

**Suggested Schedule for OrthoTraining Orthodontic Assistant
60-Day Apprenticeship Training Program**

| | A | B | C | D |
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| 1 | Live Sessions | Activities in Hands-on Sessions | Assessment | Submit |
| 2 | | 10.03-Introduction to OrthoTraining Course | | |
| 3 | One week prior to Session 1 | Mentor sends emails: Information about the OrthoTraining Orthodontic Assistant 60-Day Apprenticeship Training Program, Program Schedule, 10.03 Intro to OT Course Packet, 60.11-Orthodontic Separators Packet and 60.12-Orthodontic Banding Packet, And Special Appts Spreadsheet Log | | |
| 4 | | 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, Hands-On Session 1 | Mentor and Students meet at Practice, Students Bring Personal Computer that they will use at home | | |
| 6 | Mentor | Mentor explains Ortho Assistant course format, grading, earning online course certificates, live hands-on sessions to be held in the practice | | |
| 7 | Students | Students log into their OrthoTraining Student Accounts on their PC using Google Chrome | | |
| 8 | Students | Complete this Online Course in class: 10.03-Introduction to OrthoTraining | 10.03-OT Intro Course Completion Checklist | Student uploads 10.03-OT Intro Course Completion Checklist to student's OrthoTraining Student Account |
| 9 | Students | Students complete Student 10.03 Course Feedback form and submits | Students complete 10.03 Course Feedback form | Student 10.03 Course Feedback Form submitted |
| 10 | Mentor | Mentor completes Mentor's Session 1 Feedback Form and submits it | Mentor completes Mentor Session 1 Feedback form | Mentor Session 1 Feedback form submitted |
| 11 | Mentor | Mentor instructs students in the use of the Special Appointments Spreadsheet Log so students can measure unnecessary appointments in the practice | | Students assigned to log special appointments and upload the count in their OrthoTraining Student accounts |
| 12 | | 60.11-Orthodontic Separators and 60.12-Orthodontic Banding are to be completed the day before Hands-on Session 2 | | |
| 13 | Mentor emails Course Packet to students | Mentor emails 60.20-Orthodontic Bonding Course Packet to students | | |
| 14 | Mentor orders materials for office Hands-on Session 2 | Mentor orders a dentoform for each student, separators and placement and removing instruments that are taught in the course, band selection, fitting bands and cementing bands instruments and cement. Polishing wheel and stone disk on mandrel to place band collar, microetcher if one is used to improve band adherence to tooth | | |
| 15 | Mentor prepares office for Hands-on Session 2 | Mentor prepares practice for Hands-On Session 2-Samples of separators, dentoforms to practice placing and removing separators and fitting, removing, and cementing orthodontic bands on a dentoform | | |

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| 16 | | 60.11-Separators & 60.12-Orthodontic Banding | | |
| 17 | Thursday before | Mentor checks Student Dashboard Reports | 10.03, 60.11, and 60.12 courses completed and Certificates Awarded? | |
| 18 | Friday, Hands-On Session 2 | Mentor and students meet at practice, Clinic Attire, OSHA Protocol | | |
| 19 | Students | Practice placing ring and staple separators | 60.11-01 Placement of Separators placement and removal Checklist | Student uploads checked off 60.11-01 Placement of Separators placement and removal Checklist to student's OrthoTraining Student Account |
| 20 | Students | Evaluate the quality of the ring and staple separators | 60.11-01 Quality of Separators Checklist | Student uploads 60.11-01 Quality of Separators Checklist to student's OrthoTraining Student Account |
| 21 | Students | Practice Fitting and Cementing bands on a dentoform | 60.12 Orthodontic Banding Steps Checklists | Student uploads checked off 60.12 Orthodontic Banding Steps Checklists to student's OrthoTraining Student Account |
| 22 | Students | Evaluate the Fit and Cementation of your bands on a dentoform | 60.12 Orthodontic Banding Quality Checklists | Student uploads checked off 60.12 Orthodontic Banding Quality Checklists to student's OrthoTraining Student Account |
