DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1

CAREER FIELD EDUCATION AND TRAINING PLAN

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CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL ASSISTANT SPECIALTY
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CAREER FIELD EDUCATION AND TRAINING PLAN
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AFSC 4Y0X1/H

Part 1

Preface

This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document identifying the life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP provides a clear career path to success and instill rigor in all aspects of our career field training. **NOTE**: Civilians occupying associated positions will use Part II to support duty position qualification training.

The CFETP consists of two parts. Supervisors plan, manage, and control training within the specialty using both parts of the plan.

Part I provides information necessary for overall management of the specialty. *Section A* explains how everyone will use the CFETP; *Section B* identifies career field progression information, duties and responsibilities, training strategies, and the career field path; *Section C* associates each skill-level with specialty qualifications (knowledge, education, experience, training, and other); and *Section D* indicates resource constraints (funds, manpower, equipment, facilities); *Section E* identifies transition training guide requirements for SSgt through MSgt.

Part II includes the following: *Section A*: identifies the Specialty Training Standard (STS) and includes duties, tasks technical references to support training, Air Education and Training Command (AETC) conducted training, core and critical tasks, and correspondence course requirements. *Section B*: contains the course objective list and training standards supervisors will use to determine if an Airmen satisfied training requirements. *Section C*: identifies available support materials (i.e., Qualification Training Packages). *Section D*: identifies the training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. *Section E*: identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their careers. This plan will enable us to train today's work force for tomorrow's jobs.

Abbreviations and Terms Explained

Advanced Training (AT). Formal courses providing individuals, qualified in one or more positions of their AFS, with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of AFS.

Air Education and Training Command (AETC). Conducts basic training for all Air Force (AF) enlisted personnel, produces skilled flying and ground personnel, and trains many of the world's military forces. Along with basic military, technical, and flying training, AETC provides other types of training, such as aircrew transitional, special, advanced, lateral, and survival training.

Air Force Career Development Academy (AFCDA). The Air Force Career Development Academy is responsible for providing Airman with reimagined, modernized Career Development Courses (CDCs) that will transform the way we learn in the 21st Century. AFCDA collaborates with Career Field Managers (CFMs) and CDC Writers to educate, train and develop competent and confident Airman needed for the future fight with an emphasis on mission focused tasks, strategic viewpoints, student centric performance-based assessments and realistic scenarios. Through rapid curriculum development and agile curriculum updates, AFCDA offers an innovative learning experience that is immersive, interactive, and memorable.

Air University (AU/A4L). Provides instructional opportunities for customers beyond the confines of the formal classroom. AU/A4L has an enrollment, distribution, tracking, and testing system in place for distance learning courses.

AF Career Field Manager (AFCFM). Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements.   AFCFM is the OPR; however, works in concert with MAJCOM Functional Managers (MFMs) as required.

AF Enlisted Classification Directory (AFECD). The official directory for all military enlisted classification descriptions, codes, and identifiers. This directory uses specialty descriptions and codes to identify each AF job (valid requirements) and describes the minimum mandatory qualifications of personnel to fill these jobs. The updated AFECD is available on the myFSS website, https://myfss.us.af.mil/, under Active Duty: Military Classifications.

AF Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). This is a comprehensive task list describing a particular job type or duty position used by supervisors to document task qualifications. The tasks on the AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Medical Agency (AFMED). There are two AFMED regions, each supporting assigned MAJCOMs and Direct Reporting Units. They provide the medical command authority needed to organize, train, and equip for the future fight; maximize Air Force Medical Service focus on Force Generation medical support; provide the DHA an Air Force-led intermediate management structure to exercise authority, direction, and control over MTFs; and improve deconfliction and prioritization of complex health care delivery and readiness priorities.

AF Specialty (AFS). A group of positions (with the same title and code) requiring common qualifications.

Career Development Course (CDC). A self-study correspondence course providing Airmen with a fundamental knowledge of their AFS.

Certification. A formal indication of an individual's ability to perform a task to required standards.

Certification Official. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Commission on Dental Accreditation (CODA). Develops and implements accreditation standards that promote and monitor the continuous quality and improvement of dental education programs.

Community College of the Air Force (CCAF). The Community College of the Air Force, Maxwell AFB, Gunter Annex, Alabama, is an institution of higher learning dedicated to the enlisted Airmen and Guardians of the Department of the Air Force. The Community College of the Air Force is part of Air University. Air University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate, masters and doctoral degrees.

Continuation Training. Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present future duty assignments.

Core Tasks. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AF specialty code (AFSC), regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Training Standard (CTS). Identifies a specific course's training and proficiency level. The CTS is used to identify optional supplemental training requirements and may also be used to identify officer CFETP mandatory and optional course requirements.

Comprehensive Medical Readiness Program (CMRP). The CMRP is a modernized Readiness Skills Verification Program (RSVP) that divides medical readiness training into categories to support targeted application of requirements for specific specialties, personnel, and missions across the full spectrum of AF military medical operations. Category I, Clinical Currency, and Category II, Readiness Skills Training, are levied using CMRP checklists developed by specialty consultants, corps directors and CFMs. Category III, UTC Training, is levied by the Category III Training Guide maintained on the AF Medical Readiness SharePoint Site. Category IV, MCRP Team Training, consists of standardized training required for all like teams across the AFMS as well as unit-specific training requirements.

Critical Task. A task requiring specific training and certification prioritized above other tasks.

Tasks may be defined as critical either through AF Instructions (AFIs), AF Manuals (AFMANs), Technical Orders, higher headquarters, or at any level in the unit.

Defense Health Agency (DHA). Is a joint, integrated Combat Support Agency that enables the Army, Navy, and Air Force medical services to provide a medically ready force and ready medical force to Combatant Commands in both peacetime and wartime.

Dental Manpower and Readiness Operation Division. Maximizing the mission readiness capability of the AF Medical Service through a combined effort of Active Duty, Reserve, and National Guard by: sharing values and principles; optimizing a total force strategy; using technology effectively and efficiently; training for joint tasking and creating a dynamic environment which maximizes everyone's potential.

Exportable Training. Additional training via computer assisted, read-ahead material (paper text), interactive video, or other necessary means to supplement training.

General Education Mobile (GEM). A partnership between CCAF and civilian academic institutions. Under GEM, academic institutions offer general education courses in mobile (distance) learning format in order to meet CCAF Associate of Applied Science degree requirements.

Initial Skills Training. A formal training course awarding an AFSC 3-skill level award to enlisted personnel.

Major Command (MAJCOM) Functional Manager (MFM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, MAJCOM MFMs work with the AFCFM to develop, implement, and maintain the CFETP. Dental MFM duties are currently being performed by the staff at the AFMED, Dental Directorate.

On-the-Job Training (OJT). Hands-on, "over-the-shoulder" training conducted to certify personnel in both upgrade (skill level award and job qualification) and position certification training.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification in a duty position or program, on a piece of equipment, or on a performance item identified for competency verification within this CFETP. QTPs are designed to establish performance standards, standardize skills verification, and validate tasks competencies. QTPs are located on the Air Force Portal in the e-pubs section.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. Training which results in the award of a skill level.

Specialty Training. The total training process used to qualify airmen in their assigned specialty.

Specialty Training Requirements Team (STRT). A forum led by the AFCFM that incorporates the expertise of the MFMs, subject matter experts (SMEs), and AETC training personnel in order to determine career ladder training requirements.

Specialty Training Standard (STS). An AF publication (typically inserted as Part II of the CFETP) describing an AFS in terms of tasks and identifies knowledge an airman in the specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3, 5, 7, or 9-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC taught in formal schools and correspondence courses.

Surgeon General Dentist (SGD). The dental officer in charge of base dental services.

The Joint Commission (TJC). The Joint Commission evaluates and accredits nearly 16,000 health care organizations and programs in the United States. An independent, not-for-profit organization, it has developed state-of-the-art, professionally based standards and evaluated the compliance of health care organizations against these benchmarks. Their mission is to continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations.

Total Force. All collective AF components (active, reserve, guard, and civilian elements) of the United States Air Force.

Upgrade Training (UGT). Mandatory training which leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum led by the AFCFM incorporates the expertise of the MFMs, SMEs, and AETC training personnel in order to determine career ladder training requirements. Typically held after the STRT.

Section A - General Information

1. Purpose, Uses, Coordination and Approval.

1.1. Purpose. This CFETP provides information necessary for AF Career Field Managers (AFCFMs), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field-training program. This plan outlines the training individuals in the 4Y0X1/H specialty must receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFSC-specific training an individual receives upon entry into the AF or upon retraining into this specialty for award of the 3-skill level. For our career field, the Medical Education and Training Campus (METC) with the support of the 59th Training Group at JBSA-Fort Sam Houston, TX provides this training.

1.1.1. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. Qualification training provides the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1.2. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate point in an individual's career.

1.1.3. Identifies task and knowledge requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.1.4. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.1.5. Identifies major resource constraints that impact full implementation of the desired career field training process.

1.2. Uses. MFMs and supervisors at all levels will use the plan to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

1.2.1. AETC training personnel will develop or revise formal resident, non-resident, field, and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

1.2.2. MFMs will ensure their training programs complement the CFETP mandatory initial,

upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion in this CFETP.

