

## 2023-OrthoTraining Orthodontic Basics 8-Week Mini-Course Schedule

	A	B	C	D
1	Live Sessions	Activities in Hands-on Sessions	Assessment	Submit
2		<b>10.03-Introduction to OrthoTraining Course</b>		
3	One week prior to Session 1	<b>Mentor sends emails:</b> Instructions to set up Folders Ortho Basics 8-week Mini-Course, Course Schedule, 10.03 Intro to OT Course Packet, and 20.10-NPOE Course Packet, and instructions to order Orthodontic Basics Mentor Workbook		
4	Mentor	Mentor prepares practice for Hands-On Session 1-Meeting room, Electric outlets for computers, wifi setup for student computers, document copies such as Feedback forms		
5	Friday, Session 1	<b>Mentor and Students meet at Practice, Students Bring Personal Computer that they will use at home</b>		
6	Mentor	Mentor explains Ortho Basics course format, grading, earning online certificates, live hands-on sessions in office		
7	Students	Students log into OrthoTraining Student Account on PC and Google Chrome		
8	Students	Complete this Online Course in class: <b>10.03-Introduction to OrthoTraining</b>	10.03-OT Intro Course Completion Checklist	Student uploads <b>10.03-OT Intro Course Completion Checklist</b> to student's OrthoTraining Student Account
9	Students	Students complete 10.03-OT Intro Course Session 1-Feedback Form	Complete Session 1-Feedback Form	Student submits 10.03-OT Intro Course Session 1-Feedback Form
10	Mentor	Mentor completes Mentor's 10.03-OT Intro Course Session 1-Feedback Form	Mentor completes Mentor 10.03-OT Intro Course Session 1-Feedback Form	Mentor submits 10.03-OT Intro Course Session 1-Feedback Form
11	Students	<b>Start</b> this online course and finish it at home by Session 2: <b>20.10-New Patient Orthodontic Exam-5 Parts</b>		
12	Students	20.10-New Patient Orthodontic Exam-5 Parts is to be completed the day before Session 2		
13	Mentor orders materials for office Hands-on Session 2	Mentor orders for each student a mirror and probe, ruler to measure mouth opening width in mm, prints Exam forms, Checklists forms		
14	Mentor prepares office for Hands-on Session 2	Mentor prepares practice for Hands-On Session 2-Units for each student to examine partner, instruments, forms		

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15		<b>20.10-New Patient Orthodontic Exam-5 Parts</b>		
16	Thursday before	Mentor checks Student Dashboard Reports	10.03 and 20.10 Courses completed and Certificates Awarded?	
17	Friday, Session 2	<b>Mentor and students meet at practice, Clinic Attire, OSHA Protocol</b>		
18	Mentor	Mentor explains New Patient Exam activities for the session		
19	Students	Practice Examining Partners, filling in NPO Exam Forms	Complete 20.01-00-NPE 01 New Patient Ex Checklist	Student uploads first 20.01-00-NPE 01 New Patient Ex Checklist to student's OrthoTraining Student Account
20	Students	Switch and examine another classmate using fresh NPO Exam Form	Complete 20.01-00-NPE 01 New Patient Ex Checklist	Student uploads 2nd 20.01-00-NPE 01 New Patient Ex Checklist to student's OrthoTraining Student Account
21	Mentor & Students	Compare notes of different exams of same person	Discuss what was learned and important to remember when Examining a patient	
22	Students	Students complete and submit 20.01-NPOE Session 2 Feedback Form	Students complete and submit 20.01-NPOE Session 2 Feedback Form	Students submit 20.01-NPOE Session 2 Feedback Form
23	Mentor	Mentor completes Mentor's 20.01-NPOE Session 2 Feedback Form adding notes of discussion and submits	Mentor completes Mentor's 20.01-NPOE Session 2 Feedback Form	Mentor submitss Mentor's 20.01-NPOE Session 2 Feedback Form
24	Mentor	Mentor assigns and emails these courses to be completed before Session 3		
25		<b>30.11-Producing Clinical Orthodontic Photographs</b>		
26		<b>30.12 Uploading photos into a template program</b>		
27	Mentor emails to students	<b>30.11</b> -Producing Clinical Orthodontic Photographs Course Packet, and <b>30.12</b> Uploading photos into a template program Course Packet		
28	Mentor Prepares practice for Session 3	Mentor Prepares Cameras (settings and attachments), sterilized sets of retractors & mirrors-1 for each student-and Imaging Software Program for 9-Layout views		

