STATE OF CALIFORNIA
dca
Dental Board of California
2005 Evergreen Street, Suite 1550, Sacramento, California 95815
P 916.263.2595 F 916.263.2140 | www.dbc.ca.gov

INSTRUCTIONS
for Completing:

Orthodontic Assistant Course
Application for Approval by the Dental Board of California

This Application reflects the requirements of Business and Professions Code Sections 1754.5, 1755, and 1756.1, which each course must meet to secure and maintain approval by the Dental Board as an Orthodontic Assistant Course for individuals seeking an Orthodontic Assistant Permit.

In the Application document, excerpts from the laws appear in normal text, while questions on the Application appear in italic text. The term "B&P" used in the Application document means "Business and Professions Code Section".

1. Fee. A non-refundable application fee in the amount of $300 payable to The Dental Board must be submitted with the Application unless your program is accredited by the Chancellor's office of the California Community Colleges.

2. Number of Copies. One original and two copies (one of which may be on an 1x-52x compatible CD in Word format) of the Application and all required documents must be submitted.

3. Completion of Application. Each question on the Application must be answered fully. An incomplete Application will not be accepted.

4. Attachments. All required documents must be attached as separate Attachments as indicated within the Application, and all Attachments must be submitted with the Application unless otherwise noted.

5. Facilities, Equipment and Supplies. The Dental Board may choose to review the course facilities, equipment, and supplies.

6. Records Evaluation. The Dental Board may choose to review all of the required records such as records retained by the course director; practical and clinical examinations; minimum performance records, etc.

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DEPARTMENT OF CONSUMER AFFAIRS

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$300 Fee
Rcpt#:_____
File#_____

Orthodontic Assistant Course
Application for Approval by the Dental Board of California

Date of Application: October 17, 2009

Name of Applicant: Michael Howard Payne

Business Name: American River Orthodontics

Address: 3406 American River Drive Suite E

City, State, Zip: Sacramento, Ca 95864 Telephone: 916-486-4233

Type of Course: ___Community College ___Vocational Program ___Dental School

___ Private School ✓ Other - specify: In office

Name of Course Director: Michael H. Payne

Telephone: 916-486-4233 Email Address: Payneortho@aol.com

Name of Owner (if other than Course Director): N/A

Telephone: N/A Email Address: N/A

I certify under penalty of perjury under the laws of the State of California that this Application and all attachments are true and correct.

Michael H. Payne — Oct 15, 2009

Signature of Course Director **Date**

I certify that I will be responsible for the compliance of the course director with the laws governing Orthodontic Assistant Courses approved by the Dental Board of California. I certify under penalty of perjury under the laws of the State of California that this Application and all attachments are true and correct.

Michael H. Payne — Oct 15, 2009

Signature of Owner (if other than the Course Director) **Date**
(If sole ownership business, individual owner must sign. If partnership, one of the partners must sign. If a corporation, the CEO or secretary of the Corporation must sign.)

(a) Educational Setting/Student Prerequisite. The course shall be established at the post-secondary educational level. (Excerpt: B&P 1755(a)(5))

1. Is the program established at the post-secondary educational level?
✓ *Yes* ____ *No*

2. Will each student be required to have completed six months of work experience as a dental assistant prior to commencing the course? Attach as Attachment to Question 2 a description of how the course will assure that the dental assistant has completed such experience.
✓ *Yes* ____ *No*

(b) Administration. Adequate provisions for the supervision and operation of the course shall be made. (Excerpt: B&P 1756(a))

3. Will adequate provisions for the supervision and operation of the course be made?
✓ *Yes* ____ *No*

(c) Course Director/Faculty. The course director shall possess a valid, active, and current license issued by the board. He or she shall actively participate in and be responsible for the day-to-day administration of the course, including the following requirements:

(1) Maintaining for a period of not less than five years copies of curricula, program outlines, objectives, grading criteria, and copies of faculty credentials, licenses, and certifications, and individual student records, including those necessary to establish satisfactory completion of the course.

(2) Informing the board of any major change to the course content, physical facilities, or faculty, within 10 days of the change.

