

CDA Practice for Sale Steps:

For any issues with Practice for Sale, please refer to the following steps with screenshots:

1. When logged into your account, press Post A Job:



2. Once you get to the posting screen, choose a posting product:

Type of Job Posting	Duration	Cost
<input checked="" type="radio"/> (Members) 30 Day Job Posting Posted for 30 Days. <i>CDA members save on postings! To become a CDA member click here</i>	30 days	\$49.00
<input type="radio"/> (Non-Members) 30 Day Job Posting Posted for 30 Days. <i>CDA members save on postings! To become a CDA member click here</i>	30 days	\$349.00
<input type="radio"/> (Members) 60 Day Job Posting 60 day posting	60 days	\$98.00
<input type="radio"/> (Non-Members) 60 Day Job Posting 60 day posting	60 days	\$459.00
<input type="radio"/> (Members) Job Flash™ Package <ul style="list-style-type: none">• Job Emailed to 22,535 Dental Professionals in California• Posted for 30 Days <i>CDA members save on postings! To become a CDA member click here</i>	30 days	\$199.00
<input type="radio"/> (Non-Members) Job Flash™ Package <ul style="list-style-type: none">• Job Emailed to 22,535 Dental Professionals in California	30 days	\$499.00

3. Add name to the Job Name section (Note: This is where you can add Practice For Sale):

Job Name: *

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.

Job Basics

General information about your job opportunity.

Company Name: *

Edits to this field apply to this job, the profile visible on all jobs, and on the company directory.

Use a different company name only for this job? [?](#)

Company Logo: Include your company logo with job posting Yes No

[Choose File](#) No file chosen

Stand out to job seekers by enhancing your profile with a logo!

- .jpg, .png, or .gif file formats only
- 300 x 300 pixels (recommended)
- <5MB file size

Edits to Company Logo apply to the profile visible on all jobs for this company and on the Company Directory.

Position Title: * TEST

Enter the name of the position you are posting for users to see.

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

Company Logo: posting

Position Title: * your prof

Job Function: * posting f

Select the job function for this position.

Select one

- Associate Professor
- Dental Assistant
- Registered Dental Assistant
- Faculty
- Registered Dental Hygienist
- Front Office/Reception
- Financial Coordinator
- Dental Referral Coordinator
- Patient Coordinator
- Lab
- General Dentist
- Pedodontist or Pediatric Dentist
- Orthodontist
- Periodontist
- Endodontist
- Oral Surgeon
- Prosthodontist
- Dental Office Manager**

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

Job Type: * Dental Offices for Sale/Lease ▼

Select what type of position this is.

7. Under Practice for Sale Opportunity, choose from one of the three options.

Practice for Sale Opportunity: Select one

Practice Specialty: * Partner Opportunity

Associate to Owner Opportunity

8. Under Practice Specialty, add your preference.

Practice Specialty: * Select one

Select one
Biomedical Sciences
Endodontic
General
Group
Pediatric
Periodontal
Prosthodontic
Oral Surgery
Orthodontic

Job Description: *

To prevent SPAM, please do not include your contact information in your job description. To receive applications by email, please use the Contact Information section below.

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

Job Description: *

To prevent SPAM, please do not include your contact information in your job description. To receive applications by email, please use the Contact Information section below.

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Enter in a description for the position you are hiring for. You may type directly into this field or copy and paste text from an external document.

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

Select the minimum amount of experience required for this position.

Salary: * to

Select one ▼

Enter the salary range for this position. Please enter only numbers.

11. Continue to review and complete your posting.

For any questions, please contact Charley Kellogg at (860) 579-1197 or Charles.kellogg@communitybrands.com.