INTERNATIONAL ASSOCIATION of OROFACIAL MYOLOGY

IAOM Certification Track Process- Part 2 On-site

1) The Examinee must have successfully completed the IAOM Certification Written Examination. See **IAOM Certification Track Process- Part 1** for these requirements.

2) The Examinee must contact the IAOM Executive Coordinator to pay the fee for the On-site process.

Option 1: Secure Video Skills Assessment

- The On-site fee will be $600 for all Examinees, regardless of in the US or International, and will utilizing a Secure Video format. There will be no other fees associated with the Secure Video On-site.

Option 2: Face-to-face Onsite Skills Assessment – IAOM preferred method

- If an Examinee would prefer to complete their On-site with a BOE Examiner in person, they will submit the $350 fee to the IAOM Executive Coordinator and then be responsible for all travel expenses for the Examiner, including:
    - coach/standard airfare
    - hotel
    - food
    - transportation to and from the airport (in route to the Examinee's location or hotel)
    - airport parking
    - mileage for travel from the Examiner's home to the airport, at the current IRS mileage recommendation.
    - Examiners are responsible for any additional fees or expenses related to upgraded options, specific needs outside this basic list and is required to discuss and pre-plan with the examinee

3) The IAOM Executive Coordinator will communicate with the BOE Chair that the On-site payment has been processed, specifying if this is to be In-person or Secure Video format.

4) The Examinees, who received the queries upon passing the IAOM Certification Written Examination, must send the queries electronically, in a Word format, to the BOE Chair.

5) The Examinee will be randomly assigned to one of the BOE Team members, by the BOE Chair, for the completion of the remainder of the On-site process.

6) The BOE Team member who has been assigned to the Examinee will read the queries and will ask pertinent questions to ensure that the candidate is ready for the On-site.
7) Once the queries have been approved by the Examiner, the On-site can be scheduled.

8) The Examinee needs to contact the BOE Chair to inform of the date(s) of the On-site.

9) At least 2 weeks prior to the On-site, the Examinee must provide the following to the Examiner:
    - A sample of all printed material used by the Examinee in their practice (lesson plans/lessons, letterhead, business cards, referral forms, brochures, etc.)

    These documents can be scanned and/or photographed to provide to the Examiner for review.
    - Sample reports: initial, progress, discharge
    - A short synopsis, including patient treatment history, for each patient to be observed during the On-site.
    - A schedule of the patients, in the order that are to be observed by the Examiner.
    - This schedule must include short breaks in the morning and/or afternoon and a lunch break, particularly if planning a single day for the completion of the On-site, as well as time for discussion of cases, either between session or in a cluster session at the end of the morning or end of the day.

10) The On-sites, unless pre-determined to be an in-person, will be completed using a Secure Video format.

11) Each On-site should take no more than 2 days to complete.

12) The On-site visit is required to a minimum of six (6) hours of patient contact observation, typically completed in one or two days per arrangement between the applicant and On-site Examiner.

    - one initial evaluation (required)

    (The examinee must show a full orofacial myology program, even if the examinee typically works with patients who cannot complete the fully structured program. Both the full orofacial myology program and the examinee's "typical" treatment program should be demonstrated for the examiner.)
    - 2-4 clients at various stages of therapy including 1-2 recheck/follow up (required)
    - a habit control or tethered oral tissue appointment (optional)
    - The Examinee is permitted to use no more than three (3) hours of videos of an evaluation and/or treatment.
        - It is recommended that the Examinee prepare video documentation, to be used in the case of last-minute cancellation or No Show of a patient to the On-site appointment.

- The video recorded sessions should be a **<u>substitution</u>** for a patient, not a planned part of the On-site process.
- These recorded sessions would assist in fulfilling the required 6 hours of observed client contact time.

- The Examinee must provide time (at least 30 minutes) prior to the first treatment session as well as scheduled breaks in between clients for discussion/questions, comments and feedback.
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13) Once the On-site is completed, the Examiner will complete the rating form and provide a report of the observations/comments and recommendations for the On-site to the BOE Chair.

14) The Examiner will not inform the Examinee of the results of the visit.

15) The BOE Chair will then inform the Examinee of the results of the On-site process.