| 23 | Mentor | Mentor and students discuss these courses, the hands-on experience, and what they learned- Mentor notes findings on Mentor Session 2 Feedback Form | Mentor completes Mentor Session 2 Feedback Form | Mentor submits Mentor Session 2 Feedback Form |
| 24 | Students | Students complete 60.11-Orthodontic Separators and 60.12-Orthodontic Banding Feedback Forms and submits them | Complete 60.11-Orthodontic Separators and 60.12-Orthodontic Banding Feedback Forms | Submit 60.11-Orthodontic Separators and 60.12-Orthodontic Banding Feedback Forms |
| 25 | Mentor emails Course Packet | Mentor assigns this course (9 sub-chapters) to be completed before Hands-On Session 3. Mentor emails course packet | | |
| 26 | | 60.20-Orthodontic Bonding Course | | |
| 27 | | 60.21-Orthodontic Bonding Introduction | | |
| 28 | | 60.22-Chapter 1-Benefits, 2-Criteria, 3-Bracket Identification, 4-Bracket Components | | |
| 29 | | 60.23-Chapter 5-How do braces move teeth, 6-Preparing teeth for Bonding | | |
| 30 | | 60.24-Chapter 7-Adhesion Enhancers, 8-Sealants, 9-Adhesive Pastes | | |
| 31 | | 60.25-Chapter 10: Sequence of Bracket Placement | | |
| 32 | | 60.26-Bracket Placement & Final Positioning for Ideal Alignment and Function | | |
| 33 | | 60.27-Chapter 11-Bonding Difficult Areas, 12-Bond Troubleshooting, 13-Rebonding | | |
| 34 | | 60.28-Chapter 14-Bonding to Composite, 15-Bonding to Porcelain, 16-Bonding to Metal | | |
| 35 | | 60.29-Review Course-Orthodontic Bonding Second Molar to Second Molar | | |
| 36 | Mentor prepares office for Hands-on Session 3 | Mentor prepares dentoforms, brackets 7-7 for each student, adhesive to attach brackets to dentoform, pretend etchant , sterilized Nola retraction s and supplies-1 for each student, to practice isolation for "bonding" and to practice preparing (w/o etchant) the teeth for bonding on each other | | |

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| 37 | | 60.20-Orthodontic Bonding Course | | |
| 38 | Thursday before | Mentor checks Student Dashboard Reports and Special Appointments Spreadsheet Log | 60.20-Orthodontic Bonding online course completed and Certificate Awarded? Special Appointments measured over last 4 weeks? | |
| 39 | Friday, Hands-On Session 3 | Mentor and students meet at practice, Clinic Attire, OSHA Protocol | | |
| 40 | Mentor and Students | Mentor and students discuss how to measure and document bracket failure percentage and need for a system of bonding | All setup spreadsheet on Office Drive to measure "emergencies"occurring for the last month | Students can setup spreadsheet in a practice and can train Team in spreadsheet data entry |
| 41 | Students | Students gather materials for bonding on their dentoform and on each other | Check off steps on 60.20-BOCL_01_Bonding Materials Checklist and Photograph materials gathered | Have Mentor sign off 60.20-BOCL_01_Bonding Materials Checklist and upload checklist and photograph of materials to OrthoTraining Student Account |
| 42 | Students | Practice Bonding Isolation on each other | Check off steps on 60.20-BOCL_02_Isolation Steps Checklist and Photograph position of Nola | Have Mentor sign off 60.20-BOCL_02_Isolation Checklist and upload checklist and photograph of Nola position to OrthoTraining Student Account |
| 43 | Students | Practice placement of colored gel "etchant" on patient's teeth and note the time the etchant is on the molars and other teeth following the sequence on the Etching Steps Checklist | Check off steps on Etching Steps 60.20-BOCL_03_Bracket Placement Checklist and Photograph colored gel position on each tooth, then rinse off gel | Have Mentor sign off Etching Steps 60.20-BOCL_03_Bracket Placement Checklist and upload checklist and photograph of colored gel position on each tooth to OrthoTraing Student Account |
| 44 | Students | Practice bracket placement on partner using clear sealant on tooth and bracket as adhesive? Position anterior brackets and light cure. Photograph all anterior brackets? | Check off steps on Position Anterior Brackets and light cure 60.20-BOCL_03_Bracket Placement Steps Checklist and Photograph brackets positioned on each tooth | Have Mentor sign off Position Anterior Brackets and light cure 60.20-BOCL_03_Bracket Placement Checklist and upload checklist and photograph to OrthoTraing Student Account |
