

# GRADUATION CHECKLIST

## ✔ GET MY LICENSING IN ORDER

**LARA:** 517-241-0199  
[BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov)  
[michigan.gov/lara/bureau-list/pl/health/hp-lic-health-prof/dental](http://michigan.gov/lara/bureau-list/pl/health/hp-lic-health-prof/dental)

## ✔ INSURANCE I NEED IN PLACE

**Tina Croley**  
**Commercial Lines Manager**  
[tcroley@mdaifg.org](mailto:tcroley@mdaifg.org)  
800-860-2272, EXT 448

**Malpractice:** DO NOT practice without this.

**Disability:** New grad discounts have an expiration date.

**Health:** If I'm on the school's health insurance and losing this coverage, does my employer offer this as a benefit? If not, MDA can help me find coverage. Deadlines apply.

## ✔ GET MY RESUME IN TIP-TOP SHAPE

**Amy Schaeffer**  
**Human Resources Specialist**  
[aschaeffer@michigandental.org](mailto:aschaeffer@michigandental.org)  
517-346-9406

## ✔ REVIEW INSURANCE PROVIDER CONTRACTS

**Have the ADA review my contract:**

**Kesha Dixon**  
**Government/Insurance Affairs/Access Assistant**  
[kdixon@michigandental.org](mailto:kdixon@michigandental.org) | 517-346-9452

**Understand my contract:**

**Bill Sullivan**  
**Vice President of Advocacy and Professional Relations**  
[bsullivan@michigandental.org](mailto:bsullivan@michigandental.org) | 517-346-9405

## ✔ EMPLOYEE CONTRACT REVIEW

**ADA Resources:**

Get the contract you deserve  
Negotiate your salary  
Understand how you're paid

[ada.org/resources/careers/dental-contracts-and-contract-evaluations](http://ada.org/resources/careers/dental-contracts-and-contract-evaluations)

**Have an attorney look at it**

**Dan Schulte, Kerr Russell**  
[dschulte@kerr-russell.com](mailto:dschulte@kerr-russell.com) | 313-961-0200

## ✔ MAKE SURE MY MDA MEMBERSHIP IS UPDATED WITH MY NEXT MOVE

**Mieke Shrikian**  
**Membership Manager**  
[mshrikian@michigandental.org](mailto:mshrikian@michigandental.org)  
517-346-9470