1.2.3. Each individual will complete the mandatory training requirements specified in this CFETP. Use the list of courses in Part II as a reference to support training.

1.3. **Coordination and Approval.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, AETC and MFMs will eliminate duplicate training.

Section B - Career Field Progression and Information

2. Specialty Description.

2.1. Dental Assistant Apprentice, Journeyman, and Craftsman. Performs paraprofessional tasks and oral hygiene duties. Supervises dental assistant functions. Related DoD Occupational Subgroup: 133000.

2.1.1. Assists the dentist in the delivery of dental care. Receives patient, examines dental health record, and prepares patient for treatment. Adjusts the dental chair and selects and arranges instruments, materials, and medicaments for use. Measures and records blood pressure. Prepares syringe for injection of anesthetics. Retracts tissues and maintains clear operating field. Prepares materials for making impressions and restoring defective teeth. Performs expanded function dental assisting duties as required in support of dental treatment. Records entries in individual health dental records indicating condition of the oral cavity and treatment accomplished.

2.1.2. Performs dental health duties. Performs oral prophylaxis and periodontal scaling procedures utilizing hand instruments and/or ultrasonic scalers. Applies anticariogenic agents and places sealants. Polishes restorations and instructs patients in dental health maintenance. Assists in planning, developing, and conducting comprehensive dental health programs.

2.1.3. Exposes and processes dental radiographs/images. Adjusts radiographic equipment settings. Exposes intraoral/extraoral radiographs/images utilizing conventional and/or digital radiographic equipment. Processes, labels, and mounts film as applicable. Selects templates to identify appropriate film position and orientation. Practices and enforces accepted radiation safety standards.

2.1.4. Engages in general dental duties. Follows infection control procedures and guidelines. Cleans, sterilizes, and sharpens dental instruments. Conducts sterilization equipment monitoring. Performs daily inspection and user maintenance of dental equipment. Practices and enforces accepted safety standards.

2.1.5. Performs dental administrative duties. Engages in dental practice management. Coordinates

patient appointments utilizing an automated appointment scheduling system. Maintains dental health records, filing systems, and publications. Reviews correspondence, reports, and records for accuracy. Develops, manages, and conducts unit hazard communication and dental training programs. Performs dental materiel functions related to budgeting procurement, custodial responsibilities, and maintenance and disposition of dental supplies and equipment.

2.1.6. Administers unit self-inspection program. Inspects and evaluates administrative and paraprofessional practices employed in the dental service. Interprets inspections findings and reports deficiencies and outstanding accomplishments to Chief of Dental Services (CDS). Consults with the CDS to enhance administrative and paraprofessional functions.

2.2. SEL/Squadron SEL. Assists the SGD in the overall management and operation of dental services.

2.1. Manages dental clinic and laboratory activities. Participates in medical and dental service strategic planning. Reviews correspondence, reports, and records for accuracy. Maintains administrative and clinical record systems. Develops and analyzes statistical controls; implements improved clinical procedures and work methodology. Manages the annual operating budget and conducts profit analysis. Develops, coordinates, and implements administrative and ancillary training programs.

2.2. Administers unit self-assessment program. Inspects and evaluates dental practices and procedures ensuring compliance with Air Force and civilian oversight agency guidelines. Interprets inspection findings; reports deficiencies, recommended corrective actions, and outstanding accomplishments to the SGD.

3. Skill/Career Progression (Figures 1 thru 3). Adequate training and timely progression from the apprentice to the SEL level play an important role in the AF's ability to accomplish its mission. It is essential that everyone involved in training does their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

3.1. Apprentice 3-Skill Level. An apprentice works with qualified assistants and dentists to enhance their knowledge and skills. The apprentice will enter UGT using the CDC and QTPs to progress in the career field. Primary emphasis in training should be on infection prevention and control, chairside assisting, and dental radiology. Evaluate tasks taught during initial skills training and performed on the job at the member's first duty station. Individuals will participate in ongoing dental continuing education programs to expand their knowledge and skills. Apprentices should devote their full time to learning the specialty.

3.2. Journeyman 5-Skill Level. Journeymen may be assigned to duties in various functional areas general dentistry, dental specialties, records and reception, preventive dentistry, instrument processing area, and dental radiology. Duty position rotations are necessary to adequately training journeymen; however, rotations should be managed to minimize disruption to patient services and treatment team stability. Minimum training times to obtain the Journeyman 5 skill level will be a total of 12 months for normal UGT and 9 months for retrainees. Journeymen are eligible for

special duty assignments such as instructor duty. Journeymen should strongly consider becoming nationally certified through the Dental Assisting National Board (DANB) and continue their education towards a CCAF degree.

3.3. Craftsman 7-Skill Level. Craftsmen are expected to be knowledgeable and highly skilled in a wide variety of patient treatment procedures and patient administration duties. They are the primary trainers of those trainees working toward advancement to the 5 and 7-skill levels. In addition to assisting in patient care, craftsmen must be knowledgeable on dental practice management as they can expect to fill various supervisory and management positions. Minimum training times for UGT to craftsman 7-skill level will be 12 months for normal UGT and 6 months for retrainees. Continued education through CCAF and higher degree programs are encouraged.

3.4. SEL 9-Skill Level. Must be at least a Senior Master Sergeant (SMSgt) and meet mandatory requirements listed in the AFECD, be recommended by their supervisor, and approved by their commander for award of the 9-skill level. Senior Non-Commissioned Officers with a 9-skill level are expected to fill positions such as dental clinic SEL. Additional training and experience in areas of resource and personnel management should be pursued. Enrollment in higher degree programs is appropriate.

4. Training Decisions. This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Dental Assistant Career Field. This spectrum includes a strategy for when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The decisions regarding training within the 4Y0X1/H career field were made at the Dental STRT/Utilization and Training Workshop (U&TW) meeting conducted from July 10-13, 2023 at JBSA-Ft Sam Houston, TX.

5. CCAF Career Path. Enrollment in CCAF occurs upon completion of Basic Military Training. CCAF provides the opportunity to obtain an Associate of Applied Science Degree. In addition to its associate degree program, CCAF offers the following:

5.1. Degree Requirements (60 semester hours). At least the Journeyman (5 skill-level) must be held at the time of graduation. A minimum of 15 semester hours of CCAF Institutional credit must be applied to graduate and can be fulfilled through technical education, LMMS, and/or Program Electives.

Subjects/Courses	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
General Education	15
Program Elective	15
Total	**60**

5.2. Technical Education (24 Semester Hours). A minimum of nine (9) semester hours of CCAF institutional credit awarded from specialty-related formal training must be applied toward Technical Core subject requirements. Technical Electives may be satisfied by CCAF credit or other sources in-transfer. Specific requirements can be found in the latest CCAF catalog located at http://www.airuniversity.af.edu/Barnes/CCAF/.

Technical Core	**Maximum Semester Hours**
Oral Hygiene	6
Cardiopulmonary Resuscitation	3
Basic Dental Sciences	3
Basic Dental Theory	3
Dental Clinical Concepts	3
Dental Clinical Applications I	6
Dental Clinical Applications II	6
Medical Readiness	3

5.3. Program Elective (15 semester hours): Courses applying to technical education, LMMS or General Education requirements; natural science courses meeting General Education requirement application criteria; foreign language credit earned at Defense Language Institute; maximum 9 semester hours of CCAF degree-applicable technical course credit otherwise not applicable to program of registration.

Technical Electives	**Maximum Semester Hours**
CCAF Upgrade Training	15
Computer Science	6
DANB General Chairside Procedures	3
DANB Radiation Health Safety	3
DANB Infection Control Procedure	3
General Chemistry	3
General Psychology	3
Human Anatomy & Physiology	3
Specialty-Related Subjects In-Transfer	9

5.4. Leadership, Management, and Military Studies (LMMS) (6 Semester Hours). Professional military education, civilian management courses accepted in transfer and/or by testing credit.

5.5. General Education (15 Semester Hours). Applicable courses must meet the General Education Requirement (GER) subject criteria and in-transfer requirements.

Subjects/Courses	**Maximum Semester Hours**
Written Communication (English composition)	3
Oral Communication (Speech)	3
Mathematics	3
Social Science	3
Humanities	3

5.6. Air University Associate to Baccalaureate Cooperative Program (AU-ABC Program). Directs Airmen with Associate in Applied Science Degrees from the CCAF to a collection of accredited military friendly colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member.

5.7. Certifications.

5.7.1. Certified Dental Assistant (CDA). All dental assistants are encouraged to attain national certification as a CDA through the DANB. The Commission on Dental Accreditation of the American Dental Association accredits the Dental Assistant Apprentice Course.

5.7.1.1. National certification consists of three examinations: Infection Control (ICE), Radiation Health and Safety (RHS) and General Chairside (GC).

5.7.1.2. ICE and RHS examinations are administered to all dental assistants attending the Dental Assistant Apprentice course. Those graduates who pass both the ICE and RHS during technical training will be exempt from 4Y051N-EC-M01 of the Dental Assistant CDC.

