



# Oral and Maxillofacial Surgery Anesthesia Assistants Program

A Study Course for OMS Assistants

Year 'round program!



## Register Today!

The examinations are administered by appointment only Monday through Friday 9:00 am and 1:30 pm.

## 12 Continuing Dental Education Credits

## WHAT IS OMAAP?

The AAOMS Oral and Maxillofacial Surgery Anesthesia Assistants Program (OMAAP) is a two-part continuing education program comprised of self-study material and quizzes and a standardized, computer-based exam. This course is designed for oral and maxillofacial surgery assistants or assistants employed by other dental professionals with a valid anesthesia permit. Assistants will receive 12 continuing dental education credits for successfully completing the course. Upon successful completion of the final examination, the assistant will receive a certificate of completion and an AAOMS Anesthesia Assistants Program lapel pin.

OMAAP is not a certification program.

## WHAT ARE THE REQUIREMENTS TO TAKE OMAAP?

The following are the eligibility requirements for participation in the OMAAP program:

- An assistant must be employed by either an oral and maxillofacial surgeon who is a member of AAOMS or by a dental professional who holds a valid anesthesia permit. Non-AAOMS offices must enclose a copy of their anesthesia permit with each application submitted.
- All applicants must provide a copy of a CURRENT CPR or BCLS certification with their registration form in order to receive their study materials. **The CPR or BCLS certification must be current through your testing date (a minimum of six months).**

If your certification expires between the date of registration and your OMAAP expiration date, a new copy must be submitted to AMP, the testing agency. **You will not be allowed to schedule your examination without a current CPR or BCLS certification.**

## WHAT DOES OMAAP COVER?

Assistants and sponsoring doctors will each receive study materials that focus on the following five areas:

- Basic sciences
- Systemic diseases and evaluation/preparation of patients
- Anesthetic drugs and techniques
- Anesthesia equipment and monitoring
- Office anesthesia emergencies



A required and suggested reading list is included in the OMAAP study guide. Upon completion of each module in the study guide, the assistant will take a practice quiz, which the sponsoring surgeon will score. The doctor will receive an answer key with his/her study guide. These quizzes are for reference and do not need to be turned in to AAOMS. When the assistant has completed all of the study guide modules and practice quizzes, it is time to schedule the final examination.

### **WHAT ARE THE OBJECTIVES OF THE PROGRAM?**

Upon completion of the OMAAP program, assistants should have a strong knowledge base of how to be part of the OMS anesthesia team. The program objectives and the skills assistants will possess after completing this course are:

- A basic knowledge and understanding of anatomy and physiology, and cardiovascular and respiratory systems;
- The ability to recognize and explain the divisions of the central nervous system;
- The ability to recognize and describe the components of the medical history and the review systems;
- The ability to explain the differences between local anesthesia, inhalation analgesia, conscious sedation, deep sedation and general anesthesia;
- The ability to demonstrate familiarity with commonly used drugs and techniques utilized by the oral and maxillofacial surgery team to achieve various levels of sedation;
- The ability to recognize and describe office anesthesia emergencies, including cardiovascular, respiratory, allergic and convulsive emergencies; and
- Familiarity with the essentials of monitoring blood pressure, ECG readings and pulse, and the ability to recognize normal oxygen saturation levels.

### **ABOUT THE EXAMINATION**

The OMAAP examination consists of 15 multiple-choice pretest questions and 100 multiple-choice test questions. Candidates will have two hours to complete the exam. The test is administered in a computerized format that is easy for individuals at all levels of computer literacy.

Confirmation of a candidate's eligibility will be valid for a period of six (6) months. If a candidate fails to schedule an examination appointment within the six (6) month eligibility period, he or she will be required to reapply and resubmit the full application fee.



Exam eligibility becomes active when the OMAAP candidate receives an eligibility postcard in the mail. The eligibility expiration date will be indicated in the first paragraph on the postcard.

