



## DMCP Application Checklist and Fee Payment Form

Applicant **MUST** submit this page with the completed DMCP Application Form. Faxed applications will **NOT** be accepted. If you have not signed your application or enclosed the required documents or fees, your application will not be processed.

Have you:

- |   |  |
|---|--|
| <input type="checkbox"/> Read the Application Kit from cover to cover?                                    | <input type="checkbox"/> Checked all mathematical calculations?  |
| <input type="checkbox"/> Understood the DMCP policies as stated in this Application Kit?                  | <input type="checkbox"/> Completed and enclosed the essay portion of the application?                        |
| <input type="checkbox"/> Read and agree to be bound by the ADME/DMCP policies and procedures as outlined? | <input type="checkbox"/> Enclosed the following supporting documents? (if applicable)                        |
| <input type="checkbox"/> Enclosed the ORIGINAL Application (A-N)?   | <input type="checkbox"/> Copy of school transcript/diploma   |
| <input type="checkbox"/> Accumulated a total of 90 or more points on the DMCP Application?                | <input type="checkbox"/> Continuing Education documentation  |
| <input type="checkbox"/> Retained a copy of your completed application for your own records?              | <input type="checkbox"/> Letter from faculty advisor supporting internship points                            |
| <input type="checkbox"/> Filed the Application Kit for future reference?                                  | <input type="checkbox"/> Documentation of membership in professional organizations                           |
| <input type="checkbox"/> Enclosed the Application Fee of \$200 for ADME members/\$300 for non-members?    | <input type="checkbox"/> Copy of copyright and title page of authored books or reprints of authored articles |
|   | <input type="checkbox"/> Proof of speaking/teaching assignments  |
|   | <input type="checkbox"/> Copy of certificate of professional designation or documentation of awards received |

## DMCP Application Fee Payment Form

The DMCP Application Fee of \$200US for individuals working for an ADME member company or \$300US for an individual not working for an ADME member company must be submitted with the original application. Please indicate method of payment below.

Applicant Name \_\_\_\_\_

Payment by check made payable to ADME **OR**  MasterCard  Visa  American Express

Person's name on card \_\_\_\_\_ Amount \_\_\_\_\_

Card number

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Billing Address \_\_\_\_\_

Billing City, State, Zip \_\_\_\_\_

Signature \_\_\_\_\_

The Fee Payment Form with payment or payment information may be sent to

**USPS:**  
 DMCP Program Office  
 PO Box 2307  
 Dayton, OH 45401-2307

**Overnight/Courier:**  
 DMCP Program Office  
 11 W Monument Avenue, Suite 510  
 Dayton, OH 45402