

# Lake Norman Dental Assisting School

## Application for Orthodontic Assisting

747 Brawley School Road+  
Mooresville, North Carolina 28117

I understand that there is a \$40.00 nonrefundable application fee to be included as well as official documentation of high school Transcript, official GED transcript, or official college transcript. We only need 1 official transcript. The 6 hours of shadowing documentation (only orthodontic practice). Without these required documents my application will not be complete.

Name\_\_\_\_\_ Date\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Date of Birth\_\_\_\_\_

E-Mail Address\_\_\_\_\_

Home Number\_\_\_\_\_, Cell\_\_\_\_\_

Parent, Guardian, or Spouse\_\_\_\_\_

Home Number\_\_\_\_\_, Cell\_\_\_\_\_

High School\_\_\_\_\_ Year of Grad.\_\_\_\_\_

High School Graduate \_\_\_\_\_ GED \_\_\_\_\_ College \_\_\_\_\_

How I heard about this program\_\_\_\_\_

In case of emergency contact:

Name\_\_\_\_\_ Phone\_\_\_\_\_

Relationship\_\_\_\_\_

Address, State, Zip\_\_\_\_\_

Please circle which class you would like to attend:      Spring      Fall

## TUITION AND FEES

All students enroll for a complete program and pay tuition for the complete program two weeks prior to entrance unless other arrangements have been made. This is a hybrid course and payment of online portion will need paid at the website after official enrollment is completed.

<u>Course</u>	<u>Application Fee</u>	<u>Tuition</u>
Orthodontic Assisting	\$40.00	\$2970.00
<b>Late Registration Fee</b>	<b>(after 2 week deadline)</b>	<b>\$150.00</b>

## Lake Norman Orthodontic Assisting Prerequisites:

Applicants must possess a high school diploma or have passed a high school equivalency (GED) test. Applicants may submit an application for admission in person or by mail. All Applicants must have 6 hours of “shadowing” with a dentist, documentation required, before applications are approved. All applications must be submitted prior to the first day of class. No late enrollments will be accepted. A personal interview is required with the school director prior to admission. Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

The lake Norman Orthodontic Assisting Program involves online didactic material as well as an eleven week hands-on clinical / Lab instruction. At the completion of the 12 week portion of the training the student must successfully complete 20 hours of internship / shadowing with an orthodontist.

Students will complete the online material weekly in conjunction with the hands-on clinical / lab portion of the course. The hands-on portion will be at **least 5 hours per the twelve week course**. The Hands-on portion will be taught at our school's location once a week on Saturdays for twelve weeks.

# Lake Norman Online Orthodontic Course Descriptions:

## **1 – Oral and Dental Anatomy**

Oral Anatomy  
Dental Anatomy  
Tooth Development  
Tooth Numbering  
Tooth Surfaces and Directions  
Malocclusions

## **2 – What is Orthodontics?**

Introduction  
Dentistry and Dental Specialties  
Types of Orthodontic Treatment  
Stages of Treatment  
Orthodontic Instruments  
How Teeth Move

## **3 – The Orthodontic Appliance**

Basic Orthodontic Appliance Parts  
Elastomeric Ligatures (a.k.a. Alastiks)  
Steel Ligatures  
Intraoral Auxiliaries  
Non-Traditional Orthodontic Appliances

## **4 – Archwire Selection**

Placement, and Termination  
Archwire Selection

## **5 – Headgears and Elastics**

Extra-oral Auxiliaries – Headgears  
Intra-oral Auxiliaries – Elastics

## **6 – Secondary Appliances**

Categories of Secondary Appliances  
Introduction to Appliance Fabrication  
Types of Appliances

## **7 – Application of Orthodontic Appliances**

Separators or Spacers  
Orthodontic Bands  
Bonding of Orthodontic Appliances

## **8 – Removal and Retention**

Removal of Braces  
Retention  
Post-treatment Procedures

## **9 – Diagnostic Records**

Introduction to Diagnostic Records  
Impressions  
Bite Registration  
Orthodontic X-ray Techniques  
Photographic Techniques  
Digital Records

## **\*10 – Radiation and X-ray Safety**

Introduction  
Radiation Safety  
The X-ray Cassette – Extra-oral film  
The Darkroom

## **11 – Orthodontic Models**

Types of Models  
Pouring Models  
Separation Models  
Trimming Models  
Alternatives to Standard Study Models

## **12 – Patient Management**

Chair, Patient, and Body Positioning  
Physical Interaction with Patients  
Checking Appliance  
Patient Instructions – Oral Hygiene and Appliance Care  
Charting  
Parent Communication

## **13 – Infection Control in Orthodontics**

What is Infection Control?  
Sterilization and Disinfection  
Protecting our Patients and Ourselves

## **14 – Professionalism in Orthodontics**

What to Expect in the Real  
World of Orthodontics  
Interviews and Resumes  
Professionalism in the Orthodontic Office

# Lake Norman Dental Assisting School

747 Brawley School Road  
Mooresville, North Carolina 28117  
Office (704) 663-5430 Fax (704) 663-5327  
Web Site: [www.ncdentalassistingsschool.com](http://www.ncdentalassistingsschool.com)  
E-Mail: [lakenormandentalassisting@yahoo.com](mailto:lakenormandentalassisting@yahoo.com)

Applicants/ Dentist:

We feel that shadowing for the applicant is to experience the dental environment so that they can make an informed decision to the area to which they are seeking education. Lake Norman Dental Assisting School now requires all applicants do 6 hours of observation or "shadowing" in an orthodontic dental office before applications can be processed.

Please fill out our questioner at the bottom of this letter and include the dentist's business card. We thank you for participating in our program's requirements.

Name of applicant\_\_\_\_\_

Name and Address of dental office: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dentist / Office Managers signature: \_\_\_\_\_

Trudie L. Helmick,  
Program Director