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29		<b>30.11-Producing Clinical Orthodontic Photographs</b>		
30	Thursday before	Mentor checks Student Dashboard Reports	30.11 and 30.12 online courses completed and Certificates Awarded?	
31	Friday, Session 3	<b>Mentor and students meet at practice, Clinic Attire, OSHA Protocol</b>		
32	Mentor & Students	Review Criteria of Each View in the series of 9 photos		
33	Mentor & Students	Mentor helps students prepare camera settings and attachments		
34		Mentor reviews patient positioning, operator positioning, camera positioning, retractor positioning, mirror positioning		
35	Students	Students practice taking photos on each other	30.11-Photo Steps Checklists	
36	Students	Students save photos of partner and insert them into Template or Software Program, each student evaluates the quality of the photos they have taken on their partner using Quality Checklist	30.11-Photo Quality Checklists	
37	Mentor & Students	Mentor and Students together Evaluate the Quality of each others photos and note learning from the experience	30.11-Photo Quality Checklists	Students upload photo series taken on Partner into Student OrthoTraining Account
38	Students	Students complete 30.11 Photos Session 3 Feedback Form and submit	Students submit 30.11 Photos Session 3 Feedback Form	Students submit 30.11 Photos Session 3 Feedback Form
39	Mentor	Mentor submits Mentor 30.11 Photos Session 3 Feedback Form	Mentor submits Mentor 30.11 Photos Session 3 Feedback Form	Mentor submits Mentor 30.11 Photos Session 3 Feedback Form
40	Mentor	Mentor assigns and emails these courses to be completed before Session 4		
41		<b>30.21 Producing Alginate Impressions and a PVS Bite</b>		
42		<b>30.22 Producing Excellent PVS Impressions</b>		
43		<b>30.32 Quick Study Model Fabrication</b>		
44	Mentor Prepares practice for Session 4	Mentor prepares materials for Alginate Impressions and bite registration (material, trays, bowls, spatulas, PVS material for bite registration PVS impression material, undercut block out material, plaster, bowls, spatulas to mix plaster, plastic base formers, equipment to pour impressions, model trimmer)		
45	If Practice only SCANS intraorally	Mentor should outline proper use of scanner and create SCAN Quality Checklist.	Mentor outlines SCAN Step-by-Step Checklist and creates SCAN Quality Checklist.	