| 45 | Students | Position brackets on mandibular teeth and light cure them. Photograph brackets on mandibular posterior teeth? | Check off steps on Position Mandibular Brackets 60.20-BOCL_03_Bracket Placement Steps Checklist and Photograph brackets positioned on each tooth | Have Mentor sign off Position Mandibular Brackets 60.20-BOCL_03_Bracket Placement Steps Checklist & upload checklist & photograph to OrthoTraining Student Account |
| 46 | Students | Position brackets on Maxillary posterior teeth and light cure them. Photograph brackets on maxillary posterior teeth? | Check off steps on Position Maxillary Brackets 60.20-BOCL_03_Bracket Placement Steps Checklist and Photograph brackets positioned on each tooth | Have Mentor sign off Position Maxillary Brackets 60.20-BOCL_03_Bracket Placement Steps Checklist and upload checklist and photograph to OrthoTraing Student Account |
| 47 | Students and Mentor | Recognize correctly bonded brackets as shown on photographs of brackets positioned on teeth and note correctness of position on Bracket Positions Quality Checklist | Note correctness of bracket positions on 60.20-BOCL_04b-Criteria_7-7 Quality Checklist | Have Mentor sign off Bracket Positions 60.20-BOCL_04b-Criteria_7-7 Quality Checklist and upload checklist and photographs of bracket positions to OrthoTraing Student Account |
| 48 | Students | Practice bracket positioning on a dentoform? | 60.20-BOCL_04E_Bracket Placement_And_Final_Positioning | BOCL_04D-Bracket Positions_7-7-Quality CL |
| 49 | Students and Mentor | Mentor and Students discuss the experiences of and learning from this Orthodontic Bonding Session 3 | | |
| 50 | Students | Students complete 60.20-Orthodontic Bonding Course Feedback Form | Complete 60.20-Orthodontic Bonding Feedback Form | 60.20-Orthodontic Bonding Course Feedback Form submitted |
| 51 | Mentor | Mentor completes Mentor 60.20-Orthodontic Bonding Course Session 3 Feedback Form | Completes Mentor 60.20-Orthodontic Bonding Course Session 3 Feedback Form | Mentor 60.20-Orthodontic Bonding Course Session 3 Feedback Form submitted |

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| 52 | Mentor | Mentor assigns these courses to be completed before Session 4 | | |
| 53 | | 60.41 Orthodontic Wire Basics | | |
| 54 | | 60.42 Initial Wire Insertion | | |
| 55 | | 60.51 Steps of the Retie Appointment | | |
| 56 | Mentor emails to students | 60.41 Orthodontic Wire Basics Course Packet, 60.42 Initial Wire Insertion Course Packet and 60.51 Steps of the Retie Appointment Course Packet | | |
| 57 | Mentor Prepares practice for Session 4 | Mentor prepares materials for evaluating wire types and which types of wires are used in each of the 5 phases of treatment, prepares a tray and materials for inserting an initial wire, and identify a patient EHRs that the next appointment will be for a Retie Appointment | | |
| 58 | | | | |
| 59 | Thursday before | Mentor Checks Student Dashboards | 60.41, 60.42, 60.51 all completed and Certificates Awarded? | |
| 60 | Friday, Hands-On Session 4 | Mentor and students meet at practice, Clinic Attire, OSHA Protocol | | |
| 61 | | 60.41 Orthodontic Wire Basics | | |
| 62 | Students | Identify and manipulate the 5 types of wires, Coordinate stainless steel round and edgewise wires for a patient's arch form, insert angle bends, step bends, rotation bends, lift and lower bends in a stainless steel wire and in a TMA wire to feel the difference of the rigidity. Heat a distal end of a Niti wire and bend it. | Take photos of your coordinated wires on AW-01: Archwire Coordination Criteria CL and bent wires and discuss with your Mentor, and Mentor check them off | Upload your photos of coordinated wires AW-01: Archwire Coordination Criteria and bent wires into your OrthoTraining Student Account |
| 63 | Students | Students complete 60.41 Orthodontic Wire Basics Course Feedback Form | 60.41 Orthodontic Wire Basics Course Feedback Form | 60.41 Orthodontic Wire Basics Course Feedback Form submitted |
| 64 | | 60.42 Initial Wire Insertion | | |
| 65 | Students | If a dentoform is available with brackets attached, insert an initial wire in the dentoform brackets and take a photo | Have your Mentor Check off the 60.42 Ortho Wire insertion Checklists and the photo | Upload the 60.42 Ortho Wire insertion Checklists and the photo into your OrthoTraining Student Account |