(3) Ensuring that all staff and faculty involved in clinical instruction meet the requirements set forth in law. (Excerpt: B&P 1755(b))

Each faculty member shall have been licensed or permitted for a minimum of two years and possess experience in the subject matter he or she is teaching. No faculty member shall instruct in any procedure that he or she is not licensed or permitted to perform. (Excerpt: B&P 1755(c))

All faculty responsible for clinical evaluation shall have completed a two-hour methodology course in clinical evaluation prior to conducting clinical evaluations of students. (Excerpt: B&P 1756.1(c))

All faculty and staff involved in the direct provision of patient care shall be certified in basic life support procedures, including cardiopulmonary resuscitation. Recertification intervals may not exceed two years. The course director shall ensure and document compliance by faculty and staff. A course shall not be required to ensure that students complete instruction in basic life support prior to performing procedures on patients. (Excerpt: B&P 1755(f).

4. Does the course director possess a valid, active, and current license issued by the Board? Attach as Attachment to Question 4 the name and license number of the proposed course director.
✓ *Yes* ____ *No*

5. Will the course director actively participate in and be responsible for the day-to-day administration of the course as specified above?
✓ *Yes* ____ *No*

6. Has each faculty member been licensed for at least two years, and possess experience in the subject matter he or she is teaching? Attach as Attachment to Question 6 a table containing the name and license number of each faculty member.
✓ *Yes* ____ *No*

7. Has each faculty member responsible for clinical evaluation completed a two-hour methodology course in clinical evaluation? Attach as Attachment to Question 7 a copy of the certificate of completion of a two-hour methodology course in clinical evaluation for each faculty member.
✓ *Yes* ____ *No*

8. Will all faculty and staff involved in the direct provision of patient care be certified in basic life support procedures? Attach as Attachment to Question 8 a copy of each faculty and staff members' CPR card.
✓ *Yes* ____ *No*

(d) Student Certificate of Completion. A certificate or other evidence of completion shall be issued to each student who successfully completes the course and shall include the student's name, the name of the course, the total number of course hours, the date of completion, and the signature of the course director or his or her designee. (Excerpt: B&P 1755(d)).

9. Will a certificate or other evidence of completion be issued to each student who successfully completes the course as specified above? Attach as Attachment to Question 9 a copy of the certificate of completion.
✓ *Yes* ____ *No*

(e) Emergency Management. A written policy on managing emergency situations shall be made available to all students, faculty, and staff. (Excerpt: B&P 1755(f)).

10. Does the course have a written policy on managing emergency situations, and will it be made available to all students, faculty, and staff? Attach as Attachment to Question 10 a copy of the policy.
✓ *Yes* ____ *No*

(f) Infection Control/Hazardous Waste Disposal Protocols. The course shall establish written clinical and laboratory protocols to ensure adequate asepsis, infection, and hazard control and disposal of hazardous wastes, that comply with the board's regulations and other federal, state, and local requirements. The course shall provide these protocols to all students, faculty, and appropriate staff to ensure compliance with these protocols. Adequate space shall be provided for preparing and sterilizing all armamentarium. All reusable armamentarium shall be sterilized and nonreusable items properly disposed. (Excerpt: B&P 1755(f))

11. Will OSHA attire and protective eyewear be required for each student?
✓ *Yes* ____ *No*

12. Does the course have written clinical and laboratory protocols to ensure adequate asepsis, infection and hazard control, and disposal of hazardous wastes, that comply with the board's regulations and other Federal, State, and local requirements, and will such protocols be provided to all students, faculty and appropriate staff? Attach as Attachment to Question 12 a copy of such protocols for the following: PPE; equipment and supply infection control; biohazardous waste; management of occupational exposure to blood and body fluids; infection control protocol for operatory set-up and clean-up; infection control protocol during dental treatment; disinfection; sterilization; sanitization; barrier use; surface disinfection.
✓ *Yes* ____ *No*

13. Is adequate space provided for preparing and sterilizing all armamentarium? Attach as Attachment to Question 13 a description of how reusable instruments are properly sterilized before use on patients.
✓ *Yes* ____ *No*

(g) Length of Course. The course shall be of sufficient duration for the student to develop minimum competence in all of the duties that orthodontic assistant permitholders are authorized to perform, but in no event less than 84 hours, including at least 24 hours of didactic instruction, at least 28 hours of laboratory instruction, and at least 32 hours of clinical instruction. (Excerpt: B&P 1756.1(a))

14.

a. Will the length of the course be of sufficient duration for each student to develop minimum competency in all of the duties that orthodontic assistant permitholders are authorized to perform, but no less than 84 hours, including at least 24 hours of didactic instruction, at least 28 hours of laboratory or pre-clinical instruction, and at least 32 hours of clinical instruction?

