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LevelUp

ADA NATIONAL SIGNING DAY
ONLINE APPLICATION FAQ

The online National Signing Day application is available at **ADA.org/LevelUp**. This application is integrated with Aptify and will automatically populate applicants' membership records.

Q. Can every student use the online application?

A. Only those students with an ADA number can use the online application on **ADA.org/LevelUp**.

Q. What if students who are or were an ASDA/ADA member don't know their ADA Number?

A. They can login using their name and email address. The email address they should use is the one where they are receiving *ADA Morning Huddle* or other updates from the ADA (this is the email address we have on file).

Q. What about the non-member applications?

A. For those students who are not ASDA members or a record can not be found in Aptify, they will need to use the digital **non-member application**. Please have students attempt to use the application on **ADA.org/LevelUp** first to confirm their membership.

Q. How do I know if a student was an ASDA/ADA member?

A. All students at the 49 auto-enrolled schools are ASDA members and should have an ADA record. At the 20 recruited schools, a list of students, who hold or have held an ASDA/ADA membership at some point, can be pulled from Aptify.

Q. Can I create a record in Aptify for students who were never an ASDA/ADA member?

A. No, non-member students will need to submit a digital application. DMO will process those incoming application within 10 business days.

Q. What if students don't know their future office address?

A. That's fine; the digital application allows them to select yes or no and the application advances accordingly. They will, however, be asked to update their home address, permanent email (not an .edu) and phone number.

Q. What if students don't know which state they will be licensed in, or are going into a residency program?

A. Have the student give us their best guess on where they are going. This field just helps us know where to search for a new graduate's license in the future.

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Q. How should students complete the Membership section?

A. If they are going into practice after dental school, they should select the state in which they plan to practice and be licensed in.

If entering into a post doctorial/resident program or the Federal Dental Services, search for the residency program by state abbreviation and then by name of school/program. If the program cannot be found, select other and type in the program name.

Q. What is provisional membership?

A. Provisional membership is a special membership category at the American Dental Association. It 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.

Q. What happens after a student successfully submits their application?

A. Both member and non-member students who complete an online application, will receive a confirmation email upon completion. Member information will be added to their Aptify record automatically. Please allow 10 business days for non-member applications to be uploaded and completed in Aptify. This information can be accessed through the **National SD** views in Aptify. For those graduating students who completed a non-member application, their ADA membership will start in July 2024. State societies should reach out to students/recent graduates applying for membership in their state to welcome them and share information about benefits and resources.

Once the ADA graduates the the current class in late July, they will automatically be converted to Provisional membership. States can now transfer applicants into tripartite membership based on a home or office address. This is due to the 2018 bylaws change where licensure is no longer required. Students going into a residency program can also be transferred into a state without a license.

Still have questions?

Contact your **Outreach Manager** or the Office of Student Affairs at **studentaffairs@ada.org**.