5.7.2. CCAF Instructor Certification (CIC) Program. CCAF offers the three-tiered CIC Program for qualified instructors teaching at CCAF affiliated schools who have demonstrated a high level of professional accomplishment. The CIC is a professional credential recognizing the instructor's extensive faculty development training, education, and qualifications required to teach a CCAF course, and formally acknowledge the instructor's practical teaching experience.

5.7.3. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate degree or higher may be nominated by their school commander and commandant for certification as an occupational instructor.

5.7.4. CCAF Instructional Systems Design Certification. CCAF offers the Instructional Systems Development (ISD) Certification for qualified individuals who develop CCAF courses/curriculum at CCAF affiliated schools. The purpose of the certification is to recognize the training and education required for individuals to be qualified to develop and manage CCAF collegiate courses. The certification also recognizes the individual's ISD qualification and experience in planning, developing, implementing, and managing instructional systems. Qualified officer, enlisted, civilian, and other service curriculum writers/developers are eligible for this certification.

5.8. AF Credentialing Opportunities On-Line (AF COOL). This program assists Airmen in navigating through the various civilian credentialing opportunities that are available for their control/duty AFSCs. AF COOL provides a one-stop-shop for airmen to explore credentials recognized by the civilian community that can enhance an airman's current performance in their AF job as well as help prepare for civilian employment.

5.9. Additional Off-duty Education. Additional off-duty education is a personal choice that is encouraged for all Airmen. Individuals desiring to become an AETC Instructor must possess as a minimum of an associate degree or should be actively pursuing an associate degree. An AETC

instructor candidate must have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. A degreed faculty is necessary to maintain affiliation through the CCAF and accreditation through Commission on Dental Accreditation (CODA). Additionally, instructors must gain and retain national certification through the DANB.

6. Enlisted Career Field Path (Figures 1-3).

Figure 1. Enlisted Education and Training Path.
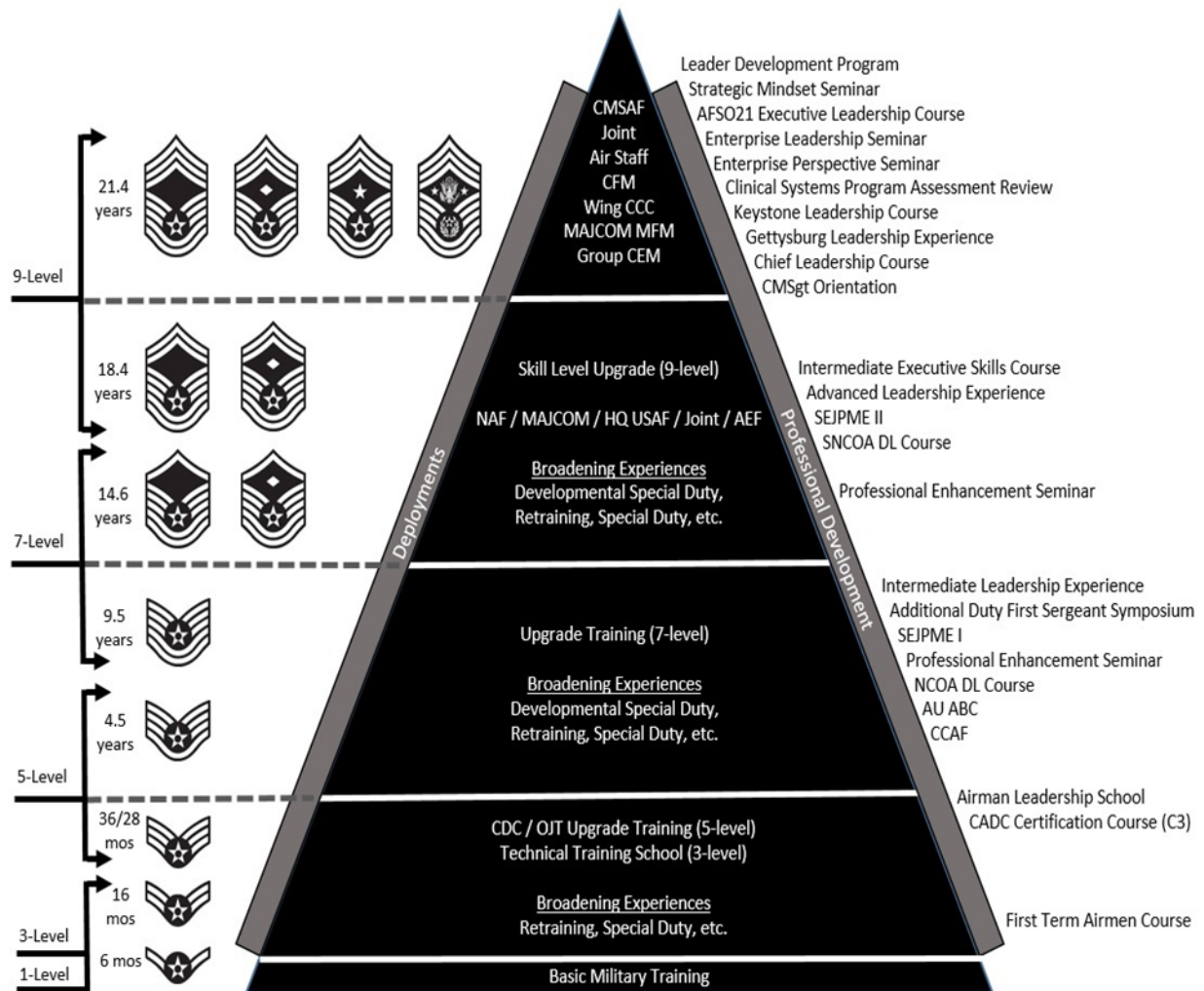
Figure 2. Enlisted Career Path.
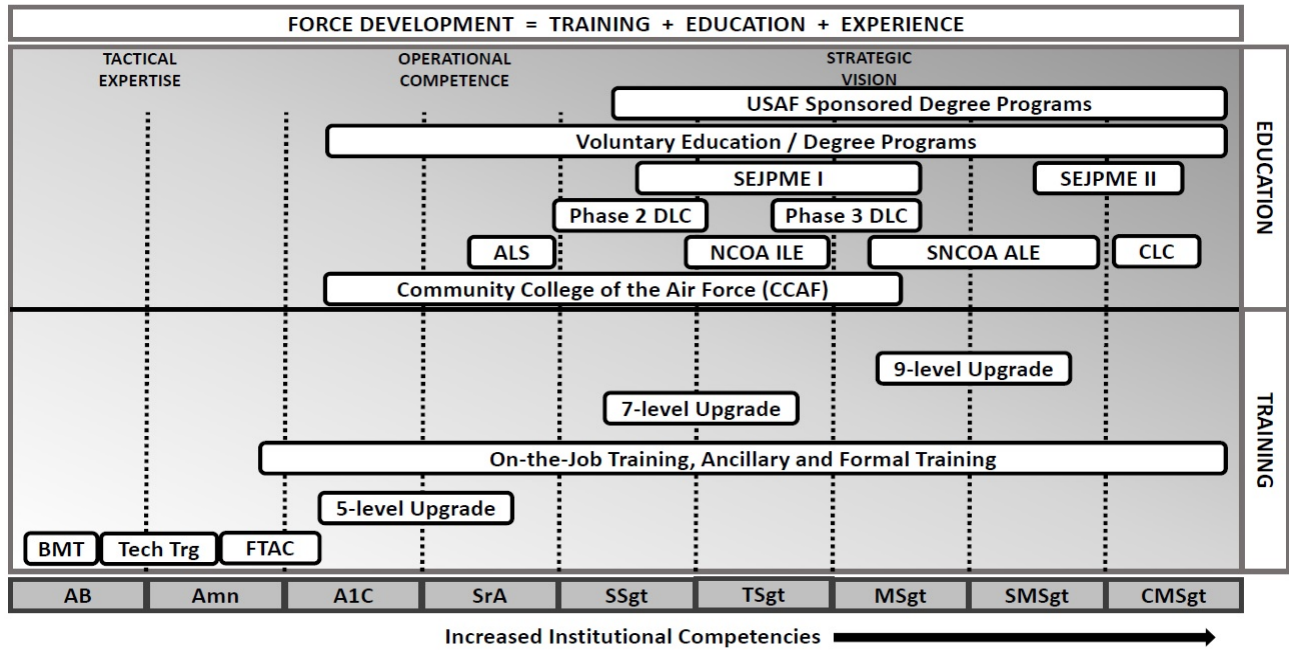
Figure 3. Dental Enlisted Career Path.
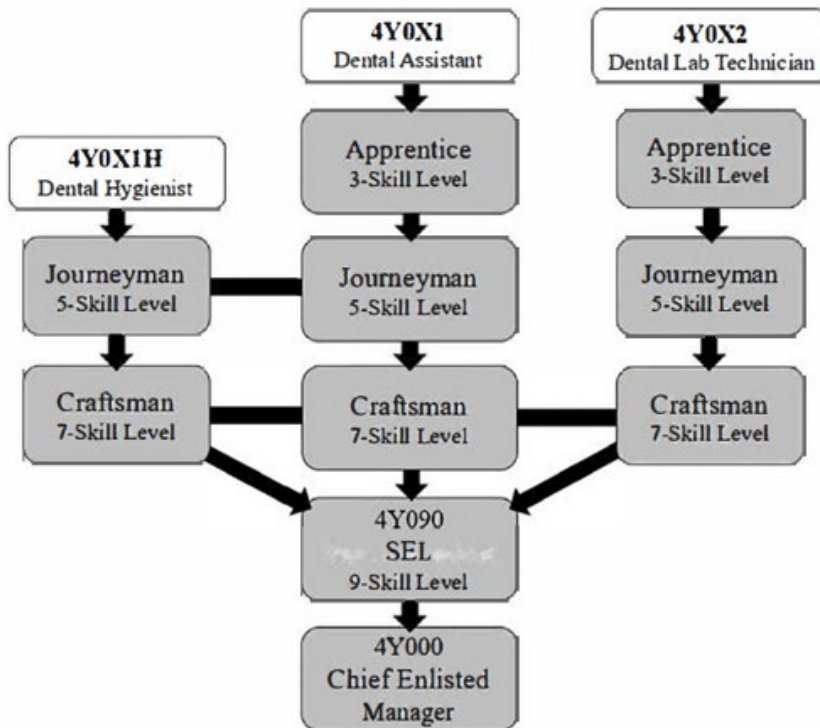
Section C - Skill Level Training Requirements

7. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Section A and B of this CFETP.

7.1. Specialty Qualifications.

7.1.1. Apprentice, Journeyman, and Craftsman Training:

7.1.1.1. Knowledge. Knowledge is mandatory of oral and dental anatomy; fundamentals of physiology; dental therapeutics; systemic diseases; medicines; dental materials and instruments; infection prevention and control; dental treatment room or laboratory procedures; preventive dentistry; dental radiology and imaging, dental practice management, budgeting, and dental administrative duties.

7.1.1.2. Education. For entry into this specialty, completion of high school or college level courses in biology and chemistry is desirable.

7.1.1.3. Training. The following training is mandatory for award of the AFSC indicated:

7.1.1.3.1. 4Y031. Completion of the Dental Assistant Apprentice course. Award of the 3-skill level requires successful completion of initial skills training to include the 16-hour Expeditionary Medical Readiness Course which is conducted at Camp Bullis, Texas. View Education and Training Course Announcements (ETCA), on the Air Force Portal, to identify current course numbers. ETCA is housed on AETC SharePoint Online and is available to users within .mil domains. Non-AFNET users, such as those in the health.mil or sister service domains, must first request a DAF365 guest account.

7.1.1.3.2. 4Y051. Completion of the 4Y051 Dental Assistant Journeyman Career Development Course and all 5-skill level core and duty position tasks listed in the 4Y0X1 STS.

7.1.1.3.2.1. 4Y051H. Prior qualification in and possession of PAFSC 4Y051. Completion of a minimum 2-year American Dental Association accredited degree awarding Dental Hygiene program and must maintain current State Licensure as a Dental Hygienist.

7.1.1.3.3. 4Y071. Completion of the 4Y071 Dental Assistant Craftsman Career Development Course and all 5 and 7-skill level core and duty position tasks listed in the 4Y0X1 STS.

7.1.1.3.3.1. 4Y071H. Prior qualification in and possession of PAFSC 4Y071. Completion of a minimum 2-year American Dental Association accredited degree awarding Dental Hygiene program and must maintain current State Licensure as a Dental Hygienist.

7.2. Experience. The following experience is mandatory for award of the AFSC indicated:

7.2.1. 4Y051. Qualification in and possession of AFSC 4Y031. Also, experience in functions such as assisting the dentist in the delivery of patient treatment, exposing dental radiographs/capturing images, performing oral prophylaxis procedures, and maintaining dental equipment.

7.2.2. 4Y071. Qualification in and possession of AFSC 4Y051. Also, experience performing and supervising functions such as assisting the dentist in the delivery of patient treatment, exposing dental radiographs/capturing images, and performing oral prophylaxis procedures and dental administrative duties.

7.2.3. 4Y0X1H. Possession of an active state dental hygienist license. **NOTE:** No additional proficiency training tasks are required for the 4Y0X1H. Maintaining state licensure meets the specialty shred out qualification.

7.2.4. 4Y090. Qualification in and possession of AFSC 4Y071, 4Y071H, or 4Y072 is mandatory. Also, experience is mandatory in functions such as general clinic and/or laboratory procedures, dental practice management, budgeting, and dental administration.

Section D - Resource Constraints

8. Purpose. This section identifies known resource constraints (i.e., cost, manpower, equipment, etc.), which preclude optimal and desired training from being developed or conducted. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Included in this section are actions required, office of primary responsibility and target completion dates. At a minimum, review and update resource constraints annually.

8.1. Apprentice 3-Skill Level Training. None.

8.2. Journeyman 5-Skill Level Training. None.

8.3. Craftsman 7-Skill Level Training. None.

Section E – Transitional Training Guide

9. Space Reserved. There are currently no transitional training requirements.

**CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL ASSISTANT SPECIALTY
AFSC 4Y0X1/H**

Part II

Section A - Specialty Training Standard (STS)

1. Implementation. This STS will be used for technical training provided by the Medical Education and Training Campus (METC) for classes starting as agreed to in the Resource Requirements Analysis (RRA) meeting minutes (Approximately May 2025).

2. Purpose. As prescribed in DAFMAN 36-2689, *Training Program*, this STS:

2.1. Lists in the Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, and 2.1.

2.2. Uses the numbers 5 or 7 in column 2A, to identify core tasks required for upgrade to the 5- and 7-skill levels respectively in the dental assistant specialty. Personnel must be trained on appropriate core and duty tasks to complete upgrade training. **NOTE**: Not all tasks require third party certification. The symbol "X" in column 2B identifies critical tasks; these are the only tasks that require third party certification.

2.3. Provides certification for OJT. Use column 3 to record completion of tasks and knowledge training requirements. Document technician qualifications in the *Individual Training Record* (ITR) using the MyTraining training management system. Task certification must show a certification or completed date. (As a minimum, use the following column designators: Training Complete, Certifier Initials).

2.3.1. Trainers must be recommended by their supervisor, qualified to perform the task being trained, and have completed the AF Training Course (AFTC).

2.3.2. Certifiers must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC.

2.4. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge and the career knowledge provided by the correspondence course. For a list of QTP volume numbers and titles, refer to *Section C - Support Materials*. **NOTE:** Training codes in columns 4B and 4C reflected for 5- and 7- skill levels indicate the information provided in the CDCs. These codes do not reflect the level required to satisfy OJT upgrade requirements.

2.5. Identifies qualification requirements. The proficiency code key is used to indicate the level of training and knowledge provided by resident training and CDCs.

2.6. Is used to document training in the member's MyTraining record. Refer to DAFMAN 36-2689, *Training Program*, Chapter 5 for further guidance on documentation, transcription, decertification, and recertification.

2.7. Is used as a performance standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet accuracy, timeliness, and correct use of procedures.

2.8. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the AETC Airman Advancement Division, by SNCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Examinee responsibilities are in Chapter 4 of DAFMAN 36-2664, *Personnel Assessment Program.* WAPS is not applicable to the Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates, inadequacies and recommended changes to this training standard to the 59 TRG/TGE, 2931 Harney Road, Building 903, Fort Sam Houston, TX 78234-7674 or use the Customer Service Information Line, DSN 312-420-1080 (Commercial 210-808-1080) to report your findings. Be sure to reference specific STS paragraphs in the report.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL   ROBERT I. MILLER
                                                     Lieutenant General, USAF, MC, CFS
                                                     Surgeon General

Attachments:
Qualitative Requirements
4Y0X1/H STS

This Block Is for Identification Purposes Only			
Name Of Trainee			
Printed Name (Last, First, Middle Initial)		**Initials (Written)**	**SSAN**
Printed Name of Trainer, Certifying Official and Written Initials			
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	**Definition: The individual**
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (highly proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (nomenclature)
	b	Can determine step by step procedures for doing the task. (procedures)
	c	Can identify why and when the task must be done and why each step is needed. (operating principles)
	d	Can predict, isolate, and resolve problems about the task. (advanced theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (evaluation)

Explanations
* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)
** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.
- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime.