The policy regarding transferring and/or refunding examination fees is as follows:

- Candidates who do not schedule an examination appointment within six (6) months from the date their eligibility is confirmed will forfeit the full application fee and must reapply and resubmit the fee.
- Candidates who fail to appear for an examination appointment or arrive at the testing center more than 15 minutes late for their appointment will not be allowed to sit for their examination; they will not receive a refund and cannot transfer their fees to a future testing appointment. Individuals who are late or miss an examination appointment will be required to submit another application and full application fee.
- Candidates who do not pass the examination at their first sitting have the opportunity to retest one (1) additional time. A retesting fee of \$85.00 will be assessed for all candidates who sit for the second examination.
- Candidates who do not pass the examination the first time will receive a reapplication form on their examination score report immediately after the exam. It is the candidate's responsibility to complete and submit the reapplication form to Applied Measurement Professionals, Inc., within 30 days of receipt. Once the candidate's reapplication is received and processed, the candidate will be given a new eligibility date. The candidate will then have six (6) months from the new eligibility date to retest.
- Candidates will only be allowed to retest one time.

The examination is administered by appointment only, Monday through Friday at 9:00 am and 1:30 pm.

Candidates are scheduled on a first-come, first-served basis. AMP testing sites are located across the country. Visit [www.goamp.com](http://www.goamp.com) for a current list of testing locations and directions.

Examinations must be scheduled at least four (4) business days in advance. Unscheduled candidates (walk-ins) will not be admitted to testing centers. Examinations will not be administered most holidays. Please confirm this with AMP when scheduling your exam.



## REGISTRATION INFORMATION

To register for OMAAP, please complete a registration form for each assistant enrolling in the program. (You may photocopy the registration form.)

Please mail registration forms to:

Applied Measurement Professionals (AMP)

18000 W. 105th Street • Olathe, KS 66061-7543

Or fax registration forms to 913/895-4650.

*Registrations are not accepted over the phone.*

For questions, contact AMP directly at 913/895-4600. Refer to the AAOMS OMAAP course.

Course materials will be mailed to the sponsoring surgeon's office address. **Please allow AMP three weeks to process the application and deliver study materials.**

## ADDITIONAL REQUIRED READINGS

Tuition includes the OMAAP Study Materials and Examination fee **only**. The following additional required readings must be ordered separately through [AAOMS Publications by phone at 800/366-6725 or online at aaomsstore.com](http://AAOMS Publications by phone at 800/366-6725 or online at aaomsstore.com).

- *AAOMS Office Anesthesia Evaluation Manual, 7th edition* (Order Code: OAE-007)
- *SASS III Manual: Advanced Protocols for Medical Emergencies* (Order Code: SASIII)

## TESTING AGENCY

Applied Measurement Professionals Inc. (AMP) is a research and development firm that conducts professional competency assessment research and provides examination services for a number of professional educational programs. AMP is contracted by AAOMS to assist in the development, administration, scoring, score reporting and analysis of the OMAAP.

## RESCHEDULING THE EXAMINATION

If for any reason you need to reschedule your examination, you will be allowed a one-time rescheduling option within your six-month eligibility period at no charge. To reschedule, you must contact AMP four (4) business days in advance of your scheduled test date. After the first cancellation, there will be a rescheduling fee of \$85.00 for each additional testing change. A "Request to Reschedule Test Appointment" form is located in the OMAAP study guide and on the AAOMS Web site.



### STATEMENT OF NONDISCRIMINATION

AAOMS and AMP do not discriminate against any individual or candidate with respect to age, sexual preference, color, religion, creed, marital status, national origin, race, language, medical conditions or disability. All candidates are considered solely on the basis of their independent ability to meet the eligibility criteria established by the AAOMS Committee on Practice Management and Professional Allied Staff. It is AAOMS policy to comply with all applicable federal and state laws with respect to nondiscrimination.

### SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

AAOMS and AMP comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the OMAAP examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities. Verification of the disability and a statement from an appropriate professional (education professional, doctor, psychologist, psychiatrist) of the specific type of assistance needed must be made in writing and included with the completed registration form. When you call to schedule your test, please inform AMP of your need for special accommodations.

### CE STATEMENT

The course provides 12 continuing dental education credits.

The American Association of Oral and Maxillofacial Surgeons is an ADA CERP Recognized Provider.

Academy of General Dentistry  
Approved PACE Program Provider  
FAGD/MAGD Credit  
06/01/2006 – 05/31/2010



*This course has been approved for credit through the Dental Assisting National Board (DANB)*

# REGISTRATION FORM

## Oral and Maxillofacial Surgery Anesthesia Assistants Program



A Study Course for OMS Assistants



A continuing education program of the American Association of Oral and Maxillofacial Surgeons designed for OMS assistants

Note: This form should be duplicated and one form completed for each registrant. Please print or type.

### ASSISTANT INFORMATION

Name (as it should appear on the certificate)

Mr./Ms.                      First                      Middle                      Last

E-mail address

Please indicate if you have previously participated in the OMAAP program.                       Yes     No

### SPONSORING SURGEON

Name

Office Mailing Address

City    State    Zip

Office Telephone    Office Fax

I certify that the participant named above will have completed the course materials and quizzes and will possess a current CPR or BCLS card prior to sitting for the Oral and Maxillofacial Surgery Anesthesia Assistants Program Exam, as outlined and authorized by the AAOMS Committee on Practice Management and Professional Allied Staff.

Participant's Signature    Date    Sponsoring Surgeon's Signature    Date

A copy of the participant's current CPR or BCLS card is enclosed.                       Yes     No

### FEES AND PAYMENT

Tuition includes the OMAAP study materials and examination fee. Additional required readings are the *AAOMS Office Anesthesia Evaluation Manual, 7th edition* and the *SASS III Manual: Advanced Protocols for Medical Emergencies in the Oral and Maxillofacial Surgery Office*. The additional required readings must be ordered separately by phone through AAOMS Publications at 800/366-6725 or online at [aaomsstore.com](http://aaomsstore.com).

Please indicate whether your sponsoring surgeon is an:

- |  |          |
|--|----------|
| <input type="checkbox"/> AAOMS member OMS sponsor  | TUITION  |
| <input type="checkbox"/> *Non-AAOMS member sponsor | \$300.00 |
| specify specialty: _____                           | \$450.00 |

TOTAL TUITION \$ \_\_\_\_\_

\*Non-AAOMS member sponsors must enclose a copy of their valid anesthesia permit.

### PAYMENT BY CREDIT CARD

When paying by credit card, complete the information below and return with completed registration form.

FAX to: 913/895-4650                      MAIL to: AMP, 18000 West 105th Street, Olathe, KS 66061

Credit Card:     MasterCard     Visa     Discover     American Express

Name of Card Holder

Credit Card Number    Expiration Date

### PAYMENT BY CHECK

Payment must be made in U.S. currency and payable to "AMP." Mail with completed form to: AMP, 18000 West 105th Street, Olathe, KS 66061

Please remember to include a copy of your current CPR or BCLS certification with your registration form in order to receive your study materials. Allow AMP three weeks to process your application and deliver your study materials. For inquiries please call AMP at 888/519-9901.

### SUBSTITUTION AND REFUND POLICY

- All substitutions and cancellations must be made using the OMAAP Substitutions and Cancellations Form. A copy of this form is provided in the *OMAAP Study Guide*.
- Candidates may reschedule ONE appointment for examination at no charge by calling AMP at 888/519-9901 at least four (4) business days prior to the scheduled testing session. A rescheduling fee of \$85.00 will be charged for any subsequent appointment changes.

CUT ALONG DOTTED LINE.