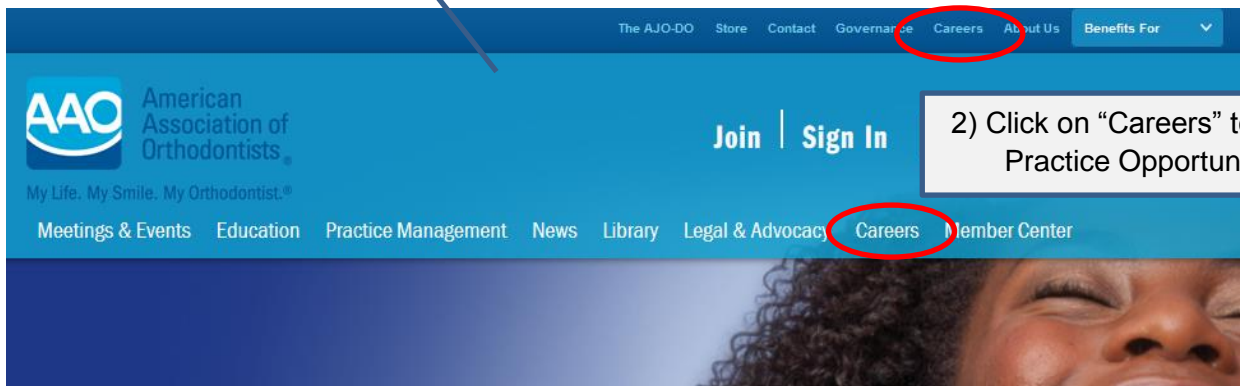


# Accessing Practice Opportunities

1) Visit the [AAO website](#).



2) Click on "Careers" to access Practice Opportunities.

## Provider Features

Become a Provider to list a practice for sale or post an opening for an associate orthodontist, partner, faculty member, locum tenens, or other opportunity.

Alert seekers looking for opportunities in your state

Search our database and connect with active seekers

Maintain confidential

Become a Provider

[Learn More](#)

3) Scroll to the Provider Features section and click "Become a Provider."

### Provider Access

You must be logged in to access Practice Opportunities as a Provider. If you are requesting access as a non-AAO member and do not have an existing account, please create an account.

Log In

Create a Non-member Account

[Help](#)

Close

4) If you do not have an AAO account, select "Create a Non-member Account." Otherwise, select "Log In" and skip to [step 11](#).

# Accessing Practice Opportunities

## Have an account already?

Please enter your email address below to see if your record exists in our system. If a match is found and you have forgotten your password, you may request a new one.

E-mail address:

Go

5) Insert your email address and click "Go."

## Account Search Result

No matching result was found. [Register Now!](#)

6) Click on "Register Now!" to begin setting up your account.

If you think you entered your email address incorrectly, please [try again](#).

## New Visitor Registration [Create an Account](#)

### personal information

prefix:

first name:

middle name:

last name:

organization:

title:

### address information

mailing address:

city:

state, postal code:

country/province: UNITED STATES

### contact information

phone:  ext.:  UNITED STATES

fax:  ext.:  UNITED STATES

e-mail:

comm method:

Cancel Continue

7) Complete the form with your information and click "Continue."

# Accessing Practice Opportunities

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## New Visitor Registration [Create Web Login](#)

### Web Login Information

Your email address will be your username. In the fields below, create a password and confirm.

e-mail address: lbsnowden1@gmail.com

new password:

confirm password:

8) Create your password and click "Continue."

---

## New Visitor Registration [Thank You](#)

### Thank you for your registration!

We appreciate your continued support.

9) Once your password has been set, click on "Done."

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The screenshot shows the top navigation bar of the American Association of Orthodontists (AAO) website. On the left is the AAO logo with the tagline "My Life. My Smile. My Orthodontist." In the center, the text "My AAO | Lauren" is displayed next to a "Sign Out" link. On the right is a search bar. Below the header is a horizontal navigation menu with the following items: "Meetings & Events", "Education", "Practice Management", "News & Publications", and "Library & Research".

