How-to post a practice for sale on careers.cda.org

1. Log-in to your careers.cda.org account and click **Post a Job** under the Employers section.

2. Select a product for posting:

   Post / Create A Job
   Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 860-437-5700.
   * indicates required field

<table>
<thead>
<tr>
<th>Type of Job Posting</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Members) 30 Day Job Posting</td>
<td>30 days</td>
<td>$49.00</td>
</tr>
<tr>
<td>(Non-Members) 30 Day Job Posting</td>
<td>30 days</td>
<td>$349.00</td>
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<tr>
<td>(Members) Job Flash™ Package</td>
<td>30 days</td>
<td>$199.00</td>
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</tbody>
</table>

   CDA members save on postings! To become a CDA member click here

3. Create a Job Name (Note: we suggest ‘Practice for Sale’):

   Enter the name of the job you are posting. It is not displayed to users, but is how you will reference your job posting in your account under the My Jobs tab.

   - Save as Template
   - Anonymous Posting
   - Include Company Profile
4. Fill in Company name and Position title for your practice for sale.

5. For Job Function, add the function that corresponds to the practice for sale.

6. Under Job Type, choose Dental Offices for Sale/Lease.

7. Under Practice for Sale Opportunity, choose from one of the three options.
8. Under Practice Specialty, add your preference.

9. Fill out the Description section to add information about your practice.

10. Salary is a required field for all postings – add a range for potential practice earnings.
    (Note: This can be anything from $1+)

11. Continue to review and complete your posting.

For any questions, please contact:

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