✓ *Yes* ____ *No*

Specify the hours for each of the following:

Didactic: 24 Laboratory: 20 Pre-Clinical: 8 On-Site Clinical: 32 Extern Clinical: ____

b. If the applicant is a Board-approved RDA program seeking to provide instruction to students enrolled in the program, will the length of the course be no less than 60 hours, including at least 12 hours of didactic instruction, at least 26 hours of preclinical instruction, and at least 22 hours of clinical instruction?
✓ *Yes* ____ *No*

Specify the hours for each of the following:

Didactic: 12 Laboratory: 20 Pre-Clinical: 6 On-Site Clinical: 22 Extern Clinical: ____

Note: Business and Professions Code Section 1757 provides that an RDA Program must apply separately for approval to provide an Orthodontic Assistant Course if it wishes to provide such instruction. Section 1757 further provides that an RDA Program shall not be required to obtain separate approval to teach the duties of placing ligature ties and archwires, removing orthodontic bands, and removing excess cement from surfaces of teeth with a hand instrument.

(h) Faculty/Student Ratios. Facilities and class scheduling shall provide each student with sufficient opportunity, with instructor supervision, to develop minimum competency in all duties for which the course is approved to instruct. (Excerpt: B&P 1755(e))

Laboratory Instruction: There shall be at least one instructor for every 14 students who are simultaneously engaged in laboratory instruction.

Preclinical instruction: There shall be at least one instructor for every six students who are simultaneously engaged in preclinical instruction.

Clinical instruction: There shall be at least one instructor for every six students who are simultaneously engaged in clinical instruction. (Excerpt: B&P 1754.5)

15. Will there be at least the following number of instructors per student who are simultaneously engaged in the following instruction: 1 for every 14 students during laboratory instruction, 1 for every 6 students engaged in pre-clinical instruction, and 1 for every 6 students engaged in clinical instruction?
✓ *Yes* ____ *No*

Attach as Attachment to Question 15 the following information in a table or chart in the following format for those sessions applicable to the course (do not complete these charts):

Maximum Students enrolled per session:		Number of Operatories:	
Faculty/Student Ratios	Didactic:	Laboratory:	Clinical:

Class Session*	Hours **	Total Number of Students	Total Number of Faculty Providing Instruction (including Course Director)	Names of Faculty Providing Instruction (including Course Director)

*Class Session – describe the day or days the class(es) meet, i.e., Monday and Wednesday evenings.
**Hours – provide the hours per day(s)

(i) Facilities and Resources. Facilities and class scheduling shall provide each student with sufficient opportunity, with instructor supervision, to develop minimum competency in all duties for which the course is approved to instruct. (Excerpt: B&P 1755(e))

The location and number of general use equipment and armamentaria shall ensure that each student has the access necessary to develop minimum competency in all of the duties for which the course is approved to instruct. The course provider may either provide the specified equipment and supplies or require that the student provide them. Nothing in this section shall preclude a dental office that contains the equipment required by this section from serving as a location for laboratory instruction.

The minimum requirement for armamentaria includes infection control materials specified by the Division of Occupational Safety and Health and the regulations of the board, protective eyewear, mask, and gloves for each student and faculty member, and appropriate eye protection for each piece of equipment. (Excerpt: B&P 1755(e)(1) and (2))

The minimum requirements for equipment and armamentaria shall include banded or bonded orthodontic typodonts in the ratio of at least one for every four students, bench mount or dental chair mounted mannequin head, curing light, regular typodont with full dentition and soft gingiva in the ratio of at least one for every four students, and a selection of orthodontic instruments and adjunct material for all of the procedures that orthodontic assistant permitholders are authorized to perform. (Excerpt: B&P 1756.1(b))

16. Do the facilities and class scheduling provide each student with sufficient opportunity, with instructor supervision, to develop minimum competency in duties that Orthodontic Assistants are allowed to perform? Attach as Attachment to Question 16 a description of the entire facility, identifying the location of the following major areas of instruction: lecture area; laboratory; dental operatories; and, sterilization area.