10) When you reach your individual profile, click on "My AAO."

[Community Profile](#) [Edit Community Profile](#) [Subscriptions](#) [AAO Member Profile](#) [CE Manager](#)

[Order History](#)

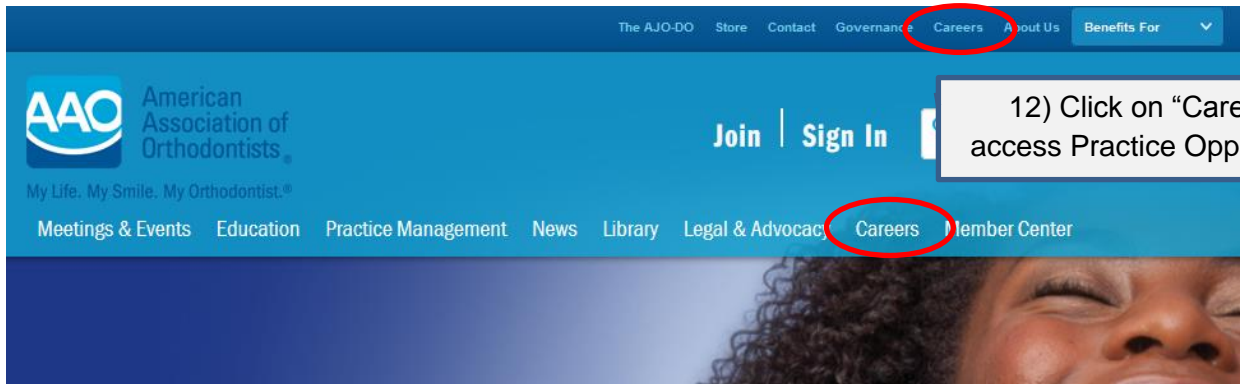
## AAO Individual Profile

# Accessing Practice Opportunities

## User account

11) Log in with your email address and password.

The screenshot shows the AAO user account page. On the left, there is a 'Sign In' section with a blue header button. Below it are two input fields: 'AAO Username (email address)' and 'Password'. A 'Forgot password?' link is located below the password field. At the bottom of this section is a 'Sign in' button. On the right, there is a 'Don't Have an Account' section with a blue header button. Below it is a paragraph of text: 'Consider joining your colleagues and becoming an AAO Member. The AAO equips members with a wealth of programs, services and products. From practice management tools and marketing materials to world-class education and meetings, AAO membership is the ideal way to stay current and ensure you and your practice are geared for success both now and in the future.' Below this text is a 'Join AAO' button. At the bottom of the page, there is a note: 'If you are not an AAO member and need CE Manager or community access, [register here.](#)'



12) Click on "Careers" to access Practice Opportunities.

## Provider Features

Become a Provider to list a practice for sale or post an opening for an associate orthodontist, partner, faculty member, locum tenens, or other opportunity.

Alert seekers looking for opportunities in your state

Search our database and connect with active seekers

Maintain

13) Scroll to the Provider Features section and click "Become a Provider."

Become a Provider

[Learn More](#)

# Accessing Practice Opportunities

Already a Provider?    Already a Seeker?

## Careers, User Agreement ×

To request access, all form fields are required.

### AAO Practice Opportunities & Careers User Agreement

I acknowledge, represent and agree as follows: that the AAO makes no judgment or opinion as to the nature, viability or suitability of any practice opportunity offered by, or sought through the AAO's Practice Opportunities and Careers; that all information provided above is true and accurate to the best of my knowledge and belief, and that I will immediately notify the AAO of any information that may hereafter change; that I will not use or divulge any information obtained through the AAO, except as may be expressly agreed to in advance in writing by the AAO and the party supplying such information; that the AAO may utilize all non-personal data (i.e. demographic, practice modality, etc.) supplied by me to promote the AAO and other AAO-sponsored programs; that I submit this application as an individual orthodontist or agent for a corporate entity that is using this service to

Please fill out the fields below if you agree to the terms

I, , agree to the terms in this agreement by clicking this box.