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
1. DENTAL TREATMENT ROOM EQUIPMENT TR: Manufacturer's Instructions												
1.1. Perform operational/safety check	5							2b	1	c	-	-
1.2. Perform user maintenance												
1.2.1. Inspect	5							2b	1	c	-	-
1.2.2. Clean	5							2b	1	c	-	-
1.2.3. Lubricate	5							2b	1	c	-	-
1.3. Report defective and/or damaged supplies, equipment, or utilities TR: AFMAN 41-209; Defense Health Agency Technical Manual (DHA-TM) 6430.02	5							a	1/6	b	1/6	-
2. BASIC AND DENTAL SCIENCES												
2.1. Fundamentals of Anatomy and Physiology TR: Modern Dental Assisting												
2.1.1. Cellular								A	-	B	-	-
2.1.2. Tissues								A	-	B	-	-
2.1.3. Organs								A	-	B	-	-
2.1.4. Body systems								A	-	B	-	-
2.2. Anatomy and physiology of head and neck TR: Modern Dental Assisting												
2.2.1. Cranial bones								A	-	B	-	-
2.2.2. Facial bones								A	-	B	-	-
2.2.3. Vascular circulation								A	-	B	-	-
2.2.4. Lymphatic system								A	-	B	-	-
2.2.5. Innervation of oral and facial tissue												
2.2.5.1. Trigeminal nerve								A	-	B	-	-
2.2.5.2. Facial nerve								A	-	B	-	-
2.2.6. Muscles of mastication												
2.2.6.1. Attachments								A	-	B	-	-
2.2.6.2. Function								A	-	B	-	-

STS 4Y0X1 1. Tasks, Knowledge and Technical References	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
	A	B	A	B	C	D	E	A	B		C	
								3-Skill Level	5-Skill Level		7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
2.2.7. Anatomy and function of the temporomandibular joint								A	-	B	-	-
2.2.8. Anatomy and function of the salivary glands								A	-	B	-	-
2.3. Oral anatomy and physiology TR: Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice; Modern Dental Assisting												
2.3.1. Oral Mucosa												
2.3.1.1. Masticatory								A	-	B	-	-
2.3.1.2. Specialized								A	-	B	-	-
2.3.1.3. Lining								A	-	B	-	-
2.3.2. Tooth morphology												
2.3.2.1. Growth period								A	-	B	-	-
2.3.2.2. Calcification period								A	-	B	-	-
2.3.2.3. Eruption period								A	-	B	-	-
2.3.3. Composition of the teeth and their function								A	-	B	-	-
2.3.4. Primary dentition								A	-	B	-	-
2.3.5. Permanent dentition								A	-	B	-	-
2.3.6. Tooth eruption schedules								A	-	B	-	-
2.3.7. Surfaces and anatomical landmarks of the teeth								A	-	B	-	-
2.3.8. Supportive structures of the teeth and their functions												
2.3.8.1. Gingiva								A	-	B	-	-
2.3.8.2. Alveolar process								A	-	B	-	-
2.3.8.3. Periodontal ligament								A	-	B	-	-
2.3.8.4. Cementum								A	-	B	-	-
2.4. Oral pathology (etiology, symptoms, and treatment) TR: Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice; Modern Dental Assisting												
2.4.1. Dental caries								A	-	B	-	-
2.4.2. Pulpitis								A	-	B	-	-
2.4.3. Dental abscesses								A	-	B	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A	B		C	
								3-Skill Level	5-Skill Level		7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
2.4.4. Gingival disorders								A	-	B	-	-
2.4.5. Periodontal disorders								A	-	B	-	-
2.4.6. Oral soft tissue abnormalities								A	-	B	-	-
2.4.7. Tumors												
2.4.7.1. Benign								A	-	B	-	-
2.4.7.2. Malignant								A	-	B	-	-
2.4.8. Inflammation process								A	-	B	-	-
2.4.9. Anomalies								A	-	B	-	-
2.4.10. Oral manifestations of systemic diseases								A	-	B	-	-
2.4.11. Oral injuries												
2.4.11.1. Physical								A	-	B	-	-
2.4.11.2. Chemical								A	-	B	-	-
2.5. Dental Therapeutics/Pharmacology TR: Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice; Modern Dental Assisting												
2.5.1. Analgesics								A	-	B	-	-
2.5.2. Sedatives and hypnotics								A	-	B	-	-
2.5.3. Antibiotics								A	-	B	-	-
2.5.4. Local anesthetics								A	-	B	-	-
2.5.5. Toxicology of anesthetics								A	-	B	-	-
2.5.6. Hemostatics								A	-	B	-	-
2.5.7. Vasoconstrictors								A	-	B	-	-
2.5.8. Antihistamines								A	-	B	-	
2.5.9. Anticariogenic agents								A	-	B	-	-
2.5.10. Desensitizing agents								A	-	B	-	-
2.5.11. Pharmacology												
2.5.11.1. Agencies and Requirements								A	-	-	-	-
2.5.11.2. Prescriptions								A	-	-	-	-
2.5.12. Drug Addiction								A	-	-	-	-
3. PROFESSIONAL AND PATIENT RELATIONS TR: Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice; Modern Dental Assisting												

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
3.1. Professional standards and ethics												
3.1.1. Standards of conduct for patient care								A	-	-	-	-
3.1.2. Patient rights and responsibilities								A	-	-	-	-
3.1.3. Legal implications								A	-	-	-	-
3.1.4. Patient management								A	-	-	-	-
4. DENTAL ADMINISTRATION												
4.1. Service Treatment Records (STR) TR: AFI 33-322; AFMANs 41-210, 47-101; DoDM5210.42_AFMAN13-501; AFRIMS Record Disposition Schedule (https://www.my.af.mil/afrims/afrims/afrims/rims.cfm)												
4.1.1. Custodial responsibilities								-	-	A	-	-
4.1.2. Verify patient eligibility for care TR: AFMAN 41-210	5							a	-	b	-	-
4.1.3. Initiate records	5							a	5	-	-	-
4.2. Document treatment data												
4.2.1. Review and complete patient treatment documentation												
4.2.1.1. Interpret nomenclature	5	X						2b	5	c	-	-
4.2.1.2. Utilize abbreviations	5	X						2b	5	c	-	-
4.2.1.3. Utilize charting symbols	5	X						2b	5	c	-	-
4.2.2 . Assist with requests for dental service consultation/private sector care referral								-	-	-	-	-
4.2.3. File records	5							-	5	-	-	-
4.2.4. Inventory Dental Service Treatment Record (DSTR) TR: AFMANs 41-210, 47-101								-	5	-	-	-
4.2.5. Transfer records								-	5	-	-	-
4.2.6. Retire records								-	5	-	-	-
4.2.7. Conduct records review								a	-	b	-	-
4.2.8. Releasing medical/dental information TR: AFI 41-200; AFMAN 41-210								a	-	b	-	-

1. Tasks, Knowledge and Technical References	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
4.2.9. Types of examinations								A	-	B	-	-
4.2.10. Assist with examination	5							2b	3	b	-	-
4.2.11. Document individual health metrics	5							2b	-	b	-	-
4.2.12. Patient scheduling TR: AFMAN 47-101; MHS GENESIS-Dentrix; Dental Management Guide (DMG)								A	-	-	-	-
4.3. Air Force Dental Readiness Assurance Program (AFDRAP) TR: AFMAN 47-101; MHS GENESIS-Dentrix												
4.3.1. Monitor periodic dental examinations	7							a	5	b	5	c
4.3.2. Dental readiness classifications								A	-	B	-	-
4.3.3. Monitor dental readiness class 3 and 4	7							-	5	b	5	c
4.3.4. Dental clearance program								A	-	B	-	-
4.3.5. Assess availability/access to care	7							-	-	b	-	c
4.3.6. Coordinate treatment of Aircrew								a	-	b	-	-
4.3.7. Coordinate treatment of sensitive duty patients TR: AFMANs 41-210, 47-101; DoDM5210.42_AFMAN13-501								a	-	b	-	-
4.3.8. Medical Affirmative Claims (Third Party Liability) TR: AFMAN 41-210								A	-	B	-	-
4.4. Automated dental service requirements TR: MHS GENESIS-Dentrix												
4.4.1. Process treatment data	7							-	-	-	-	b
4.4.2. Interpret treatment data	7							-	-	-	-	b
4.4.3. Prepare/review function notes and correspondence TR: AFH 33-337; AFMANs 33-326, 47-101; DMG	7							-	-	-	-	b
4.4.4. Business metrics								-	-	-	-	C

