

OAP Application Instructions

Overview:

1. 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 line with your user name 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 licensed to teach the CAO OAP course to the Dental Board for verification and approval of their applications.
2. You received a confirmation email from the CAO after your course purchase. Please maintain a copy for your records. This will need to be included in your application to the Dental Board of California.
3. We have split up the material to be managed more easily into the following downloads (the sections are something we created, not the dental board):

Section	Pages	Contents
Dental Board Application		
Section 1	1 to 13	Attachments 1-12
Section 2	14 to 42	Attachment 12 (cont)
Section 3	43 to 56	Attachments 13-19
Section 4a	57 to 61-4	Attachment 22
Section 4b	62-285	Attachment 22 (cont)
Appendix	286-305	Appendices 1-10

Completing OAP Application and Attachments:

4. Dental Board Application
 - a. Complete application with your information. A sample application can be downloaded as reference.
 - b. The application consists of 27 questions. Some require only answers, while others will require a form or submittal of a document. The Sections 1 – 4 are the attachments needed to go with the application. You will have to customize some of the attachments. Directions are given below.
5. Customizing the attachments

- a. Sections 1, 2 and 3 require customization as outlined below. Section 4a and 4b are complete as is.
 - b. The customization for the most part will be done directly in the word document. I would recommend downloading all the documents into a folder on your desktop. Do NOT print it out. Start sequentially going through each section customizing the appropriate areas, then printing it out and reviewing it. It will save paper and trees. You will need to scan the following documents to have ready to insert into Section 1:
 - I. CPR card
 - II. California Dental License
 - III. Teaching methodology completion certificate (see 6.d below)
6. Section 1 (Attachments 1-12)
- a. NOTE: once you have completed sections in red, you can change them back to black.
 - b. Attachment 2A Student Documentation Form is provided with your packet.
Please change the **sections highlighted in red** to customize for your application.
 - c. Attachment 4 Course Director License Form is provided with your packet.
Please change the **sections highlighted in red** to customize for your application.
 - d. Attachment 6 Faculty Information Form is provided with your packet.
Please change the **sections highlighted in red** to customize for your application.
 - e. Attachment 7 Complete the required teaching methodology course (offered by the California Dental Association)
 - I. This course is offered by CDA for \$49. Utilize the link to complete the course and obtain the certification letter.
<http://www.cda.org/member-resources/education/online-learning>
 - II. Directions are included to complete the course online.
 - III. Print out the necessary Teaching Methodology Course Certificate and place in attachment 7
 - f. Attachment 8 Paste copy of BCLS card
 - g. Attachment 9 Student Certificate of Completion. Examples provided with your packet. Please change the **sections highlighted in red** to customize for your application.
 - h. Attachment 12 Exposure Control plan is included and can be found in the Section 2. Please change the **sections highlighted in red** to customize for your application
7. Section 2 (Attachment 12 – cont'd - Exposure Control Plan)

a. **Please note the following in Section 2 of the Exposure Control material:**

I have made the changes already to make sure that the material references itself correctly. But the chart below is here just in case you download new documents. (The CDA exposure control (EC) references pages differently than we do).

CDA EC Reference Numbers	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Your EC Guide Numbers	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CDA EC Reference Numbers	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Your EC Guide Numbers	32	33	34	35	36	37	38	39	40	41	42	43	44	45

b. **Sharps/Needles**

Many offices rarely use needles any longer, but if you use needles, then respond yes as applicable. Your office just needs to have a plan on how to avoid injury and proper disposal if inquiries are made.

c. **NOTE:** once you have completed sections in red, you can change them back to black.

8. Section 3 (Attachment 13-19)

- Attachment 13** Sterilization Area Description is provided with your packet. Please **change the sections highlighted in red** to customize for your office.
- Attachment 15** Faculty/Student Ratios. Please **change the sections highlighted in red** to customize for your office. Note the limits for faculty to student ratios when customizing this form (some limits are as small as 1:6)
- Attachment 16** Description of Facility. Please **change the sections highlighted in red** to customize for your office.
- Attachment 17** Equipment and Armamentarium. Example provided with your packet. Please **change to customize for your application.**
- Attachment 19** Description of Operatories. Please **change the sections highlighted in red** to customize for your office.
- NOTE:** once you have completed sections in red, you can change them back to black.

9. Section 4a (Attachment 22 & Infection Control)

- This is the most updated version, no modification needed

10. Section 4b (the 7 teaching modules)

- This is the most updated version, no modification needed

11. Appendices

- a. Appendix 1 Keep **blank** copy here and a **completed copy** should replace page #18 of Section #2.
- b. Appendix 2 Keep **blank** copy here
- c. Appendix 3 Keep **blank** copy here
- d. Appendix 4 Keep **blank** copy here
- e. Appendix 5 Keep **completed** copy here
- f. Appendix 6 Keep **blank** copy here
- g. Appendix 7 Keep **blank** copy here
- h. Appendix 8 Keep **blank** copy here and **completed** forms will be kept behind page 39 of section 2. You should complete this for things like wires and burs and needles (if you use them) and place behind page 39 of section 2.
- i. Appendix 9 Keep **blank** copy here
- j. Appendix 10 Keep **blank** copy here

Preparing Application:

1. Organize all the documents in a single 2” 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 **application from the Dental Board of California**
 - d. **Section 1** (pages 1-13)
 - e. **Section 2** (pages 14-42)
 - f. **Section 3** (pages 43-56)
 - g. **Section 4a** (pages 57-61.4)
 - h. **Section 4b** (pages 62-285)
 - i. **Appendix 1-10** (pages 286-302)
 - j. It would be helpful to the Dental Board staff if you could **add labeled tabs** corresponding to each attachment and each appendix in the binder. (The “sections” listed above are only for CAO reference purposes only – do not use tabs for them).
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 is next?

1. The Dental Board will review the material 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:

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 (see link on main page):

1. Completion of at least 12 months of work experience as a dental assistant.
2. Successful completion of a Board-Approved course in the Dental Practice Act
3. Successful completion of a Board-Approved, 8 hour course in infection control.
4. 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.

5. 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.
6. Passage of a written examination administered by the Board after completion of all of the other requirements of this subdivision.
7. Submit [fingerprint](#) clearances from both the Department of Justice and Federal Bureau of Identification. This process can take 60 days or more. If an applicant has a criminal history, arrest report and court records must be obtained and investigated before a decision is made to issue or deny the license. [Live Scan locations](#)
8. File a completed [application](#) including a fee and provides evidence, satisfactory to the board, of all of the above eligibility requirements.
9. 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.