I agree

Please check this box to request access as a consultant

Consultant Access

15) A user agreement window will appear, in which you will need to enter your electronic signature (e.g., /s/ Jane Doe).

16) Check the agree box and click "Submit Form."

17) Select "Consultant Access" if you are posting on behalf of an AAO member orthodontist. You will need to provide the member's name when you complete the opportunity form.

# Accessing Practice Opportunities



19) You will be directed to a form to complete your job posting. Please note that your job posting will need to be reviewed and approved by an administrator before it goes live.

Opportunity Title (e.g., Practice for Sale in New York, Full-Time Associate)

20) Type the name of your opportunity here (e.g., "Practice for Sale in St. Louis, MO").

Listing Type: \*

By choosing confidential, the contact information fields required on this form will not be visible to the seeker. [Click here](#) to view an example.

- Confidential
- Open

21) Select whether you want you want your listing to be open or confidential.

Subscription Type: \*

22) Select "Consultant" if you are posting on behalf of a member or select a 30-day or 90-day listing if you are posting on behalf of a non-member. Input the Doctor's name below the subscription type.

Doctor's Name:

If you are posting on behalf of an AAO member, please include the member's name.

Opportunity Availability Date: \*

(Start Date)

Date

E.g., 08/17/2017

23) Input the date in which your opportunity will be available.

Opportunity Type: \*

21) Choose your opportunity type (e.g., "Practice for Sale"). Definitions can be found [below](#).

Opportunity Location: \*

22) Select the state in which your opportunity is located.

# Accessing Practice Opportunities

## Community Type:

23) Select the type of community in which your opportunity is located.

- Urban (inside a metropolitan area and inside a principal city)
- Suburban (inside a metropolitan area and outside a principal city)
- Small City or Town (population of less than 50,000)
- Rural (population less than 2,500)

## Practice Techniques:

- Herbst
- Lasers
- TADS
- Universal
- Twin Wire
- Tip-Edge
- Crozat
- Clear Aligners
- Edgewise & Variations
- Functional Appliances
- Self-Ligation
- Lingual

24) Input any desired practice techniques or licensure(s) for prospective candidates.

## Licensure(s):

## Practice & Opportunity Information (suggestions listed below): \*




Please include information about the practice/organization. This may include:

- Practice modality (e.g., solo practice or group practice, orthodontist-owned, dental support organization, etc.)
- Number of practice locations
- Office setting (e.g., professional building, stand-alone building, strip mall, etc.)
- Square footage
- Description of the surrounding area and population (e.g., climate, culture, education, recreation, etc.)
- Number of active patients and patients per day
- Number of chairs and employees
- Office equipment and technology (e.g., electronic or paper charts, software, type of x-ray units, etc.)
- Financial information
- Mission and vision

Please include information about the opportunity. This may include:

- List of duties or tasks performed
- Candidate qualifications
- Compensation and benefits
- Future opportunities (e.g., will this position be considered for partnership or ownership opportunities?)
- Asking price range (for practice for sale or lease)

25) Type your opportunity description in this text box. This is your chance to provide more information about your practice, qualifications you are seeking in your prospective candidates, and any other conditions associated with the opportunity. Click [here](#) to learn more about writing effective job descriptions.

**B** *I*   

# Accessing Practice Opportunities

## Inquiry or Application Information (suggestions listed below):

Please describe how you would like candidates to inquire or apply for the opportunity. For instance:

- Do you want candidates to contact you via the internal messaging system, personal email, or website?
- Do you want candidates to include a CV/resume or letter of interest?