✓ *Yes* ____ *No*

17. Do the location and number of general use equipment and armamentaria ensure that each student has the access necessary to develop minimum competency in the duties that Orthodontic Assistants are allowed to perform? Do they include banded or bonded orthodontic typodonts in the ratio of at least one for every four students, bench mount or dental chair mounted mannequin head, curing light, regular typodont with full dentition and soft gingiva in the ratio of at least one for every four students, and a selection of orthodontic instruments and adjunct material for all of the procedures that orthodontic assistants are authorized to perform? Attach as Attachment to Question 17 a list of the types, location, and number of the required equipment and armamentarium.

✓ *Yes* ____ *No*

18. Will protective eyewear, mask, gloves, and clinical attire be required of or provided to student and faculty member, and appropriate eye protection be provided for each piece of equipment?

✓ *Yes* ____ *No*

(j) Operatories. Clinical instruction shall be of sufficient duration to allow the procedures to be performed to clinical proficiency. Operatories shall be sufficient in number to allow a ratio of at least one operatory for every five students who are simultaneously engaged in clinical instruction.

Each operatory shall contain functional equipment, including a power-operated chair for treating patients in a supine position, operator and assistant stools, air-water syringe, adjustable light, oral evacuation equipment, work surface, and adjacent hand-washing sink.

Each operatory shall be of sufficient size to simultaneously accommodate one student, one instructor, and one patient. (Excerpt: B&P 1755(e)(3))

19. Are operatories sufficient in number to allow a ratio of at least one operatory for every five students who are simultaneously engaged in clinical instruction? Are they of sufficient size to simultaneously accommodate one student, one instructor, and one patient? Do they contain functional equipment, including a power-operated chair for treating patients in a supine position, operator and assistant stools, air-water syringe, adjustable light, oral evacuation equipment, work surface, and adjacent hand-washing sink? Attach as Attachment to Question 19 a description of the operatories, their number, and a list of the equipment and supplies that are housed in the operatory area.

✓ *Yes* ____ *No*

(k) Course Content. A detailed course outline shall clearly state curriculum subject matter and specific instruction hours in the individual areas of didactic, laboratory, and clinical instruction. General course objectives and specific instructional unit objectives shall be stated in writing, and shall include theoretical aspects of each subject as well as practical application. Objective evaluation criteria shall be used for measuring student progress toward attainment of specific course objectives. Students shall be provided with all of the following:

(1) Specific unit objectives and the evaluation criteria that will be used for all aspects of the curriculum including written, practical, and clinical examinations.

(2) Standards of performance that state the minimum number of satisfactory performances that are required for each procedure.

(3) Standards of performance for laboratory, preclinical, and clinical functions, those steps that constitute a critical error and would cause the student to fail the procedure, and a description of each of the grades that may be assessed for each procedure. (Excerpt: B&P 1755(h))

Didactic Instruction. "Didactic instruction" means lectures, demonstrations, and other instruction without active participation by students. The approved provider or its designee may provide didactic instruction via electronic media, home study materials, or live lecture methodology if the provider has submitted that content for approval. (Excerpt: B&P 1754.5)

Laboratory and Clinical Instruction. "Laboratory instruction" means instruction in which students receive supervised experience performing procedures using study models, mannequins, or other simulation methods.

(c) "Preclinical instruction" means instruction in which students receive supervised experience performing procedures on students, faculty, or staff members.

(d) "Clinical instruction" means instruction in which students receive supervised experience in performing procedures in a clinical setting on patients. Clinical instruction shall only be performed upon successful demonstration and evaluation of preclinical skills. (Excerpt: B&P 1754.5)

(d) Areas of instruction shall include, at a minimum, the instruction specified in subdivisions (e) to (j), inclusive. In addition to the requirements of those subdivisions, instruction shall include basic background information on orthodontic practice, including orthodontic treatment review, charting, patient education, and legal and infection control requirements as they apply to orthodontic practice.

