

IAOM CERTIFICATION PROCEDURES TO BECOME A CERTIFIED OROFACIAL MYOLOGIST (COM)

Purpose of Certification Process

The purpose of this process is to ensure that individuals requesting certification in orofacial myology attain a standardized level of competency. It is the responsibility of the applicant to carefully read the Certification procedures listed in the current IAOM handbook.

Guidelines

1. The applicant must attend an IAOM approved 28 hour introductory course in Orofacial Myology.
2. IAOM dues must be current in order to apply for certification.
3. The applicant submits the application for certification to the **Executive Coordinator**. If approved, the applicant must remit a copy of their professional license and a copy of the IAOM course that was taken, along with the \$150.00 application fee. The fee may be sent electronically via the IAOM website or the postal service. If a postal service is used, the check is made payable to **IAOM**.
4. If the certification process is not started within five (5) years of completing an IAOM approved 28 hour course, another course must be taken.

Two Step Certification Process: Written Exam and Onsite Visit

Written Exam

- a. Objective questions
- b. Short essay questions.

Onsite Visit

- a. Query about practice procedures
- b. Scheduled Onsite Visit.

Written Portion Information

1. Upon approval of the application, an examination will be sent via email from the Board of Examiners (BOE) Chair. The applicant is given six (6) months to complete the examination from the date it is received. Under extenuating circumstances, the applicant may appeal for one (1) extension of an additional six (6) months by providing a written request with an explanation. This request must be received prior to the exam due date and must be sent to the BOE Chair for consideration. If approved, a \$50.00 extension fee will be sent to the Executive Coordinator via the IAOM website or the postal service.
2. The examination is a combination of diagrams, fill in the blanks, multiple choice, true-false questions, and ten (10) short essay questions. The following areas are included in the exam: anatomy, physiology, growth and development, speech, malocclusions, etiologies and incidence of orofacial myology disorders, diagnosis, treatment, motivation, habituation, normal and abnormal swallowing processes, principles of therapy, prognosis, related etiologies, orthodontic concepts, IAOM history, ethics, and scope of practice.
3. The short essays must be no longer than one page in length, typed, 12 font, can be single spaced and must be in an essay format, i.e., no longer than a couple of paragraphs. The applicant may consult whatever resources he/she chooses; however, footnotes and/or references are required to be used where appropriate. The question asked should be stated in full before the essay answer. **Do not include your name on any of the pages.** The applicant is responsible for proofreading and editing.
4. Once completed, the examination is returned to the BOE Chair via regular mail while the essays must be returned electronically in one document, preferably in Word format.
5. The BOE Chair will grade the objective portion. The essay portion will be graded by two Board Examiners. The examiners are allotted two weeks to complete the grading. The applicant must receive a total score of 80% or higher in order to pass the examination.
6. The BOE Chair is responsible for informing the applicant of the results. Any applicant who fails the examination twice will be given the opportunity to restart the entire certification process beginning with a 28 hour IAOM approved course.

7. If the certification examination is not completed within one and a half years, the examinee is required to restart the examination process including reapplying making a payment of a \$150 fee. The examinee will be issued a different exam from the one they originally received.

Onsite Visit Information

1. After the applicant passes the written examination, the BOE Chair will send a letter explaining part two (2) of the process, the Onsite Visit. The examinee will have up to two (2) years to complete this part. Included will be a list of the BOE members from which to select his/her onsite examiner. Members of the BOE may not serve as an onsite examiner for any individual they have trained unless special approval has been granted by the BOE Chair.
2. The applicant must send \$350.00 either electronically (invoice from Executive Coordinator) or by postal service to the IAOM Executive Coordinator BEFORE beginning the two (2) part onsite process. If the postal service is used, the check is made out to **IAOM**. If International and/or using Secure Video for the onsite, the fee is \$350.00.
3. Prior to the onsite visit, the applicant must provide written notification of the onsite arrangements to the BOE Chair.
4. The applicant will receive questions related to his/her practice on a form called the "Onsite Proficiency Query". This form must be completed and submitted to the **selected onsite examiner**. The examiner will inform the examinee of the results within three weeks after having acknowledged the receipt of the answers. If the answers are approved, the onsite may be scheduled. If not approved, it is at the examiner's discretion to set a time limit within which the necessary changes must be made. **Once this is completed, the onsite visit can be scheduled.**
5. The onsite visit shall involve a minimum of six (6) hours of observation that is typically completed in one or two days per arrangement between the applicant and onsite examiner. In the case of last minute cancellations or failed patient appointments during the onsite visit, the examinee has the option of using one of the following IAOM approved formats to cover the missing portion of the onsite evaluation. Approved formats include videos on CD or DVD. A maximum of three (3) hours of therapy sessions on an IAOM approved format may be used to cover such unexpected situations. If no video has been prepared in advance, the applicant is permitted a maximum of 30 days from the date of the onsite visit in order to submit the videos to the examiner.
6. Components of the onsite visit **must** include a and b but may include c:
 - a.) One initial consultation and evaluation
 - b.) Patients in various phases of treatment and a minimum of 2 follow up/recheck visits on completed patients.
 - c.) A habit control appointment
7. It is the responsibility of the applicant to make arrangements with the onsite examiner to reimburse the expenses incurred for the visit. This includes transportation, lodging, and meals. Be aware that most examiners are also working so be considerate of their time and be as flexible as possible,
8. It is highly recommended that the applicant complete the process within six (6) months of having passed the exam. If the applicant does not complete the onsite visit within 2 years of having passed the exam, it will be necessary to restart the certification process anew.
9. After successfully completing the Certification Procedures, the applicant will be notified by the BOE Chair.
10. The applicant will be sent a numbered CERTIFICATE that will be signed by the IAOM President and BOE Chair. The newly certified member is thereby given all rights, privileges and honors pertaining to CERTIFIED members of the IAOM and will be considered a Certified Orofacial Myologist. (COM)
11. Every Certified Orofacial Myologist (COM) of the IAOM is required to attend a course related to the field of Orofacial Myology or an IAOM Convention/Conference for a minimum of 20 hours every 2-year period in order to maintain certification status.
12. Any changes or exceptions to these guidelines must be approved by the IAOM Board of Examiners and the IAOM Board of Directors.