| 66 | Students | If a dentoform is available with brackets attached, tie in and take a photo of the tie in. Then, untie and remove the initial wire on the dentoform. | Have your Mentor Check off the 60.42 Ortho Wire insertion Checklists and the photo | Upload the 60.42 Ortho Wire insertion Checklists and the photo into your OrthoTraining Student Account |
| 67 | Students | Students complete 60.42 Initial Wire Insertion Course Feedback Form | 60.42 Initial Wire Insertion Course Feedback Form | 60.42 Initial Wire Insertion Course Feedback Form submitted |
| 68 | | 60.51 Steps of the Retie Appointment | | |
| 69 | Students | Practice conducting the steps of a Retie appt with a partner following the Steps Checklist. | Mentor checks off the steps as students perform correctly on the 60.51 Retie Steps Checklist | Upload the 60.51 Retie Steps Checklist the Mentor checked off into your Student Account |
| 70 | Students | Students complete 60.51 Steps of the Retie Appointment Course Feedback Form and submits | 60.51 Steps of the Retie Appointment Course Feedback Form | 60.51 Steps of the Retie Appointment Course Feedback Form submitted |
| 71 | Mentor | Mentor completes Mentor Course Session 4-Wires and Retie Feedback Form and submits | Mentor completes Course Session 4-Wires and Retie Feedback Form and submits | Mentor Course Session 4-Wires and Retie Feedback Form submitted |

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| 72 | Mentor | Mentor assigns this online course | | |
| 73 | Mentor | 60.61 Orthodontic Debanding Course | | |
| 74 | Mentor emails to students | Mentor emails 60.61 Orthodontic Debanding Course Packet | | |
| 75 | Mentor Prepares practice for Session 5 | Mentor prepares the materials and instruments, such as band removing pliers, for debanding and debonding a patient. 30-fluted finishing burs in a high-speed handpiece are used to remove bond adhesive and rubber tips are used to polish the enamel surfaces. Band cement removal is performed with a scaler. | | |
| 76 | | 60.61 Orthodontic Debanding Course | | |
| 77 | Thursday before | Mentor checks Student Dashboards and Special Appointments Spreadsheet Log up to date? | 60.61 Orthodontic Debanding Course completed and Certificate awarded? Special Appointments Spreadsheet Log up to date? | |
| 78 | Friday, Hands-On Session 5 | Mentor and students meet at practice, Clinic Attire, OSHA Protocol | | |
| 79 | Mentor and Students | The Mentor discusses the steps and the materials used in the debonding process, reviews the state laws regarding licensure needed for debonding and why those laws are there. | Review 60.61-DB-01A-DEBAND STEPS CHECKLIST | |
| 80 | Mentor and Students | Mentor reviews the evaluation of the quality of the debonding as listed on the checklist. | 60.62-DB-02A Debanding Result 7-7 Checklist | Upload the 60.62-DB-02A Debanding Result 7-7 Checklist into your OrthoTraining Student Account |
| 81 | Mentor and Students | Ideally, it is best if students are able to debond brackets and bands that are attached on a dentofrom positioned in an ortho chair like a patient would be removing the appliance as listed on the Steps Checklist. | Debond a dentofrom following the 60.61-DB-01A-DEBAND STEPS CHECKLIST | Upload the 60.61-DB-01A-DEBAND STEPS CHECKLIST and the photo into your OrthoTraining Student Account |
| 82 | Mentor and Students | At some point the student needs to remove brackets and adhesive using a bur in a highspeed handpiece from teeth in a patient's mouth, under the direct and teaching supervision of the Mentor. Take a photo. | Debond a patient following the 60.61-DB-01A-DEBAND STEPS CHECKLIST under direct Mentor supervision | Upload the 60.62-DB-02A Debanding Result 7-7 Checklist and the photo a into your OrthoTraining Student Account |
| 83 | Mentor and Students | At some point the student needs to prophyl and polish the facial enamel surfaces of the teeth using handpieces and recommended materials under the direct and teaching supervision of the Mentor. Take a photo. | Prophy and polish the facial enamel surfaces of the teeth using handpieces and recommended materials of a patient following the 60.61-DB-01A-DEBAND STEPS CHECKLIST under direct Mentor supervision | Upload the 60.62-DB-02A Debanding Result 7-7 Checklist and the photo a into your OrthoTraining Student Account |