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A	B		C	
								3-Skill Level	5-Skill Level		7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
5. INFECTION PREVENTION AND CONTROL TR: AFI 44-108, AFMAN 47-101; ANSI/AAMI ST79 & ST 55; DRCS Infection Control Training; Modern Dental Assisting; USAF Guidelines for Infection Prevention & Control in Dentistry; DHA Dental Universal Protocol checklist; DHA Point of Use guide; DHA Waterline implementation guide; Infection Control and Management of Hazardous Materials for the Dental Team; USAF Instrument Processing Training												
5.1. Microbiology								A	-	B	-	-
5.2. Disease transmission								A	-	B	-	-
5.3. Bloodborne pathogens								A	-	B	-	-
5.4. Perform hand hygiene	5	X						2b	1	b	-	-
5.5. Don and doff personal protective equipment	5	X						2b	1	b	-	-
5.6. Clinical contact surfaces												
5.6.1. Perform cleaning procedures	5	X						2b	1	b	-	-
5.6.2. Perform disinfection procedures	5	X						2b	1	b	-	-
5.7. Practice aseptic techniques												
5.7.1. Prepare treatment room using standard precautions	5	X						2b	1	c	-	-
5.7.2. Setup	5	X						2b	1	b	-	-
5.7.3. Instrument sterilization verification	5	X						2b	1	b	-	-
5.7.4. Breakdown	5	X						2b	1	b	-	-
5.8. Dental water quality												
5.8.1. Maintain water quality	5	X						-	1	b	-	-
5.8.2. Monitor water quality	5	X						-	1	b	-	-
5.9. Instrument reprocessing												
5.9.1. Wiping down at point of use	5	X						2b	1	b	-	-
5.9.2. Pre-clean instruments	5	X						a	1	b	-	-
5.9.3. Collect and transport	5	X						a	1	b	-	-
5.9.4. Verify instruments received	5	X						2b	1	b	-	-
5.9.5. Clean and decontaminate	5	X						2b	1	b	-	-
5.9.6. Lubricate handpieces and devices	5	X						2b	1	b	-	-
5.9.7. Inspect	5	X						2b	1	b	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
									(1)	(2)	(1)	(2)
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	QTP	CDC	QTP	CDC
5.10. Perform wrapping and packaging												
5.10.1. Double wrap technique	5	X						a	1	b	-	-
5.10.2. Single wrap technique	5	X						a	1	b	-	-
5.10.3. Rigid containers								A	1	B	-	-
5.10.4. Nylon pouches	5	X						2b	1	b	-	-
5.10.5. Assemble peel pack	5	X						2b	1	b	-	-
5.10.6. Label item	5	X						2b	1	b	-	-
5.11. Load release document								A	-	B	-	-
5.12. Load												
5.12.1. Washer/disinfector	5	X						a	-	b	-	-
5.12.2. Ultrasonic cleaner	5	X						a	-	b	-	-
5.12.3. Steam sterilizer	5	X						a	1	b	-	-
5.12.4. Dry heat sterilizer	5	X						a	-	b	-	-
5.13. Operate												
5.13.1. Washer/disinfector	5	X						a	-	b	-	-
5.13.2. Ultrasonic cleaner	5	X						a	-	b	-	-
5.13.3. Steam sterilizer	5	X						a	1	b	-	-
5.13.4. Dry heat sterilizer	5	X						a	-	b	-	-
5.14. Unload												
5.14.1. Washer/disinfector	5	X						a	-	b	-	-
5.14.2. Ultrasonic cleaner	5	X						a	-	b	-	-
5.14.3. Steam sterilizer	5	X						a	1	b	-	-
5.14.4. Dry heat sterilizer	5	X						a	-	b	-	-
5.15. Store instruments	5	X						2b	1	b	-	-
5.16. Perform equipment inspection												
5.16.1. Ultrasonic cleaner								a	-	b	-	-
5.16.2. Washer/disinfector								a	-	b	-	-
5.16.3. Steam sterilizer								a	-	b	-	-
5.16.4. Dry heat sterilizer								a	-	b	-	-
5.16.5. Handpiece maintenance system								a	-	b	-	-
5.17. Perform user maintenance												
5.17.1. Ultrasonic cleaner								a	-	b	-	-
5.17.2. Washer/disinfector								a	-	b	-	-
5.17.3. Steam sterilizer								a	1	b	-	-
5.17.4. Dry heat sterilizer								a	-	b	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
1. Tasks, Knowledge and Technical References	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
5.17.5. Handpiece maintenance system								a	1	b	-	-
5.18. Cleaning validation												
5.18.1. Ultrasonic cleaner	5	X						a	-	b	-	-
5.18.2. Washer/disinfector	5	X						a	-	b	-	-
5.19. Monitor sterilizer												
5.19.1. Process Challenge Device	5	X						a	1	b	-	-
5.19.2. Biological indicators	5	X						a	1	b	-	-
5.19.3. Chemical indicators	5	X						a	1	b	-	-
5.20. Mechanical indicators	5							a	-	b	-	-
6. GENERAL EMERGENCIES TR: Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice; Modern Dental Assisting												
6.1. Respond to medical emergencies	5	X						a	-	b	-	-
6.2. Crash Cart												
6.2.1. Maintain	5	X						a	-	b	-	-
6.2.2. Operate equipment	5	X						a	-	b	-	-
6.3. Oxygen equipment												
6.3.1. Maintain	5	X						a	3	b	-	-
6.3.2. Operate	5	X						a	3	b	-	-
6.4. Manage syncope	5	X						b	3	c	-	-
6.5. Measure and record vital signs	5	X						2b	3	b	-	-
6.6. Perform cardiopulmonary resuscitation								3c	-	-	-	-
7. GENERAL DENTISTRY TR: Fundamentals of Periodontal Instrumentation; Modern Dental Assisting												
7.1. Assist with general dentistry procedures	5							2b	-	b	-	-
7.2. Coordinate treatment with dental lab								a	-	b	-	-
7.2.1. Identification and purpose of dental instruments												
7.2.1.1. Basic instruments												
7.2.1.1.1. Diagnostic instruments								A	-	B	-	-
7.2.1.1.2. Diagnostic aids								A	-	B	-	-
7.2.1.1.3. Rotary instruments								A	-	B	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A	B		C	
								3-Skill Level	5-Skill Level		7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
7.2.1.1.4. Miscellaneous instruments								A	-	B	-	-
7.2.2. Specialty instruments												
7.2.2.1. Restorative instruments								A	-	B	-	-
7.2.2.2. Surgical instruments								A	-	B	-	-
7.2.2.3. Periodontal instruments								A	-	B	-	-
7.2.2.4. Endodontic instruments								A	-	B	-	-
7.2.2.5. Prosthodontics instruments								A	-	B	-	-
7.2.2.6. Orthodontic instruments								-	-	B	-	-
7.2.2.7. Pediatric instruments								-	-	A	-	-
7.3. Dental materials TR: Manufacturer's Instructions; Modern Dental Assisting												
7.3.1. Prepare amalgam	5							2b	3	b	-	-
7.3.2. Prepare light cure composites	5							2b	3	b	-	-
7.3.3. Prepare glass ionomers	5							2b	3	b	-	-
7.3.4. Prepare bases	5							2b	3	b	-	-
7.3.5. Prepare bonding agents	5							2b	3	b	-	-
7.3.6. Prepare temporary/sedative materials	5							2b	-	b	-	-
7.3.7. Prepare cementing materials	5							a	3	b	-	-
7.3.8. Prepare alginate impression materials	5							2b	3	b	-	-
7.3.9. Prepare polyvinylsiloxane impression materials	5							-	3	b	-	-
7.3.10. Dispose of excess amalgam	5							2b	1	b	-	-
7.4. Clinical procedures TR: Clinical Practice of the Dental Hygienist; Modern Dental Assisting												
7.4.1. Review patient record	5							2b	-	b	-	-
7.4.2. Initiate universal protocol checklist requirements TR: DHA-PI 6410.02 Dental Universal Protocol	5	X						2b	-	b	-	-
7.4.3. Use ergonomic techniques								2b	-	b	-	-
7.5. Pre/post-operative protocols												
7.5.1 Engineering Controls								A	-	B	-	-
7.5.2 Work practice controls								A	-	B	-	-
7.5.3 Select and arrange instruments	5							2b	-	b	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
	A	B	A	B	C	D	E	A	B		C	
1. Tasks, Knowledge and Technical References								3-Skill Level	5-Skill Level		7 Skill Level	
				Training Complete	Trainee Initials	Trainer Initials	Certifier Initials		(1)	(2)	(1)	(2)
	Core	Critical	Training Start					Course	QTP	CDC	QTP	CDC
7.6. Anesthetic syringe												
7.6.1 Assemble	5	X						2b	3	b	-	-
7.6.2 Disassemble	5	X						2b	3	b	-	-
7.7. Seat patient	5							2b	-	b	-	-
7.8. Dismiss patient	5							2b	-	b	-	-
7.9. Confirm patient identification	5	X						2b	-	b	-	-
7.10. Evaluate patient for contraindications to care												
7.10.1. Interview patient								2b	-	b	-	-
7.10.2. Observe patient response								2b	-	b	-	-
7.11. Rubber dam												
7.11.1. Prepare	5							2b	3	b	-	-
7.11.2. Assist in placement	5							2b	3	b	-	-
7.11.3. Assist in removal	5							2b	3	b	-	-
7.12. Four-handed dentistry												
7.12.1. Irrigate treatment site	5	X						2b	3	b	-	-
7.12.2. Aspirate treatment site	5	X						2b	3	b	-	-
7.12.3. Retract tissue	5	X						2b	3	b	-	-
7.12.4. Assist with topical anesthetic and desensitizing agents	5							2b	-	b	-	-
7.13. Assist with selecting tooth shade	5							2b	-	-	-	-
7.14. Assist with etch/conditioner	5							2b	-	b	-	-
7.15. Assist with primer	5							-	-	-	-	-
7.16. Assist with bond	5							-	-	-	-	-
7.17. Assist with retraction cord placement								a	3	b	-	-
7.18. Assist with pulp vitality test								A	-	-	-	-
7.19. Assist with temporary restoration placement								-	-	b	-	-
7.20. Apply topical anticariogenic agents	5							-	4	b	-	-
7.21. Assist with pulp vitality test								A	-	-	-	-
7.22. Matrix retainer												
7.22.1. Assemble	5							2b	3	b	-	-
7.22.2. Assist in placement								2b	3	b	-	-
7.22.3. Assist in removal								2b	3	b	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
7.23. Sedations TR: DHA-PI 6410.01 Dental Sedation Medical Management												
7.23.1. Assist in intravenous sedation cases								-	-	a	-	-
7.23.2. Assist in inhalation sedation cases								-	-	a	-	-
7.24. Briefing patient on pre/post-operative instructions								A	-	B	-	-
7.25. Surgical dressings												
7.25.1. Prepare								-	-	a	-	-
7.25.2. Place								-	-	a	-	-
7.25.3. Remove								-	-	a	-	-
7.26. Forensic dentistry												
7.26.1. Forensic dentistry fundamentals	5							A	-	B	-	-
7.26.2. Assist with postmortem forensic identification	5							-	-	b	-	-
8. DENTAL SPECIALTIES TR: Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice; Modern Dental Assisting												
8.1. Fundamentals of dental surgery												
8.1.1. Set up sterile field	5							a	1	b	-	-
8.1.2. Maintain sterile field	5							a	1	b	-	-
8.2. Oral surgery												
8.2.1. Fundamentals of oral surgery								A	-	B	-	-
8.2.2. Assist with oral surgery procedures in a clinical setting	5							a	3	b	-	-
8.3. Maxillofacial surgery												
8.3.1. Fundamentals of maxillofacial surgery								A	-	B	-	-
8.3.2. Assist with maxillofacial procedures in a clinical setting								a	-	b	-	-
8.4. Prosthodontics												
8.4.1. Fundamentals of prosthodontics								A	-	B	-	-
8.4.2. Assist with prosthodontic procedures								a	3	b	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
8.5. Make alginate impressions	5							2b	3	b	-	-
8.6. Study casts												
8.6.1. Pour	5							-	3	b	-	-
8.6.2. Trim	5							-	3	b	-	-
8.6.3. Polish	5							-	3	b	-	-
8.7. Fabricate custom trays	5							-	3	b	-	-
8.8. Make occlusal registrations for mounting study casts	5							-	3	b	-	-
8.9. Fabricate provisional stints								-	3	b	-	-
8.10. Fabricate interim provisional restorations	5							-	3	b	-	-
8.11. Removable appliances												
8.11.1. Clean/disinfect	5							-	3	b	-	-
8.11.2. Polish	5							-	3	b	-	-
8.12. Assist with removing provisional crown								-	3	b	-	-
8.13. Assist with cementing provisional restorations								-	3	b	-	-
8.14. Intraoral scanning TR: The Journal of Prosthetic Dentistry: Effect of scan pattern on the scan accuracy of a combined healing abutment scan body system, The Journal of Prosthetic Dentistry: Effect of scan pattern on complete-arch scans with 4 digital scanners.								A	-	B	-	-
8.15. Endodontics												
8.15.1. Fundamentals of endodontics								A	-	B	-	-
8.15.2. Assist with endodontic procedures	5							a	3	b	-	-
8.16. Periodontics												
8.16.1. Fundamentals of periodontics								A	-	B	-	-
8.16.2. Assist with periodontic procedures								a	3	b	-	-
8.17. Orthodontics												
8.17.1. Fundamentals of orthodontics								A	-	B	-	-
8.17.2. Assist with orthodontic procedures								-	-	b	-	-
8.18. Pediatric dentistry												

