contacted regarding payment of dues.
6. Our goal is to process your application as quickly as possible. If you have not heard from us in 30 days, please contact your component dental society.
7. Please return completed application to your component dental society.
To find your component dental society please call: **1-866-CDA-Member** or search online at, **www.cda.org**.

COMPONENT DENTAL SOCIETY MEMBERSHIP APPLICATION

(PLEASE PRINT CLEARLY)

1. APPLICATION TYPE: Initial Application Re-application Indefinite Practice Address

2. PERSONAL INFORMATION Gender: Male Female

Name: _____ ADA No.: _____
FIRST MIDDLE LAST

Have you ever been known by any other name(s)? Yes No SSN: _____

If Yes, please provide name(s): _____ Date of Birth: _____

Year of first licensure in the U.S.: _____ Where?: _____

California Dental Lic. No.: _____ Year licensed: _____

PRIMARY OFFICE ADDRESS

Street: _____ Office Phone: _____ Fax: _____

City: _____ State/ZIP: _____ Pager: _____

E-mail: _____

Mailing Address: *(To be used for all correspondence and for publication in membership directory)*

Primary Office Address Home Address

Do you practice at any additional offices? Yes No

SECOND OFFICE

Street: _____ Office Phone: _____ Fax: _____

City: _____ State/ZIP: _____ E-mail: _____

HOME

Street: _____ Phone: _____ Spouse Name: _____

City: _____ Fax: _____ Is Spouse a Dentist? Yes No

State/Zip: _____ E-mail: _____

3. PRACTICE INFORMATION

	PRIMARY OFFICE	SECOND OFFICE
a. Name of Practice:	_____	_____
b. Type of Practice:	_____	_____
c. Nature of Employment: <small>(i.e. owner, associate, employee, independent contractor)</small>	_____	_____
d. Owner of the Practice/Records:	_____	_____

4. EDUCATION

	SCHOOL	STATE/COUNTRY	DATE	DEGREE EARNED/SPECIALTY
Dental School:	_____	_____	_____ to _____	_____
Internship:	_____	_____	_____ to _____	_____
Postgraduate:	_____	_____	_____ to _____	_____

5. BENEFITS

Do you have or plan to apply for TDIC professional liability coverage? Yes No

Do you plan to attend the next CDA Scientific Session? **Spring** (Anaheim) Yes No **Fall** (San Francisco) Yes No

FOR COMPONENT USE ONLY

Date Application Submitted to Local Society: _____

Date Application Submitted to CDA: _____

Date Application Returned From CDA: _____

FOR CDA OFFICE USE ONLY

Status: _____

Application: 1 2 3 4 _____

Quote for Membership Year: _____

ADA Dues: \$ _____ CDA Dues: \$ _____

Can Prorate ADA: Yes No Can Prorate CDA: Yes No

Date Quote Requested from ADA: _____

Date Quote Sent to Component: _____

Date Elected: _____

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6. LIMITATION OF PRACTICE

- I am a General Dentist
 - I limit my practice to the ADA recognized specialty of _____
 - I am Board certified
 - I have had two or more academic years of advanced education in that area.
(Please submit a copy of specialty certificate)

- I limit my practice to the non-ADA recognized discipline of _____
 - I am Board certified
 - I have successfully completed a formal, full-time advanced education program of at least 12 months duration and an oral or written examination based on psychometric principles.

7. PERMITS

Do you or your employer practice under a name other than that which appears on your license? Yes No

If Yes, please provide name(s) _____

*If Yes and you have not already done so, you are required to obtain a fictitious name permit from the **Dental Board of California**:*

Telephone: (916) 263-2300, Ext. 2332 Website: www.dbc.ca.gov

Is conscious sedation administered in your office? Yes No

Permit Holder's Name: _____

Is general anesthesia administered in your office? Yes No

Permit Holder's Name: _____

Do you write Schedule II prescriptions? Yes No

If yes, provide your Narcotics License Number: _____

8. MEMBERSHIP AND LICENSURE DISCIPLINARY ACTION

A) Have you ever received notice that you failed to comply with or been subject to the adverse decision of a duly constituted committee of a constituent or component dental society of the American Dental Association, or is any such action pending? Yes No

B) Are you currently subject to any state board disciplinary action resulting from an adverse decision (suspension, probation terms, etc.) regarding your California dental license? Yes No

If the answer to any of the foregoing questions is "yes," please provide full details (please attach an additional piece of paper, if necessary).

MEMBERSHIP ACKNOWLEDGEMENTS AND AGREEMENTS

A. ADVERTISEMENTS

Applicants who utilize any media to promote their practice of dentistry must submit a copy of all such promotional material along with their application. If the applicant's associates utilize promotional materials, copies of those materials must also be included. Enclosures should include, but are not limited to, copies of telephone directory listings and/or advertisements, newspaper inserts and advertisements, pamphlets or any other material utilized to promote or announce your place of practice, including transcripts of any Internet, radio, television, telephone "on-hold" advertising, letterhead, and business cards. All such information must accompany applications prior to any processing of membership.

