



Orthodontic Assistant Program

Overview

With the purchase of the CAO OAP course, you have permission to use the course materials to teach the course in your individual offices. As an individual user, you can print the materials, save to a file, download to an external drive, or view the materials on the CAO website with your username and password.

The materials are the property of the California Association of Orthodontists and distribution of the materials is restricted to each purchaser. CAO will provide an updated list of members authorized to teach the CAO OAP course to the Dental Board for verification and approval of their applications. You should also maintain a copy of the confirmation email you received from the CAO after your course purchase and include it with your course provider application to the Dental Board of California.

The process of providing the CAO OAP course in your office starts with applying to the Dental Board to become a course provider. See Application Materials included with the course for more information on this. Once you have been approved as a course provider by the Dental Board, you are ready to use the Teaching Materials included with the course to train your assistants.

Clinical Teaching Methodology Course

You will need to complete a teaching methodology course to become an approved OAP course provider. Once you complete the course, retain the course completion certificate which you will attach to your dental board application to become an OAP course provider as indicated in the Application Materials.

CDA offers a course that meets Dental Board requirements. You can access information here: <https://www.cdapresents360.com/learn/course/internal/view/elearning/48/clinical-teaching-methodology>

The course does not have to be completed through CDA. Other options include:

<https://www.coursera.org/learn/instructional-methods-education>

<https://www.adea.org/weteach/teach/>

<https://www.colgateoralhealthnetwork.com/webinar/educational-methodologies-the-didactic-course/>

Completing the OAP Course Provider Application and Attachments

1. Dental Board Application

- a. Complete the application with your information. A blank application and sample completed application is included for your reference. The application can also be found on the Dental Board of California website: https://www.dbc.ca.gov/formspubs/app_rda_provider_ortho.pdf
- b. The application consists of 27 questions. Some require only answers, while others will require a form or submittal of a document. You will need to customize some of the attachments. Directions are given below.

2. Customizing the Attachments

- a. Attachments requiring customization are included as Microsoft Word documents to allow you to tailor the information for your practice. Attachments in the PDF format are complete as is and do not require customization.
- b. The customization for the most part will be done directly in the Microsoft Word document. It is easiest if you download all the documents into a folder on your desktop. Start sequentially going through each section customizing the appropriate areas, then printing it out and reviewing it.
- c. **Content to customize is indicated in red.** Once you have customized the information as indicated, you can change the font back to black.
- d. You will need to scan the following documents to have ready to insert into attachments:
 - I. CPR card (Attachment Question 8)
 - II. California Dental License (Attachment Question 4)
 - III. Teaching methodology course certificate (Attachment Question 7)

3. Appendix

Most of the Appendix items get included as is, however some will also be completed (print blank form and complete by hand/scan and include with attachments) and included as part of the attachments :

- a. Appendix 1 Keep **blank** copy in Appendix and a **completed copy** should replace indicated page in Attachment Question 12.
- b. Appendix 5 Insert **completed** copy in Appendix.
- c. Appendix 8 Keep **blank copy** in Appendix and insert **completed forms** where indicated in Attachment Question 12. You should complete this for things like wires and burs and needles (if you use them).

Preparing the Application

1. Organize all the documents in a three-ring binder in this order after you customize them:
 - a. **Cover letter** (optional)
 - b. **Confirmation email** sent to you by CAO acknowledging your purchase of the course
 - c. **Completed OAP course provider application** with attachments and Appendix
2. Save one copy of the full application to a CD or a computer flash drive.
3. Send the completed OAP binder and flash drive/CD to the Dental Board of California as directed in the Dental Board of California application instructions.
4. **Common Errors** Seen in Provider Applications Submitted:
 - a. Details are being overlooked; pay close attention to submission instructions/details
 - b. Avoid copying sample materials; many materials must be customized with your office/practice information; items that need customization are shown in red and may easily be lost during downloading/printing unless you are using a color print.
 - c. Make sure to include the name of the orthodontist on the teaching methodology certificate prior to submission (Section 1, attachment 9)
 - d. Proofread all your materials very carefully prior to submission to avoid any needless delays.
 - e. The scanned documents (CPR, License, Certificate) were not clear

What's Next?

1. The Dental Board will review the material. *This process typically takes 4-6 weeks.* They will send you a letter acknowledging receipt of your application, and if accepted send a letter of approval including assignment of a course code specific to your practice and you as the course instructor. You will include this code when submitting materials to the Dental Board for your student applications.
2. Once you have been approved as an instructor and facility you can begin training staff members who meet the Dental Board criteria for participating in the Orthodontic Assistant Permit Course from CAO.
3. You have the option of printing the course manual, saving to your computer, or accessing the material online.
4. During the course you can make additional copies of the evaluations for each individual student. These documents will remain in your OAP course files as documentation of performance and completion of the course by each student.

How your Assistants Get their Permit

Detailed information and link to application are on the Dental Board website and is also reprinted below: https://www.dbc.ca.gov/applicants/become_licensed_dsa_oa.shtml

The board may issue an orthodontic assistant permit to a person who files a completed [application](#) including a fee and provides evidence, satisfactory to the board, of all of the following eligibility requirements:

- Completion of at least 12 months of work experience as a dental assistant.
- Successful completion of a Board-Approved course in the Dental Practice Act and a Board-Approved, course in infection control.
- Successful completion of a course in basic life support offered by an instructor approved by the American Red Cross or the American Heart Association, or any other course approved by the Board as equivalent.
- Successful completion of a Board-Approved orthodontic assistant course, which may commence after the completion of six months of work experience as a dental assistant.
- Passage of a written examination administered by the Board after completion of all of the other requirements of this subdivision.
- Submit [fingerprint](#) clearances from both the Department of Justice and Federal Bureau of Investigation. This process can take 60 days or more.

Once this process is completed and an applicant is found to be qualified for licensure, a pocket identification card and wall certificate are issued. There is no license fee required for the initial license other than the initial application and examination fees.

[Written Examination Handbook](#)

For more information, call (916)263-2300 or email da.program@dca.ca.gov