**Please note:** If you would like to maintain confidentiality of your practice, the internal messaging system allows you to communicate with seekers without disclosing your name and contact information. You will be notified by email any time you receive a new message and will need to respond by accessing the messaging feature from your Practice Opportunities homepage. If you would like seekers to contact you directly while still maintaining confidentiality, it is recommended that you include an email address in this section; however, you may want to check your email settings to ensure that your name does not appear when responding to inquiries.

26) Include information about how you would like candidates to inquire or apply for the opportunity.

## Images:

Please wait until the images are loaded before saving - the blue loading circle will disappear and your images will be displayed with a remove button to the right when they are finished uploading.

## Add a new file

Files must be less than 100 MB.  
Allowed file types: png gif jpg jpeg.

Drop files here to upload

or [Browse](#)

27) Upload images (optional) by dragging individual files to the box or clicking browse to locate files on your computer. Click "Upload" when finished.

## Company/Provider Name:

For confidential postings, contact information will not be visible to seekers. Only the AAO administrator will have access to this information.

## Address: \*

## City: \*

## Zip Code: \*

## Country: \*

## Contact Person: \*

28) Input your contact information. All fields marked with an asterisk (\*) are required. Please note that your contact information will not be shown if you have selected a confidential listing type.

## Email Address: \*

For confidential postings, please note that this email address will be used to notify you of new messages within Practice Opportunities & Careers. You will need to log in to respond to messages. If you would like seekers to contact you directly, it is recommended to include an email address in your opportunity description.

## Phone: \*

## LinkedIn: \*

The AAO posts a summary of new opportunities each week on its LinkedIn page. Only opportunity types and locations will be included in the summary. Would you like your opportunity to be included?

- Yes  
 No

29) Select if you want your opportunity type and location included in updates about Practice Opportunities on the AAO's LinkedIn page.



# Accessing Practice Opportunities

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## User Agreement:

I acknowledge, represent and agree as follows: that the AAO makes no judgment or opinion as to the nature, viability or suitability of any practice opportunity offered by, or sought through the AAO's Practice Opportunities and Careers; that all information provided above is true and accurate to the best of my knowledge and belief, and that I will immediately notify the AAO of any information that may hereafter change; that I will not use or divulge any information obtained through the AAO, except as may be expressly agreed to in advance in writing by the AAO and the party supplying such information; that the AAO may utilize all non-personal data (i.e. demographic, practice modality, etc.) supplied by me to evaluate the AAO and other AAO-sponsored programs; that I submit this application in my personal individual capacity solely for the purpose of utilizing the AAO, and not on behalf of any orthodontic, dental, insurance or similar corporate concern; and that I will utilize all information obtained through the AAO solely for my personal and individual use, and not on behalf of any such corporate entity. I further agree to indemnify, save, defend and hold the AAO harmless from any and all liabilities, actions and demands, including reasonable attorneys' fees, arising from my use of the AAO and/or any violation of the foregoing agreements or any misrepresentation set forth herein.

I agree with the above statement. \*

Save

30) Click the checkbox to agree to the User Agreement and save.

# Accessing Practice Opportunities

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## Opportunity Type Definitions:

<b>Equipment for Sale</b>	New or used orthodontic equipment & supplies (e.g., x-rays, pliers, etc.)
<b>Full-time Associate</b>	Defined by Provider/typically receives benefits (see <a href="#">DOL website</a> )
<b>Part-time Associate</b>	Defined by Provider/typically receives benefits (see <a href="#">DOL website</a> )
<b>Independent Contractor</b>	Defined by federal government (see <a href="#">IRS website</a> )
<b>Lease/Rent Space</b>	Defined by Provider (real estate or office space)
<b>Locum Tenens</b>	Short-term temporary opportunities (due to medical illness, vacation, etc.)
<b>Partnership</b>	Defined by federal government (see <a href="#">IRS website</a> )
<b>Practice for Sale</b>	Orthodontic practices for sale
<b>Orthodontic Faculty</b>	Defined by academic institution
<b>Orthodontic Program Chair</b>	Defined by academic institution
<b>Orthodontic Program Director</b>	Defined by academic institution