(e) The following requirements shall be met for sizing, fitting, cementing, and removing orthodontic bands:

(1) Didactic instruction shall include the following:

(A) Theory of band positioning and tooth movement.

(B) Characteristics of band material including malleability, stiffness, ductility, and work hardening.

(C) Techniques for orthodontic banding and removal, including all of the following:

(i) Armamentaria.

(ii) General principles of fitting and removing bands.

(iii) Normal placement requirements of brackets, tubes, lingual sheaths, lingual cleats, and buttons onto bands.

(iv) Orthodontic cements and adhesive materials: classifications, armamentaria, and mixing technique.

(v) Cementing bands: armamentaria, mixing technique, and band cementation procedures.

(vi) Procedure for removal of bands after cementation.

(2) Laboratory instruction shall include typodont experience in the sizing, fitting, cementing, and removal of four posterior first molar bands a minimum of two times, with the cementing and removal of two first molar bands used as a practical examination.

(3) Clinical instruction shall include the sizing, fitting, cementing, and removal of four posterior first molar bands on at least two patients.

(f) The following requirements shall be met for preparing teeth for bonding:

(1) Didactic instruction shall include the following: chemistry of etching materials and tooth surface preparation, application and time factors, armamentaria, and techniques for tooth etching.

(2) Laboratory instruction shall include typodont experience with etchant application in preparation for subsequent bracket bonding on four anterior and four posterior teeth a minimum of four times each, with one of each of the four times used for a practical examination.

(3) Clinical instruction shall include etchant application in preparation for bracket bonding on anterior and posterior teeth on at least two patients.

(g) The following requirements shall be met for bracket positioning, bond curing, and removal of orthodontic brackets.

(1) Didactic instruction shall include the following:

(A) Characteristics and methods of orthodontic bonding.

(B) Armamentaria.

(C) Types of bracket bonding surfaces.

(D) Bonding material characteristics, application techniques, and curing time factors.

(E) Procedure for direct and indirect bracket bonding.

(F) Procedures for bracket or tube removal.

(2) Laboratory instruction shall include typodont experience with selecting, prepositioning, tooth etching, positioning, curing and removing of four anterior and four posterior brackets a minimum of four times each, with one each of the four times used for a practical examination.

(3) Clinical instruction shall include selecting, adjusting, prepositioning, etching, curing and removal of anterior and posterior brackets on at least two patients.

(h) The following requirements shall be met for archwire placement and ligation:
(1) Didactic instruction shall include the following:
(A) Archwire characteristics.
(B) Armamentaria.
(C) Procedures for placement of archwire previously adjusted by the dentist.
(D) Ligature systems, purpose and types, including elastic, wire, and self-ligating.
(2) Laboratory instruction shall include typodont experience on the following:
(A) The insertion of a preformed maxillary and mandibular archwire a minimum of four times per arch, with one of each of the four times used for a practical examination.
(B) Ligation of maxillary and mandibular archwire using elastic or metal ligatures or self-ligating brackets a minimum of four times per arch, with one of each of the four times used for a practical examination.
(3) Clinical instruction shall include the following:
(A) Insertion of a preformed maxillary and mandibular archwire on at least two patients.
(B) Ligating both preformed maxillary and mandibular archwires using a combination of elastic and metal ligatures or self-ligating brackets on at least two patients for each.
(i) The following requirements shall be met for cement removal with a hand instrument:
(1) Didactic instruction shall include, armamentaria and techniques of cement removal using hand instruments and related materials.
(2) Laboratory instruction shall include typodont experience on the removal of excess cement supragingivally from an orthodontically banded typodont using a hand instrument four times, with one of the four times used for a practical examination.
(3) Clinical instruction shall include removal of excess cement supragingivally from orthodontic bands with a hand instrument on at least two patients.
(j) Instruction for cement removal with an ultrasonic scaler shall be in accordance with the regulations of the board governing courses in the removal of excess cement from teeth under orthodontic treatment with an ultrasonic scaler.
(Excerpt: B&P 1756.1(d))

Student Examination. Each student shall pass a written examination that reflects the curriculum content, which may be administered at intervals throughout the course as determined by the course director. (Excerpt: B&P 1756.1(d))
(Note: See above excerpt from B&P 1756.1 regarding practical and clinical examinations.)

