

14140 W Indian School Rd B-1
Goodyear, AZ 85395
Dentalassistantacademy.com
(513) 855-5100

Entry-Level Dental and Orthodontic Assisting Informational Catalog



Dental Assistant Academy LLC

Headquarters 4845 Rialto Rd Suite A
West Chester, Oh 45069
513-855-5100
dentalassistantacademy.com

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(513) 855-5100

dentalassistantacademy.academy

Owner: Kevin J. Ison DMD MS

Disclosure

Dental Assistant Academy LLC reserves the right to change programs, start dates, tuition, and to cancel programs. Any changes will be made in accordance with the rules of the regulatory agencies that oversee our schools. Please see the state specific catalog supplement to find information regarding your school location.

Goals and Objectives

According to the Occupational Outlook Handbook, positions for dental assistants are supposed to rise 19% from 2016 to 2026, which is much faster than most occupations. As a result of the demand for dental assistants, Dental Assistant Academy created a training program that teaches the necessary skills needed to work in a dental office and orthodontic office. The program is only 10 Saturdays for six hours so that students can work, take care of their families, etc. during the normal work week. With training from Dental Assistant Academy, our students can find employment at a higher salary level than with no training.

It is the mission of Dental Assistant Academy to provide the best dental assistant training that allows an individual to complete training and seek employment in the shortest time possible. Training focuses on the fundamental knowledge and skills needed to work in a dental and orthodontic office. Students learn in an actual dental office and get familiar with the work environment before their first day on the job.

Training Program/Class Dates and Schedule

Description of Dental Assisting Program

Our 10-week dental assisting program offers the basic skills that any dental office is seeking to hire. Not only do we offer the skills necessary for general dentistry, but our curriculum also offers a focus on orthodontics as well. By the end of our 10 sessions, our students will be able to assist the doctor for amalgam and composite restorations, crown and bridge, root canals, oral surgery and periodontics as well as take impressions, bond braces, debond braces, write referrals, pour up models, make retainers, scan for clear aligners, do adjustments, abide by HIPPA, x-ray certified and proper sterilization procedures. This 60-clock hour hybrid course will be accomplished by having three-hour lecture periods done during the week at any time on a computer and three hours hands-on clinical practice using our Ohio State and Arizona State Dental Board regulated operatories. Arizona students must take the DANB RHS exam at a testing facility once graduated. Radiology license is not guaranteed and will be on a pass/fail basis.

Program Syllabus and Topics Covered

Course Syllabus and Topics Covered

Each lecture is 3 contact hours and each lab is 3 contact hours

Week	Lecture	Lab
1	<ul style="list-style-type: none"> -Introductions -Goals of the class -Why dental? -Go over syllabus points -Read chapters 1 and 2 -Take home quiz <p>-Homework: Begin studying for DANB RHS exam</p>	<ul style="list-style-type: none"> -Tour of Operatory -Rooms of basic set up, suctioning, air water syringe -Braces ties on/off only -impressions
2	<ul style="list-style-type: none"> -Go over quiz -Read chapters 3,4,5,6,7,8 -Give out tooth numbering handouts and tooth surfaces <p>-Homework: memorize tooth numbers and surfaces, continue studying for RHS exam</p>	<ul style="list-style-type: none"> -Set up ultrasonic/sterilizer -Look at anatomy of teeth, Identify tooth numbers, count, identify any missing/primary and fillings on partner and chart them on Dentrax -Practice retracting with mouth mirror, suction -Impressions
3	<ul style="list-style-type: none"> -Read chapters 9,10,11,12,14 -Give out blank tooth charts -Announce quiz 1 over dental specialties <p>-Homework: watch video on extraction, continue studying for RHS exam</p>	<ul style="list-style-type: none"> -Place cotton rolls -more dental charting in Dentrax Ascend with partner <u>-mock extraction set up and procedure with teacher</u> -impressions
4	<ul style="list-style-type: none"> -Read chapters 19,20,21,23 -Announce test over instruments, kinds of teeth, tooth numbers, labeling the tooth, and tooth surfaces <p>-Homework: watch video on restorative procedures, study for</p>	<ul style="list-style-type: none"> -Practice four handed dentistry -Practice setting up handpieces -set up a syringe -place topical -Look at restorative kit and etch/sealant, <u>mock restorative procedure</u> -Take quiz 1