| 84 | Students | Complete 60.61 Orthodontic Debanding Course Feedback Form and submit it | Completed 60.61 Orthodontic Debanding Course Feedback Form | Students complete 60.61 Ortho Debanding Feedback Form and submit it |
| 85 | Mentor | Mentor completes Mentor 60.61 Orthodontic Debanding Course Session 6 Feedback Form and submits it | Mentor completes Course Session 5-60.61 Orthodontic Debanding Feedback Form and submits it | Mentor Course Session 5 60.61 Ortho Debanding Feedback Form and submits it |

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| 86 | | Assignment to 2-Week Externship Experience | | |
| 87 | Mentor | If possible, the students should be assigned to an Externship for 9 weekdays. Students will observe similarly-trained chairside orthodontic performing all procedures that are taught in this course. | | The student must upload all Externship Checklists with the Supervising Mentor's Initials and Date to the student's OrthoTraining Student Account for review by the Course Mentor |
| 88 | | In the Externship students may also perform procedures using the Steps and Quality Checklists under the direct supervision of a trained Mentor. The patient must be informed that the student is in training and give consent to be treated by the student. | The supervising Mentor must follow the Steps Checklist checking off each step the student performs correctly and indicate Pass or Needs More Practice on the checklist. | |
| 89 | Thursday before | | | |
| 90 | Friday, Session 6 | Mentor and students meet at practice, Clinic Attire, OSHA Protocol | | Students will upload completed Checklists with the Supervising Mentor's Initials and Date to the student's OrthoTraining Student Account for review by the Course Mentor |
| 91 | Mentor | Assigns Students to Externship with copies of Steps and Quality Checklists for the procedures the student will perform during the Externship | Copies of Steps and Quality Checklists | |
| 92 | | | | |
| 93 | Friday, Session 7 | Mentor and students may meet at practice, Clinic Attire, OSHA Protocol to discuss the success of the Externship experience | | |
| 94 | | All students share their experiences at the different Externships. Are there any areas of confusion in the program? How could this experience be improved? | Mentor notes experiences and suggestions for improvement | |
| 95 | Students | Students complete 1-Externship Experience for #-days Feedback Form and share with Mentor | Completed 1-Externship Experience for #-days Feedback Form | 1-Externship Experience for #-days Feedback Form submitted |
| 96 | Students | Students complete 2-Externship Experience for #-days Feedback Form and share with Mentor | Completed 2-Externship Experience for #-days Feedback Form | 2-Externship Experience for #-days Feedback Form submitted |
| 97 | Students | Students complete OrthoTraining Orthodontic Assisting 60-day Apprenticeship Program Evaluation Form & submit | Students complete OrthoTraining Orthodontic Assisting 60-day Apprenticeship Program Evaluation Form | OrthoTraining Orthodontic Assisting 60-day Apprenticeship Program Evaluation Form submitted |
| 98 | Mentor | Mentor completes OrthoTraining Externship Experience for #-days Feedback Form adding comments and submit | Mentor Externship Experience for #-days Feedback Form | Mentor Externship Experience Feedback Form submitted |
| 99 | Mentor | Mentor completes Mentor OrthoTraining Orthodontic Assisting 60-day Apprenticeship Program Evaluation Form & submits | Mentor OrthoTraining Orthodontic Assisting 60-day Apprenticeship Program Evaluation Form | Mentor OrthoTraining Orthodontic Assisting 60-day Apprenticeship Program Evaluation Form & submitted |
| 100 | | Graduation! | | Notice sent to each student |
| 101 | Thursday before | Check all Student Dashboard Reports and documents uploaded into OrthoTraining Student Accounts, Print Graduation Certificates | Student Dashboard Reports saved at OrthoTraining.com | |
| 102 | Friday, Session 8 | Celebrate Graduation, Award OrthoTraining Orthodontic Assisting 60-day Apprenticeship Program Completion Certificates | Graduation Ceremony | Media Announcement |