20. Will clinical instruction only be performed by students upon the successful demonstration and evaluation of their preclinical skills?
✓ *Yes* ____ *No*

21. Will instruction include all content described in Business and Professions Code Section 1756.1, governing the approval of Orthodontic Assistant Course content (see excerpt above)?
✓ *Yes* ____ *No*

Note: Business and Professions Code Section 1752.4 provides that an **RDA seeking an Orthodontic Assistant permit shall not be required to complete further instruction in** the duties of placing ligature ties and archwires, removing orthodontic bands, and removing excess cement from tooth surfaces with a hand instrument.

Note: Business and Professions Code Section 1757 provides that an RDA Program must apply separately for approval to provide an Orthodontic Assistant Course if it wishes to provide such instruction. Section 1757 further provides that **an RDA Program shall not be required to obtain separate approval to teach the duties of placing ligature ties and archwires, removing orthodontic bands, and removing excess cement from surfaces of teeth with a hand instrument.** An orthodontic assistant permit course provided by a RDA Program, to the students enrolled in such program, shall be no less than 60 hours, including at least 12 hours of didactic instruction, at least 26 hours of preclinical instruction, and at least 22 hours of clinical instruction.

22. Attach as Attachment to Question 22 the following for each course/module:

- **Detailed course outline including subsections that clearly states curriculum subject matter and specifies instruction hours for each topic in the individual areas of didactic, lab, clinical, and externship instruction**
- **General course objectives**

- **Specific objectives in the cognitive and psychomotor domain**
- **Criteria for all psychomotor skills**
- **Minimum number of satisfactory performances for all psychomotor skills**
- **Lesson plans (including information sheets/procedure sheets when applicable)**
- **Process evaluation grade sheets**
- **Product evaluation grade sheets**
- **Practical and clinical examinations**
- **Written examinations and keys – To be provided at Site Visit**

(l) Extramural Clinical Instruction. If an extramural clinical facility is utilized, students shall, as part of an extramural organized program of instruction, be provided with planned, supervised clinical instruction. Laboratory and preclinical instruction shall be performed under the direct supervision of course faculty and shall not be provided in extramural facilities.

The course director, or a designated faculty member, shall be responsible for selecting extramural clinical sites and evaluating student competence in performing procedures both before and after the clinical assignment.

The course director, or a designated faculty member, shall orient dentists who intend to provide extramural clinical facilities prior to the student assignment. Orientation shall include the objectives of the course, the student's preparation for the clinical assignment, and a review of procedures and criteria to be used by the dentist in evaluating the student during the assignment. The course faculty and extramural clinic personnel shall use the same objective evaluation criteria.

There shall be a written contract of affiliation with each extramural clinical facility, which shall describe the settings in which the clinical training will be received, and affirm that the dentist and clinic personnel acknowledge the legal scope of duties and infection control requirements, that the clinical facility has the necessary equipment and armamentaria appropriate for the procedures to be performed, and that the equipment and armamentaria are in safe operating condition. (Excerpt: B&P 1755(i))

No more than 25 percent of the required clinical instruction shall take place in extramural clinical facilities. (Excerpt: B&P 1757(f))

23. Will extramural facilities be utilized? If yes, continue with the following questions.
____*Yes* ✓ *No*

24. Will all laboratory and pre-clinical instruction be performed under the direct supervision of course faculty and not in extramural facilities?
____*Yes* ____*No*

25. Will the course director, or a designated faculty member, be responsible for selecting extramural clinical sites and evaluating student competence in performing procedures both before and after the clinical assignment?
____*Yes* ____*No*

26. Will the course director, or a designated faculty member, orient dentists who intend to provide extramural clinical facilities prior to the student assignment? Will the course faculty and extramural clinical personnel use the same objective evaluation criteria?
____*Yes* ____*No*

27. Will there be a written contract of affiliation with each extramural clinical facility? Attach as Attachment to Question 28 a copy of the contract of affiliation with each extramural facility.

____*Yes* ____*No*