	quiz 1, continue studying for RHS exam	
5	<ul style="list-style-type: none"> -Read chapters 22,24,27,28, 29 -Discuss shadowing opportunities -Discuss how to build dental resume -Homework: submit resumes, watch videos on crown prep and endo procedure, continue studying for RHS exam 	<ul style="list-style-type: none"> -Take impressions to pour up -pour up models but no trimming -<u>Mock endo procedure</u> -create temporary crowns
6	<ul style="list-style-type: none"> -Give out Ortho handout and vocabulary list -Homework: interview at at least one dental office and sign off on sheet, study for test 1, continue studying for RHS exam 	<ul style="list-style-type: none"> -Ortho pictures -Scanning -Ties on/off with wire change -create temp crowns -Take test 1
7	<ul style="list-style-type: none"> -Give out handout on Steps for bonding -Give out cleaning/food list -Give out handout on adjustments -Homework: watch video on bonding and scanning, continue studying for RHS exam 	<ul style="list-style-type: none"> -Bond brackets on heads -scanning -ties on/off if have enough time -bitewings, pano/ceph
8	<ul style="list-style-type: none"> -Give out handout on bitewing example -Give handout on Invisalign/Easysmile -Homework: Send out resume and study for quiz 2, continue studying for RHS exam 	<ul style="list-style-type: none"> -Take Ortho quiz 2 -bond brackets on heads -practice Bitewings, pano/ceph -Practice taking PA's using week 8 worksheet -Scanning
9	<ul style="list-style-type: none"> -Give handout on debonds -Show set up -Go over retainers -Homework: submit resumes, study for test 2, finish RHS exam studying 	<ul style="list-style-type: none"> -Bond brackets -ties on/off -bitewings, pano/ceph -Practice taking PA's using week 9 worksheet -Take test 2

10	<p>-Homework: submit resumes and make sure to go on at least one interview, watch video on debond, prepare for RHS exam</p>	<p>-debond off of heads -anything left the students feel they need practice on -party!</p>
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Academic Calendar

Expected Program Length: 10 weeks

Program Schedule: 10 Saturdays 3-hour sessions 9:00 a.m. to 12:00 p.m, lecture is done during the week on a computer. (60 contact hours)

Winter 2022

December 3 10 17
 January 7 14 21 28
 February 4 11 18

Spring 2023

March 4 11 18 25
 April 1 8 15 22 29
 May 6

Summer 2023

June 3 10 17 24
 July 1 8 15 22 29
 August 5

Fall 2023

September 2 9 16 23 30
 October 7 14 21 28
 November 4

Dental Assistant Academy will accept registrations up to the first day of class.

Externship

Dental Assistant Academy does not require an externship in order for the students to graduate.

Standards of Academic Progress

Our program will consist of two quizzes and two tests, along with technical skills showing the students' understanding of instruments and processes. Each quiz and test will be stated a week beforehand and

topics will be covered as to what the students can expect to be on them. The final exam is the x-ray certification which is state mandated. These quizzes and test are shown on the above syllabus.

Employment Opportunities

Dental Assistant Academy will give their students all of the necessary information in order to best prepare the students to get a job upon graduation. Dental Assistant Academy will help the students build a resume specifically for the dental field, provide its students with a list of job openings and opportunities and keep in contact with past students for at least 30 days beyond graduation with any additional job openings. Dental Assistant Academy cannot promise any student a job upon completion of this program. Upon completion of this program, each student will have the basic skills and certifications in order to start working in the dental field.

Language of Training

All programs are offered only in English. Dental Assistant Academy does not offer English as Second Language instruction.

Enrollment

Entrance Requirements

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in the Dental Assistant Academy LLC training program based on age, race, gender, disability, or national origin.

Applicants Must Meet the Following Requirements:

1. Have paid the application fee and have made school-approved arrangements to pay the tuition in full.
2. Have executed an enrollment agreement.