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46		<p><b>30.21 Producing Alginate Impressions and a PVS Bite</b></p> <p><b>30.22 Producing Excellent PVS Impressions</b></p> <p><b>30.32 Quick Study Model Fabrication</b></p>		
47	Thursday before	Mentor Checks Student Dashboards	<b>30.21, 30.22, 30.32</b> all completed and Certificates Awarded?	
48	Friday Session 4	<b>Mentor and students meet at practice, Clinic Attire, OSHA Protocol</b>		
49	Mentor & Students	Mentor explains procedures for taking Alginate Impressions and bite registration on partner following Steps Checklist and evaluating impressions with Quality Checklist. Some students are assigned to this activity.	Alginate Impressions Step-by-step and Quality Checklists	
50	Mentor & Students	Mentor explains procedures for taking PVS Impressions on partner following Steps Checklist and evaluating impressions with Quality Checklist. Some students are assigned to this activity.	PVS Impressions Step-by-step and Quality Checklists	
51	Mentor & Students	Mentor explains procedures for pouring up alginate impressions in plaster following Steps Checklist and then forming base. When plaster is set, the model will be placed on the preformed base. The set models will be trimmed with the bite registration so that the backs are flush when placed on a flat surface with the teeth in occlusion. Students who have produced their alginate impressions on a partner are assigned to this activity. Follow the Steps Checklist and evaluate with the quality Checklist.	Pouring and trimming Quick Study Models Step-by-Step Checklist and Quality Checklist	
52	Learning how to do SCANS intraorally	Mentor demonstrates proper Step-by Step (ideally Mentor has produced a Step-by-Step Checklist) use of scanner. Mentor shows students how to use the PVS Impression Quality Checklist to evaluate the scan the Mentor has produced. Then each student practices doing a SCAN on their partner and evaluates the Quality with the PVS Quality Checklists.	Team develops a <b>Step-By-Step SCANS Checklist</b> and <b>Quality of SCAN Checklist</b> to use in training future employees	
53	Mentor & Students	Then all students and Mentor share their SCANS and the other students critique the scans for quality and summarize about common mistakes they made and how to correct those mistakes.	Students and Mentor practice taking SCANS and evaluate them with the SCANS Quality Checklist and discuss experience	
54	Students	Students complete 30.21 Alginate Imps Session 4 Feedback Form	30.21 Alginate Imps Course Feedback Form	Students submit 30.21 Alginate Imps Session 4 Feedback Form
55	Students	Students complete 30.22 PVS Imps Session 4 Course Feedback Form	30.22 PVS Imps Course Feedback Form	Students submit 30.22 PVS Imps Session 4 Course Feedback Form
56	Students	Students complete 30.32 Quick Study Models Session 4 Feedback Form	30.32 Quick Study Models Course Feedback Form	Students submit 30.32 Quick Study Models Session 4 Feedback Form
57	Mentor	Mentor completes Mentor's Session 4 Feedback Form adding notes	Mentor completes Mentor's Session 4 Feedback Form	Mentor submits Mentor's Session 4 Feedback Form
58	Mentor emails to students	<b>30.40 BASIC CEPHALOMETRICS-Imaging and Analysis Course Packet</b>		
59	Mentor Prepares practice for Session 5	Mentor prepares demonstration of producing a cephalometric image with proper patient positioning and settings, reviewing cephs for quality, demonstrates digitizing a ceph and producing analysis, then looking at different cephs and deciding low angle, high angle, growth pattern, skeletal relationships, dental relationships, profile, hand tracing a ceph, and digitizing serial superimpositions or hand tracing serial impositions. Can the student look at a facial image and identify relationships that are not within the "normal" range for that target population?		

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60		<b>30.40 BASIC CEPHALOMETRICS-Imaging and Analysis</b>		
61	Thursday before	Mentor checks Student Dashboards	30.40-Cephs Course completed and Certificate awarded?	
62	Friday Session 5	<b>Mentor and students meet at practice, Clinic Attire, OSHA Protocol</b>		
63	Mentor & Students	Mentor discusses history of cephs. Mentor demonstrates producing a cephalometric image following Step-by-Step Checklist with proper patient positioning and settings. All review sample cephs for quality.	Producing a Ceph Image Step-by-step and Quality Checklists	
64	Mentor & Students	Mentor demonstrates digitizing a ceph and producing an analysis of it. Does the analysis fit the image? If not, what measurements might be off and why?	Digitized Ceph Measurements Grid-Check measurements that are incorrect and state why and how to correct.	
65	Mentor & Students	All look at different cephs and decide if the patient is low angle, high angle, what's the growth pattern, what are the skeletal relationships, dental relationships, what Class is the skeletal profile?	Use Ceph Measurements Grid to check correct descriptive measurements of patient	
66	Mentor & Students	If possible, hand trace a ceph and do all measures on the Grid. Then, digitize and analyze the same ceph. Are the analysis numbers the same? Next, hand trace two serial cephs taken at different time points. Create a serial superimposition and evaluated the changes that have occurred with growth. Then digitize the same serial cephs and do a digitized serial superimposition. Do the two superimpositions match up? If not, why not?	Hand trace two cephs taken at different times and do a hand superimposition. Digitize the 2 cephs, and do a digitized superimposition. Note any differences between the two and explain the cause of the differences.	
67	Mentor & Students	Have each student look at a facial image (photo composite layout) and identify relationships that are <b>not</b> within the "normal" range for that target population?	Present an Orthodontic Photo Series of a patient and determine what ceph findings might not be within normal limits of the target group of that patient.	
68	Students	Students complete 30.40 BASIC CEPHALOMETRICS Session 5 Feedback Form	Completed 30.40 Cephs Session 5 Feedback Form	Students submit 30.40 BASIC CEPHALOMETRICS Session 5 Feedback Form
69	Mentor	Mentor completes Mentor's 30.40 BASIC CEPHALOMETRICS Session 5 Feedback Form	Mentor's 30.40 BASIC CEPHALOMETRICS Session 5 Feedback Form	Mentor submits Mentor's 30.40 BASIC CEPHALOMETRICS Session 5 Feedback Form
70	Mentor emails to students	<b>40.20-Orthodontic Diagnosis &amp; Treatment Planning Course Packet.</b> Mentor requests that students bring all records they have collected on their partner to evaluate at the diagnosis and treatment planning Session 6		
71	Mentor Prepares practice for Session 6	Mentor prints all documents (or has prepared documents to be filled in online) for entry of findings from NPOE, Photos, Intraoral Scan or model, Ceph image and analysis on Grid or Evaluation of photos for Grid estimation, and all forms used in the Diagnosis and Tx Planning Process.		

