

I. Requirements to be an IAO Certified Instructor

A. IAO Bylaws regarding

II. Gathering the puzzle pieces of becoming a Certified Instructor

A. CE

1. At least 500 of approved CE Credits with at least 275 hours being orthodontically related

B. Credentialing

1. Conflict of Interests
2. Other lectures presented or shared
3. Doctoral and Post-Doc Credentials
4. National Approval Standards
5. Published Articles
6. Professional Affiliations and Memberships
7. IAO Diplomate Status
8. Other Accomplishments

C. Oral Presentation on Lecture Series to IAO Education Committee

1. General Overview
2. Some Specifics &/or Samples

D. Creating the Operating Manual for a Basic Orthodontic Course Series

III. Creating a Lecture or Lecture Series

A. Mission Statement

B. General Overview

1. Timing
2. Content
3. Goals

C. Course Synopsis

D. Tracking

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Clinical Case Presentation as an Example

IV. Creating the Operating Manual for your Basic Orthodontic Course Series

SESSION ONE: Records

A. Introduction

1. History
2. Cephalometry
3. Functional Jaw Orthopedics
4. Fixed Appliance Therapy
5. Braces
6. Retention

B. Vital Statistics

1. Medical History
2. Dental History
3. Preliminary Orthodontic Exam
4. Age
5. Genetic Links
6. Environment
7. Gender

C. Dental Examination

1. Occlusal Classification
2. Gnathic Balance

3. Arch Crowding
4. Rotations and Displacements
5. Ectopic Eruptions
6. Tooth Mass Discrepancies
7. Transverse Analysis
8. Space Loss
9. Alveolar Discrepancies
10. Ankylosed Teeth

D. Soft Tissue Evaluation

1. Asymmetries
2. Facial Proportions Vertically
3. Facial Proportions Horizontally
4. Frontal View Facial Proportions
5. Lip Support
6. Divergences
7. Periodontal Compromises
8. Airway Compromises
9. Myofunctional Problems and Habits
10. Genetic Aberrances

E. TMJ Evaluation

1. Neurologic
2. Muscles of Mastication
3. Range of Motion
4. Deviations
5. Auscultation

6. Derangements

7. Interferences

8. Wear

F. Study Model Analysis

1. Preparation of Patient

2. Objectives

3. Interpretation

G. Photos

1. Camera Mechanics

2. Photo Series Selection

3. Follow-up Photos

4. Storage

SESSION TWO: Radiographic Records

A. Full Mouth vs Panographic

1. Objectives

2. Anatomy

3. Standardize Settings

4. Progress Reports

5. Comparative Studies

B. Lateral Head Plate Radiograph

1. Objectives

2. Anatomy and Cephalometric Analysis

3. Standardize Settings

4. Progress Reports

5. Comparative Studies

C. TMJ Radiography

1. Objectives
2. Anatomy and Cephalometric Analysis
3. Standardize Settings
4. Progress Reports
5. Comparative Studies
6. Types
 - a. Transcranial
 - b. Tomograms
 - c. MRI

D. Diagnosis and Treatment Planning

1. Problem List
2. Prioritization
3. Distillation
4. Time Factor
5. Cost
6. Compromises
7. Retention

SESSION THREE: Functional Jaw Orthopedics

A. Functional Introductions

1. Treatment Objectives and Choices
2. Impression Techniques

3. Bite Techniques

4. Advantages

5. Disadvantages

6. Limitations

7. Motivation

B. Types

1. Intra-arch Appliances- Fixed &/or Removable- AP Corrections

a. Types

- Impression Techniques
- Bite Techniques
- Advantages
- Disadvantages
- Limitations

2. Transverse Appliances- Fixed &/or Removable

a. Types

- Impression Techniques
- Bite Techniques
- Advantages
- Disadvantages
- Limitations

3. Inter-arch Appliances- Fixed &/or Removable

a. Types

- Impression Techniques
- Bite Techniques

- Advantages
- Disadvantages
- Limitations

4. Vertical Corrections- Fixed &/or Removable

a. Types

- Impression Techniques
- Bite Techniques
- Advantages
- Disadvantages
- Limitations

5. Combination Treatments- Fixed&/or Removable

a. Types

- Impression Techniques
- Bite Techniques
- Advantages
- Disadvantages
- Limitations