Transfer or granting of credit

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school certificates, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

No life experience or previous education and training apply to the Dental Assistant Academy training program. Students may not transfer in any previous education or training to apply to the Dental Assistant Academy program.

Late enrollment

There are no provisions for late enrollment.

Learning Materials

Instructional Materials

As part of the overall tuition, each student will be given the *Dental Assisting: A Comprehensive Approach 4th Edition* by Donna J. Phinney and Judy H. Halstead as our lecture material.

Equipment and Teaching Devices/Student Services

This program is a hybrid program, meaning the lecture part is done virtually at the students' convenience and the lab will be done in person. The student must have a computer, tablet or phone available to receive and watch lecture materials. We will be utilizing the dental office as our classroom by practicing technical skills in each of the fully equipped operatories. This includes the air/water syringe and hand piece unit, patient chair, overhead light and supplies. We will also be using the sterilization room including the autoclave and ultrasonic, the lab and newest technology including the Itero scanner and 3D x-ray/panorex. Each student will also be provided a typodont to practice placing ties on brackets. We will use the waiting area as our classroom and will watch a variety of short films to demonstrate certain procedures, such as root canals and sterilization.

Tuition and Fees

Total for the Program: 60 hours (30 hours of lecture, 30 hours of laboratory)

Expected Program Length: 10 weeks

Program Schedule: 10 Saturdays, 3-hour blocks, each block 9:00 a.m. to 12:00 p.m. lecture done during the week.

Program Cost: \$3,790.00

Breakout:

Registration Fee (non-refundable after 5 business days from signing).....	\$125.00
Textbook	\$90.00
DANB RHS Exam.....	\$275.00
DANB RHS Exam Study Bundle.....	\$140.00
Tuition and materials.....	\$3,160.00
TOTAL.....	\$3,790.00

We do not accept institutional scholarship award plans or grants.

Payment Options

OPTION #1

-\$125.00 due with registration form

-\$3,160.00 **due before the start of class on the first day**

-TOTAL \$3,790

OPTION #2

-\$125.00 due with registration form

- 5 X \$793.00 biweekly payments **due on or before the start of the last session**

-TOTAL \$3,965

OPTION #3

--\$125.00 due with registration form

-\$1,000 down due with registration form

- 5 X \$593.00 biweekly payments **due on or before the start of the last session**

-TOTAL \$3,965

We accept checks, all major credit cards, and automatic withdrawal.

Make Check payable to:

DENTAL ASSISTANT ACADEMY LLC

Mail to: 4845 Rialto Rd. Suite A West Chester, OH 45069

Other Fees

Successful completion of the course satisfies the requirements of the DANB (Dental Assistant National Board) and qualifies the student to apply to receive his or her x-ray license. There is a separate cost for this. You will be provided with the appropriate information during your course. Because the DANB requires every student to take a proctored exam, each student will be given a registration code to access practice exams and questions during the ten-week period to prepare for this exam. Dental Assistant Academy will register each student for the RHS exam according to his or her schedule. It will be up to the student to successfully pass this exam. The cost for this radiology exam and course is included in the tuition. Arizona students must take the DANB RHS exam at a testing facility once graduated. Radiology license is not guaranteed and will be on a pass/fail basis.

Since a state license is required, criminal convictions may affect a student's ability to be licensed and certified. **We do not provide a uniform to our students.** Scrubs are required during all classroom and lab time. Please choose neutral colors (black, grey) when buying scrubs.

REFUND POLICY to Comply with R4-39-404

CANCELLATION AND REFUND POLICY:

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (*minus a administrative/registration fee not to exceed \$125*).

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - b. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
 - c. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
 - a. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (*less the registration fee, not to exceed \$125, if applicable*)
3. After the commencement of classes, the tuition refund (*less the registration fee, not to exceed \$125*) amount shall be determined as follows:
 - *10% or less, 90% tuition refunded.*
 - *More than 10% and less than or equal to 20%, 80% tuition refunded.*
 - *More than 20% and less than or equal to 30%, 70% tuition refunded.*
 - *More than 30% and less than or equal to 40%, 60% tuition refunded.*
 - *More than 40% and less than or equal to 50%, 50% tuition refunded.*
 - *More than 50%, No refund is required.*

Academic Information and Standards of Progress

Syllabus

On the first day of class students receive a copy of the program syllabi and program outlines.