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
8.18.1. Fundamentals of pediatric dentistry								A	-	B	-	-
8.18.2. Assist with pediatric dentistry procedures								-	-	b	-	-
9. DENTAL RADIOLOGY IMAGING TR: AFDS Digital Diagnostic Imaging Guidelines; Dental Hygiene Theory and Practice; Manufacturer's Instructions; Modern Dental Assisting												
9.1. Properties of radiation								A	-	B	-	-
9.2. Practice radiation safety	5	X						2b	2	b	-	-
9.3. Dental radiographs/images								A	-	B	-	-
9.4. Prepare patient for radiograph(s)	5							2b	2	b	-	-
9.5. Radiology equipment												
9.5.1. Adjust exposure control	5							2b	2	b	-	-
9.5.2. Capture image	5	X						2b	2	b	-	-
9.5.3. Use imaging software	5	X						2b	2	b	-	-
9.6. Intraoral imaging using paralleling technique/device												
9.6.1. Expose horizontal bitewing (4 images)	5	X						2b	2	b	-	-
9.6.2. Expose vertical bitewing (4 images)	5	X						2b	2	b	-	-
9.6.3. Expose periapical image (full mouth)	5	X						2b	2	b	-	-
9.7. Panoramic image								A	-	B	-	-
9.8. Expose panoramic image	5	X						-	-	b	-	-
9.9. Cone Beam Computed Tomography (CBCT)								A	-	B	-	-
9.10. Expose cephalometric image								-	-	b	-	-
9.11. Expose occlusal image								-	-	b	-	-
9.12. Locate and identify anatomical landmarks	5	X						2b	2	b	-	-
9.13. Causes of faulty images								A	-	B	-	-
9.14. Practicing quality assurance procedures								A	-	-	-	-
9.15. Labeling series	5							2b	-	b	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
9.16. Orient images	5							2b	-	b	-	-
9.17. Import images								-	-	-	-	-
9.18. Export images								-	-	b	-	-
10. PREVENTIVE DENTISTRY TR: AFMAN 47-101; AFMS Dental Clinical Practice Guidelines; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice												
10.1. Preventive dentistry fundamentals								A	-	B	-	-
10.2. Identify the presence of calculus								-	4	b	-	-
10.3. Perform screening examinations and refer patients as needed								-	4	b	-	-
10.4. Identify and record oral health status								-	4	b	-	-
10.5. Oral health care instructions												
10.5.1. Patient motivation								A	-	B	-	-
10.5.2. Formation of plaque (bio-film) and the relationship to dental disease								A	-	B	-	-
10.5.3. Effects of diet and nutrition on dental health								2b	-	B	-	-
10.5.4. Instruct patient on oral hygiene techniques and devices	5							2b	4	b	-	-
10.5.5. Effects of tobacco use TR: AFI 48-104								A	-	B	-	-
10.5.6. Instruct patient on care of dental implants								-	4	b	-	-
10.6. Hygiene instruments								-	-	B	-	-
10.7. Manage patient recall programs												
10.7.1. Periodontal maintenance								-	-	b	-	c
10.7.2. High caries risk								-	-	b	-	c
10.8. Community health phase								-	-	A	-	B
11. ORAL PREVENTIVE ASSISTANT												
11.1. Attended Air Force Oral Hygiene Course (In residence/annotate Training completion date sec 3B)								-	-	-	-	-
11.2. Identify radiographic calculus								-	-	-	-	-

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A	B		C	
								3-Skill Level	5-Skill Level		7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
11.3. Perform screening examinations								-	-	-	-	-
11.4. Identify and record oral health status								-	-	-	-	-
11.5. Motivational interviewing								-	-	-	-	-
11.6. Instruct patient on care of implants								-	-	-	-	-
11.7. Periodontal instruments												
11.7.1. Use universal instruments								-	4	-	-	-
11.7.2. Use exploratory instruments								-	4	-	-	-
11.8. Use ultrasonic devices								-	4	-	-	-
11.9. Sharpen instruments								-	4	-	-	-
11.10. Remove accumulated deposits												
11.10.1. Supragingival								-	4	-	-	-
11.10.2. Subgingival								-	-	-	-	-
11.10.3. Implanted prosthesis								-	4	-	-	-
11.11. Coronal polishing								-	4	-	-	-
11.12. Apply pit and fissure sealants								-	4	-	-	-
12. MEDICAL MATERIEL TR: AFMANs 41-209, 47-101; DMG												
12.1. Researching supplies, equipment and devices for procurement								-	-	-	-	B
12.2. Order supplies, equipment and devices	7							-	-	-	6	b
12.3. Request for issue of supplies, equipment and devices	7							-	-	-	6	b
12.4. Turn-in supplies, equipment and devices	7							-	-	-	6	b
12.5. Dental materiel procedures												
12.5.1. Store materials TR: Manufacturer's Instructions; DAFMAN 91-203; Modern Dental Assisting								a	6	b	6	-
12.5.2. Medical equipment reports								-	-	-	-	B
12.5.3. Medical supply listings								-	-	-	-	B
12.6. Conduct equipment inventories TR: AFMANs 41-209, 47-101								-	-	-	6	b

STS 4Y0X1	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level		C 7 Skill Level	
									(1) QTP	(2) CDC	(1) QTP	(2) CDC
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course				
12.7. Aid in preparation of budget and financial requirements TR: AFMANs 41-120, 41-209, 47-101; DMG	7							-	-	-	7	b
12.8. Dental Research and Consultation Service TR: AFMAN 47-101; DMG								-	-	A	-	B

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Section B - Course Objective List

4. Course Objective List (COL). A publication derived from initial and advanced skills CTS, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations.

4.1. If a written copy of the COL is required, contact the 381 TRS/TRR Training Manager, DSN 420-5684 (Commercial 210-808-5684).

4.2. Career Development Course: CDC information can be obtained from the AF Career Development Academy (AFCDA) at Keesler AFB, MS.

