



Student,

Thank you for your interest in our continuing education healthcare courses. Below you will find preadmission information relevant to our Orthodontic Assistant Training. This application packet must be completed prior to registering for classes.

Please return completed application forms, and copies of your ID and Basic Life Support Card via e-mail to CEHealthcare@collin.edu. We are no longer accepting paper applications at this time. There are free apps to download (Genius Scan being one) that will let you scan and e-mail. You may also snap a photo of every page and e-mail to CEHealthcare@collin.edu. Thanks again, and we look forward to working with you on your healthcare career goals!

Sincerely,

The CE Healthcare Team

Collin College offers a 32-hour Orthodontic Assistant Training course. This course provides the training needed to successfully work at an orthodontic office with entry-level training.

Orthodontic assistants perform assisting duties in orthodontic procedures as directed by a dentist and in compliance with state laws and regulations. Principle responsibilities are to:

- Safely and correctly prepare patients and treatment rooms for orthodontic procedures.
- Take necessary x-rays and diagnostic imaging, including intraoral, extra oral, and 3D imaging, following established company procedures and protocols.
- Ensure all equipment is in good working condition and in compliance with applicable laws and regulations.
- Assist the dental team and doctor in providing quality direct patient care.
- Protect patients, yourself and staff from cross-contamination and radiation exposure by practicing sound procedures which meet or exceed recommended industry standards.
- Correctly use orthodontic numerology and terminology.
- Correct identification and use of orthodontic instrumentation and materials.
- Correct identification and assessment of occlusion.
 - Correct care, maintenance, and usage of orthodontic instruments and equipment.
- Assist with various aspects of diagnostic appointments, record collection, and treatment planning.
- Competently perform orthodontic assistant procedures (including the use of bonding, banding, arch wires, O-rings, ties, etc.)
- Communicate effectively with a diverse patient population.
- Respect patients' rights to privacy and confidentiality.

Upon successful completion of this course, students are eligible to work in an orthodontic office. All students are required to complete the pre-admissions requirements prior to starting class. Any exceptions must be approved by the Program Director.

Radiology Training – Admission Criteria

1. Completed application
2. Ability to lift at least 25 pounds
3. State Issued Photo ID
4. Basic Life Support for Healthcare Providers / CPR Card
5. Registered Dental Assistant Certification, proof of graduation from a TSBDE-approved Dental Assistant program, OR proof of 3 months full-time patient care experience in a dental office.



Name: _____ Date: _____

*CWID: _____

(*A CWID is required for enrollment into the course. Please call 972-985-3711 for more information.)

Mailing address: _____

Phone number: _____

Email address (Primary method of contact): _____

- I have attached the required documentation for consideration.
- I have read and understand the rules and regulations of the college and the course and will abide by these terms of my continuation and training.
- The information I have given in this application is factual, and I understand falsification of any required documentation will result in the denial of my application.
- I have read and understand the terms related, and release Collin College and its employees from any liability.
- I understand this type of course/career has specific physical requirements as per the documentation provided to me.
- I understand if I do not successfully complete and pass each requirement, my application could be declined or I could be immediately dismissed from training.
- I understand I must successfully complete competencies in the classroom portion of my training and maintain at least 90% classroom attendance to qualify for a completion certificate.
- I understand enrollment in the Orthodontic Assistant Training course is limited, and seats are awarded in date order based on those students who complete and turn in all pre-admission requirements and application to CE Health Sciences (cehealthcare@collin.edu)

Signature: _____ Date: _____