Initial: _____ I and/or my associates utilize promotional materials and copies are included with this application.

Initial: _____ I and/or my associates do not utilize promotional materials at this time.

B. BYLAWS AND CODES COMPLIANCE AGREEMENT

I hereby agree to abide by the CDA Code of Ethics, the ADA Principles of Ethics and Code of Professional Conduct and the bylaws of the component dental society, the California Dental Association and American Dental Association.

I hereby acknowledge and agree, as to any patient I treat, to comply with the reasonable requests of a duly constituted peer review committee as set forth in Section 3 of the CDA Code of Ethics and to abide by the decisions of such body. It is understood that this may require, among other things, that I provide patient records, including x-rays, study models, or other documents necessary in order for a committee to conduct a peer review. In the event of a peer review decision in favor of the patient, funds will be made available by me as designated by the peer review decision. I also acknowledge that non-compliance with a duly constituted peer review committee, a single peer review case involving grossly inadequate or grossly inappropriate treatment, and/or a pattern of negligent or inappropriate practice (i.e., three or more adverse peer review decisions in a 24-month period), may result in the referral to the Judicial Council for investigation of possible ethical violations.

An adverse Judicial Council decision could result in a report to the Dental Board of California and the National Practitioner Data Bank, as mandated by law. In addition, such matters and violations of the CDA Code of Ethics may result in the imposition of discipline by CDA, including censure, suspension, or expulsion.

The Peer Review Manual and Quality Evaluation Manual are available for purchase and/or inspection by contacting your dental society. All ADA documents may be obtained at www.ada.org, all CDA documents at www.cda.org and component documents may be available from a component dental society office or website.

C. MEMBERSHIP AGREEMENT

I CERTIFY THAT all statements made by me in this application are complete, true and correct. I agree that if any such statements are found to be false, or if there are material omissions made, this application may be rejected solely on those grounds, or in the event such false statement or omission does not become known to the dental society until after I have been elected, that I may be removed immediately from membership on the basis of the false statement of omission alone. For the purposes of this paragraph, I understand that a material misstatement or omission shall mean one which is "not insubstantial" or one which is "significant in relation to the questions asked." Upon becoming a member, I hereby waive the right to hold component dental society, CDA, ADA, or any member thereof, responsible for any damage in case of disciplinary action involving me, after a hearing in accordance with the bylaws of these organizations.

D. FAX AND EMAIL CONSENT

I understand that by providing the fax number(s) and email address(es) in Section 2 of this application, I hereby consent, on behalf of myself and on behalf of any entity specified in Section 7 of this application, to receive faxes and emails sent by or on behalf of the component dental society, California Dental Association, American Dental Association, The Dentists Insurance Company, 1201 Financial & Insurance Services, Inc., and California Dental Association Foundation. If I am giving this consent on behalf of an entity specified in Section 7 of this application, I hereby represent and warrant that I am duly authorized to execute and deliver this consent on behalf of that entity.

Name of Applicant (please print)

Signature

Date

FOR COMPONENT STAFF USE ONLY

Applicant Name: _____

Application Review Checklist

Component

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Are all questions on the application answered and application signed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Did applicant provide his/her dental license number? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Does applicant append additional degrees after his/her name? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If Yes, did applicant include proper documentation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Does the applicant, applicant's employer or associates advertise? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If Yes, did applicant include copies of all advertising? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Copy of telephone directory listing | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Copy of newspaper advertisements | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Copy of letterhead/stationery and business card | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Copy of flyer or posters | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Written copy of any electronic media advertising | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Written copy of building or office sign verbiage | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Website Address: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

- | | | |
|--|------------------------------|-----------------------------|
| Does the applicant practice under a name other than the name on his/her dental license, hold a propriety interest in more than one practice, or administer conscious sedation or general anesthesia? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Yes, check the Dental Board website to confirm necessary permits. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the applicant prescribe Schedule II drugs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Yes, did the applicant provide his/her narcotics license number? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Currently:

- | | | |
|--|------------------------------|-----------------------------|
| Has the applicant been denied membership in a component dental society? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the applicant been expelled or suspended for ethical reasons? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the applicant's license being disciplined by the Dental Board (i.e., probation, suspension, etc.) ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the applicant had an accusation filed against him/her with the Dental Board? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the applicant being considered for "Conditional" membership status or denial? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the applicant have any unresolved Peer Review cases? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (For transfer applicants - See Transfer Applicant Guidelines) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If Yes to any items in this box, mandatory referral to MARS is necessary. Please complete the "Component Referral To MARS" form and forward the application to MARS for review.

Forwarded to MARS

HELPFUL ITEMS:

DENTAL BOARD OF CALIFORNIA INFORMATION:

Telephone: 916-263-2300

Website: www.dbc.ca.gov

(Once on website, if you use the "License Verification" option, you will be able to check current license status, permits, disciplinary actions and business ownership all on the same web page)

DEPARTMENT OF MANAGED HEALTH CARE

Telephone: 1-800-HMO-2219

Website: www.dmhc.ca.gov