Section C - Support Materials

5. Qualification Training Packages (QTPs).

Course Number	Course Title	Developer
QTP 4Y0X1-1	Basic Skills and Infection Control/Sterilization	381 TRS/TXWAA
QTP 4Y0X1-2	Clinical Skills-Radiology	381 TRS/TXWAA
QTP 4Y0X1-3	Clinical Skills-Chairside Assisting	381 TRS/TXWAA
QTP 4Y0X1-4	Clinical Skills-Preventive Dentistry	381 TRS/TXWAA
QTP 4Y0X1-5	Patient Administration	381 TRS/TXWAA
QTP 4Y0X1-6	Logistics Management	381 TRS/TXWAA
QTP 4Y0X1-7	Budget and Financial Planning	381 TRS/TXWAA

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty:

In-Residence Courses			
Course Number	**Course Title**	**Course Length**	**Training Location**
L5ABJ4Y031 00AB	Dental Assistant Apprentice	48 days *See Note 1*	Fort Sam Houston, TX
Trained as part of the apprentice course	Expeditionary Medical Readiness Course	2 days	Camp Bullis, TX
L3AZP4Y051 00AC	Oral Hygiene	14 days	Lackland AFB, TX

L1AAC4Y051 00AA	Dental Hygiene	480 days	St. Petersburg College, FL
L5OXO47G4 08AA	Dental Plans and Programs	3 days	San Antonio, TX
L5OZO4703 08AA	Dental Leadership Course	5 days	San Antonio, TX

NOTE 1: Non-prior medical, Dental Assistant Apprentice students, participate in two (2) days of Medical Readiness Training at Camp Bullis prior to beginning AFSC specific training, consisting of 46 days.

NOTE: Refer the website, https://www.aetc.af.mil/News/Force-Development/Learning-Professionals-and-FD-Credentials/Force-Development-Registrar/Education-and-Training-Course-Announcements/ for further information on all AETC courses and symposia.

6.1. Air University AU/A4L Courses:

Air University AU/A4L Courses			
Course Number	**Course Title**	**Course Length**	**Training Location**
CDC 4Y051	Dental Assistant Journeyman	9 Modules	myLearning
CDC 4Y071	Dental Assistant Craftsman	1 Module	myLearning

Section E - MAJCOM Unique Requirements

7. Space Reserved. There are currently no MAJCOM unique requirements.

Section F - Documenting Training

8. Training Documents

8.1. Work Center Training Plans. The purpose of this section is to provide guidelines and examples of proper documentation for the many electronic forms used in training all enlisted medical personnel. Training documentation helps to assess readiness capability, as well, as individual strengths and weaknesses. It also aids in compliance with all The Joint Commission and other regulatory requirements, as applicable. The enlisted training documentation has migrated from the hard copy to electronic record. Refer to your unit training manager (UTM) for the most current policies and guidance on training documentation.

8.2. MyTraining. MyTraining is an enterprise-wide custom training management system designed to replace prior training records systems. It is the electronic equivalent of the former AF Form 623, *Individual Training Record Folder*, and will be used by career fields within the Air Force Medical Service (AFMS) to document all training actions. MyTraining allows training plans to be established by Career Field/AFSC, duty position/team member, trainee/trainer/certifier, and any group of tasks that require management, tracking, and documentation.

8.2.1. Master Task List (MTL). The MTL is a list containing all the tasks that are to be trained in

a work center and is often broken out by specialty. The MTL consists of: the STS; the electronic training record in MyTraining, AF Form 797, *Job Qualification Standard Continuation*; Command JQS and AF Form 1098, *Special Task Certification and Recurring Training*; and Qualification Training Packages (QTPs). The supervisor creates the MTL by selecting tasks from the Unit Task List produced by the UTM and the STS.

8.2.2. Duty Task List (DTL). The DTL is a list containing all the tasks to be trained in a duty position. The DTL consists of the STS; the electronic training record in MyTraining; AF Forms 797 and 1098 tasks; and QTPs. The supervisor creates the DTL by selecting tasks from the MTL.

8.2.3. Individual Training Record (ITR). All training is documented within in the ITR. This is the electronic version of the former Enlisted Training and Competency Folder. The ITR is made up of the electronic training record in MyTraining; AF Forms 797, 803 and 1098; QTPs and the JQS. This record is automatically populated based upon the duty position the individual is assigned to. Refer to DAFMAN 36-2689, *Training Program*, for guidance in documenting training on the various forms contained within the ITR. **NOTE**: Maintenance of the CFETP is mandatory for all assigned MSgts and below.

8.2.3.1. MyTraining provides the capability to incorporate training source documents and/or to manually enter completed training into the ITR. The following documents will be incorporated into the ITR:

8.2.3.1.1. The member's initial medical treatment facility and clinic orientation checklists.

8.2.3.1.2. Recurrent training such as Basic Life Support (BLS) and Health Insurance Portability and Accountability Act (HIPAA).

8.2.3.1.3. AF Form 2096, *Classification/On-the-Job Training Action*.

8.2.3.1.4. AF Form 803, Report of Task Evaluation. AF Form 803 is used to conduct and document completion of task evaluations during training staff assisted visits, when directed by the commander, or when a task certification requires validation.

8.2.3.1.5. Other forms as appropriate.

8.3. Documentation of Training. The purpose of this section is to provide guidelines and examples of proper documentation on the many forms used in training medical materiel personnel. Training documentation helps to assess mission capability and readiness, individual strengths and weaknesses, resources needed to support quality patient care, and defines requirements for individual career progression.

8.3.1. AF Form 797 (Figure 4). The AF Form 797 is a continuation of the CFETP, Part II, or AFJQS. It will be used to record training for tasks that are not otherwise documented in the CFETP.

Figure 4. Sample, AF Form 797 Documentation.

		JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS					
			CERTIFICATION				
CRITICAL TASKS	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
☐		Curing Light	28 Aug 2017	28 Aug 2017	SAD	CTK	
☐		Amalgamator	28 Aug 2017	28 Aug 2017	SAD	SMC	
■		Steam Sterilizer	28 Aug 2017	28 Aug 2017	SAD	JDD	JY
☐							
☐							
☐							
TRAINEE NAME SrA Doe, Scott A.					CFETP/JQS		PAGE NO.

AF IMT 797, 20020801 V3   PREVIOUS EDITIONS ARE OBSOLETE.

8.3.2. AF Form 1098 (Figure 5). Supervisors use the AF Form 1098 to document selected tasks requiring recurring training or evaluation. For tasks requiring certification this form should remain in the training record until superseded or no longer required.

Figure 5. Sample, AF Form 1098 Documentation.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
Code Blue/Crash Cart Training	23 Oct 2017	Conner T.N. Megregor	SAD			annual	23 Oct 2018
Dental Safety/SDS annual	23 Oct 2017	Johnny B. Jones	SAD			annual	23 Oct 2018
Dental Infection Control	27 Oct 2017	Cris C. Cyborg	SAD			annual	27 Oct 2018
NAME OF TRAINEE (Last, First, Middle Initial) Doe, Scott A.		GRADE E-4		UNIT AND OFFICE SYMBOL 381 DS/SGD			

AF IMT 1098, 19850401, V2   PREVIOUS EDITION WILL BE USED.

8.3.3. Qualification Training. Hands-on performance training is designed to qualify a trainee in a specific duty position. This training can be in conjunction with UGT, it can occur after UGT completion, or at any other time training is necessary. Qualification Training Packages are developed to enhance OJT. It provides the trainer with a breakdown of task performance skills to aid in performance evaluation (Figure 6).

Figure 6. Sample, Module from QTP.

4Y0X1 QTP 3, CLINICAL SKILLS-CHAIRSIDE ASSISTING
MODULE 5: SUBJECT AREA: FOUR-HANDED DENTISTRY TECHNIQUES

PERFORMANCE CHECKLIST

INSTRUCTIONS:
After the trainee has received instruction and allowed sufficient supervised practice, evaluate trainee's abilities using the performance checklist provided at the end of each module.

PERFORM FOUR-HANDED DENTISTRY TECHNIQUES		
DID THE TRAINEE…?	SAT	UNSAT
a. Grasp instrument opposite of working end		
b. Anticipate and recognize signal from provider for exchange		
c. Place instrument in provider's hand in working position		
d. Retrieve instrument by extending last two fingers near opposite end		
e. Anticipate next instrument		
FINAL RESULT:		

FEEDBACK:
Use this checklist as a source of information; discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the ITR.

8.3.4. MyTraining Journal Entries. Use MyTraining journal entries to document all progress of individual training. Document the start and completion dates of unit orientation and reference the date of the orientation checklist. In addition, document the member's entry into upgrade training, initial evaluation results, and periodic evaluations of training progress to include CDC progress. Information on extensions, waiver requests, or breaks in training should be clearly documented. Document any decertification proceedings, including dates, reasons for decertification, and other applicable information. Accomplish an initial evaluation when a new person arrives to the unit or when an individual changes duty positions. Document all other actions pertaining to training IAW DAFMAN 36-2689, *Training Program*. **NOTE: Templates for documentation of orientation, initial upgrade training brief, upgrade training documentation, sample job description review, and etcetera are housed in MyTraining.**