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1	Live Sessions	Activities in Hands-on Sessions	Assessment	Submit
72		<b>40.20-Basic Orthodontic Diagnosis &amp; Treatment Planning Course</b>		
73	Thursday before	Mentor checks that 40.20 Dx and Tx Planning course has been completed by all students	40.20 Dx and Tx Planning course completed and Certificates Awarded?	
74	Friday, Session 6	<b>Mentor and students meet at practice, Clinic Attire, OSHA Protocol</b>		
75	Mentor	Mentor reviews with the students the Diagnosis and Tx Planning Process.		
76	Mentor & Students	Students lay out Partner's NPO Exam docs, Photos Layout, Models or Scan, Panoramic Radiograph, Ceph Radiograph and Analysis and does a Dx and Tx Plan		
77	Students	Students lay out another Student's NPO Exam docs, Photos Layout, Models or Scan, Panoramic Radiograph, Ceph Radiograph and Analysis & does a Dx and Tx Plan		
78	Students	Students compare and contrast Dx and Tx Plan Process of the same patient noting differences		
79	Mentor & Students	All students share their findings of the differences of the two Tx Plans. Are there any areas of confusion in the findings, diagnosis of cause, Tx objectives, Tx Options, and Final Tx Plan? Were there any common areas of confusion? How could these areas be clarified?		
80	Students	Students complete 40.20 Dx and Tx Planning Session 6 Feedback Form	Completed 40.20 Dx and Tx Planning Session 6 Feedback Form	Students submit 40.20 Dx and Tx Planning Session 6 Feedback Form
81	Mentor	Mentor completes Mentor's 40.20 Dx and Tx Planning Session 6 Feedback Form adding notes of discussion	Mentor's 40.20 Dx and Tx Planning Session 6 Feedback Form	Mentor submits Mentor's 40.20 Dx and Tx Planning Session 6 Feedback Form
82	Students	Students complete OrthoTraining Orthodontic Basics 8-Week Mini-Course Evaluation Form		Students submit OrthoTraining Orthodontic Basics 8-Week Mini-Course Evaluation Form
83		<b>Graduation!</b>		
84	Thursday before	Check all Student Dashboard Reports and documents uploaded into OrthoTraining Student Accounts, Print Graduation Certificates	Student Dashboard Reports saved at OrthoTraining.com	Notice sent to each student regarding graduation
85	Friday, Session 7	<b>Celebrate Graduation, Award OrthoTraining Orthodontic Basics 8-Week Mini-Course Completion Certificates</b>	<b>Graduation Ceremony</b>	<b>Media Announcement</b>
86	Mentor	Mentor submits OrthoTraining Orthodontic Basics 8-Week Mini-Course Evaluation Form	Mentor sends Student Dashboard Reports to State/National Licensing Agency	