C. Clinical Management of Functional Treatments

1. Compliance Issues
2. Scheduling
3. Adjustments
4. Breakage
5. Problem-solving
6. Lab Communications

D. Myofunctional Concerns

1. Tongue Thrusting
2. Thumbsucking
3. Airway Management
4. Other Habits

SESSION FOUR: BRACES

A. Banding

1. Separators
2. Fitting the Bands
 - a. Molars
 - b. Bicuspid
3. Cementation
4. Auxiliary Anchorage Support

B. Bracket Selection

1. What Type?
2. Direct Bonding Techniques
 - a. Prepping the Patient
 - b. Etching
 - c. Primer
 - d. Adhesive
 - e. Bracket Positioning
3. Indirect Bonding Techniques

C. Wire Placement

1. Wire Prescription
2. Ligation

- D. Care and Maintenance
 - E. Follow-up and Wire Sequencing
 - F. Finishing Mechanics
 - G. Retention and Tracking
 - H. Final Records
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Clinical Case Presentation as an Example

V. Creating a Study Club

A. Establishing your core leadership

1. If you go it alone you will struggle
 - a. President
 - b. Vice- President
 - c. Secretary
 - d. Treasurer
 - e. Videographer
2. Marketing strategies for establishing a study club
3. Board Meetings
4. Bylaws

B. Potpourri or Regimented Style

1. Initially a regimented series is recommended with a Mentor for the series
2. Guest Speakers
3. Assistant courses

C. Times and Dates

1. Best day(s) for meeting

2. Preferred times
3. Transportation arrangements for speakers
4. How many meetings/year

D. Selecting a location

1. Motel vs convention center
2. Catering vs onsite
3. Transport
4. Prices
5. Conveniences
6. Room Arrangements
7. AV Needs
8. Menu
 - a. Special Diet needs
9. Refreshments
10. Reservations
11. What's the bottom line
12. Contracts
13. After hours entertainment

E. Selecting a Speaker(s) for your study club

1. Scheduling and Planning ahead
2. Honorarium
3. Travel
4. Room and Board
5. Transport to and fro
6. Time/Date/Location

7. Contact numbers for speaker
8. Copy Service for Handouts
9. Location of Meeting
10. AV Needs
11. Room Arrangements and Special Needs
12. Video-Recording Policy
13. Confirmation Letters
14. Follow up
15. Exiting

F. Establishing a budget- Expenses

1. Honorarium
2. Travel
3. Accommodations
4. Meeting Room costs
5. Microphone
6. Projectors
7. Screens
8. Laser Pointer
9. Overhead Projector
10. White Board with Pens
11. Flip Charts/ Easel
12. TV Monitors
13. DVD
14. Special AV Needs
15. Special Needs

16. Group Meals
17. Refreshments
18. Handouts
19. Printing Costs for Flyers
20. Postage

G. Optional Purchases

1. Video-Recorder
2. HDMI Cable
3. TV Monitors
4. Laser Pointer
5. Digital Clicker for slide advancement
7. Costs

H. Budgeting—Revenue

1. Tuition for the course
2. Tuition for study club non-attendees
3. Tuition for the new-comer
4. Tuition to reinstall
5. Delinquent Accounts
6. Budgeting to grow revenue 10-15% each meeting
7. Attrition of the group
8. Acceleration lane arrangements to bring new members in

I. Bylaws

1. Definitions and Purpose

2. Membership

- a. Limitation of Membership
- b. Termination of Membership
- c. Membership Forced Dismissal

3. Officers and Terms of Office

4. Proctor of the Study Club

- a. Proctor Responsibility
- b. Resignation of Incapacitation of Proctor

5. Meetings

6. Dues, Finances, and Assessments

7. Duties of Officers

8. Disbanding and Sharing Assets of Study Club

9. Amendments

J. Marketing Strategies

- 1. General Mailings
- 2. Word of Mouth
- 3. Word of Friend
- 4. Emailing
- 5. Creating Flyers
- 6. Promotions
- 7. Special offers

K. CE Records/ State & National Approval

- 1. Name of Study Club
- 2. Contact Person

3. Location of Study Club
4. Listing of Courses
5. Listing of Future Courses
6. Listing of Officers and Board Members
7. Fiscal Responsibility
8. Goals
9. Needs Assessment
10. Objectives
11. Admissions
12. Patient Protection
 - a. Hands-on
 - b. Lecture
 - c. Patient participation
13. Instructor CV
14. Publicity
15. Evaluation
16. Course Records
17. Commercial or Promotional Conflict of Interest
18. Flyer Notifications and Provisions

VI. Polishing your Presentations

- A. The Educator vs. the Showman
- B. Content
- C. Hands on
- D. Clinical Application
- E. Breaks

F. AV

G. Audio

H. Worksheets

I. Participation and Interaction
