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ADA NATIONAL SIGNING DAY
SOCIETY FACT SHEET

What is it?

National Signing Day is a designated time period when state or local dental societies hold events at dental schools where senior dental students apply for ADA membership. National Signing Day brings together dental schools, state and local dental societies, and ASDA chapters to welcome new dentists to the profession. By working together, we can ensure every graduating dental student begins their career on a winning team!

When?

National Signing Day will officially kick off on January 1. The program and related activities will continue through May 31. The goal is for new graduates to sign up for membership during this time period. Plan to host several events during this timeframe. Please note that the earlier you host an event the better, due to finals and graduation.

Incentive for ASDA Chapters

Each ASDA chapter can earn a cash award by helping to convert new graduates through the National Signing Day program. Chapters that work with their state or local dental societies to help get the D4 students to complete the NSD online application can earn up to $1,000! Here's the breakdown:

Why?

In order to stay connected with recent graduates while they are relocating and becoming licensed, the ADA automatically grants them Provisional membership upon graduation. National Signing Day assists with the next step of moving new graduates from provisional membership* to an active membership category as soon as they are eligible. Encouraging seniors to apply for active membership while still in school makes it easier for the student to commit to organized dentistry and helps societies build a strong new dentist membership base early.

**Provisional membership in the American Dental Association is available to new dental school graduates who have not established a practice location, and therefore may be ineligible to join at the constituent and components levels. Provisional membership is also extended to graduates of an unaccredited dental school, who have recently been licensed to practice dentistry in a jurisdiction in which there is a constituent dental society.*

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How?

1. Plan and prepare

- Work with your local dental school and/or ASDA chapter to schedule your events, or incorporate National Signing Day into an existing event for senior dental students.
- Review the **toolkit** for information and promotional materials.
- Let the ADA know when you plan to host your event.

2. Complete the participation survey

3. Host your event

- Send an email invitation which includes the **online application** for both member and non-member D4 students to complete prior to event. (See email template in the **toolkit**.) Check in with ASDA Chapter Leaders to make sure you have a full roster of students. Remember some students could be ASDA non-members and the ADA may not have their information.
- For students who have not completed the application prior to the event, encourage students to scan the QR code.
- To complete the online application, students must use their ADA number or email address in Aptify. The email address they should use is the one where they are receiving ADA Morning Huddle or other ADA updates. Students who do not have an ADA number will need to use the digital **non-member application**. **Make sure they check for their membership first before completing the non-member application.**
- Ask students to complete as much of the application as possible on their cell phone or laptop, especially current contact information and post-graduation plans (i.e. where they intend to practice, permanent email address (please no .edu), residency program, etc.)
- To help incentivize the D4 students to complete the application, each D4 student who completes a member or non-member digital application, can show his/her confirmation email to receive a graduation gift. Feel free to customize this and add your own materials!
- States on Aptify can run the National SD view. This will allow the states to see who has completed the online application and provide a list of who to give the graduation gift to. Please allow 10 business days for non-member data to appear once an application is completed.

- Share information about member benefits and resources. Consider using the NSD PowerPoint found in the **toolkit**. Be creative with your event – hold a Lunch and Learn, provide food, and make it fun and memorable.

4. Data collection

- Once the online member application is completed, the D4 students' information will be available in the National SD view.
- If a student has never joined ASDA during their four years of dental school, the ADA will need to create a membership record. These non-member D4 students will need to complete the non-member application. Please allow 10 business days for the non-member student data to be entered in Aptify.
- Use the National SD view in Aptify to see which D4 students have applied for membership. **Follow up with the D4 students who have not completed the online application.** (Sample follow-up email provided in **toolkit**).

5. Convert new graduates

- Send an email to thank the students/new graduates for applying and request additional information as needed.
- Once the ADA has completed the graduation routine in mid-July, states can begin transferring applicants who have an office or home address on file.
- Although licensure is no longer required for membership, regularly check your state license board to update new graduate records.
- Review the Senior Roster view on a regular basis to make sure you are reaching potential applicants in your state.