Registration

Each student must first fill out an enrollment agreement and pay the signing fee before being admitted. If a student does not pay his or her tuition by the second class or by making separate financial arrangements in writing with the instructor, he or she will also be considered dropped from the class.

Attendance Policies

Absence: Students are to attend all listed hours of program instruction. The classroom teacher maintains the attendance roster which is kept at the school at all times. Attendance is taken at the beginning of class. Each student is allowed to miss three classes. After three classes are missed, those missed classes must be made up by making arrangements with the teacher or school director. There is no attendance probation. Should there be extraordinary circumstances, students are requested to speak with your school director who may arrange ways to make up the sections that were missed. If a student is absent three times consecutively without notifying the school, the student will be considered dropped. If a student does not pay his or her tuition by the second class or by making separate financial arrangements in writing with the instructor, he or she will also be considered dropped from the class. The school will contact the student in writing and formally advise the student of this status. He or she will not graduate and receive his or her certificate of completion.

Lateness or cutting classes/Makeup Work: Late arrival to or early departure is to be understood, but consecutively will be treated as an absence from that class. Missed classes are to be made up by conferring with the instructor.

Student Progress Evaluation

Please note: Students will not be given credit for previous education, training or experience.

Students are given 2 quizzes and 2 exams. A quiz will be given at weeks 2, 5, and 8 and the students will be given the topics as to what to expect on these quizzes. They will cover material addressed the previous weeks and will contain 5-10 questions, ranging from multiple choice, fill in the blank and matching. The first exam will be given after week 2, a mid-term is given at the 6th class and a final exam is the 10th class. After each exam is graded, they will be returned to each student. Each exam and quiz is graded on a standard grading scale. There is no academic probationary period. Ways to raise the grade will be determined with the school director and/or instructor.

Re-enrollment/Leave of Absence

With a 10-week course, and only 3 classes that can be missed/made-up, there is no LOA policy, but we understand students may have to suspend their training due to extenuating circumstances. Should this occur the student may request re-admission from the school for a future date. If satisfactory arrangements have been made, no additional tuition is charged. All training must be completed within a twelve-month period from the original start date.

Grading

A minimum average grade of 60% is required to satisfactorily complete the program. Final GPA is calculated as follows:

Exam 1: average out of 100 points

Quiz 1: average out of 50 points

Exam 2: average out of 100 points
Quiz 2: average out of 50 points
Class attendance: Each lab is worth 20 points
Total points: 500
450-500 A 449-400 B 399-350 C 349-300 D >299 F
Radiology is graded separately and has its own grade

Graduation Requirements

*** Lab work is graded on a Pass/Fail basis.*

Students will receive a Certificate of Completion for Dental Assisting and for Radiology (if passed) upon satisfactory completion of all program requirements. Students must:

- receive a minimum passing grade average of 60%
- achieve a “Pass” on all but three lab work
- attend all clock hours of the program with no more than 9 lab hours missed. If a student misses more than 9 lab hours, he or she will need to make this up with the instructor before or after class upon returning.
- have no outstanding balances owed to the school.

Records

Student records, including grades and attendance, maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools unless a written request has been made. Student records are securely maintained permanently by the school. All records are maintained with the same security and confidence as patients’ dental records. A set of records will be maintained by the corporate offices for as long as the school exists.

Rules of Conduct

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. Dental Assistant Academy reserves the right to terminate a student on any of the following grounds.

- Not complying with rules and regulations
- Failure to pay fees when due
- Falsifying records
- Unprofessional conduct i.e. smoking during class, showing disrespect to classmates and instructors, not participating in class.

Students are expected to purchase their own scrubs, which they are expected to wear during each lab class session. This must be either navy blue, gray or black. Students are expected to wear gloves, masks, and protective glasses that are provided for all sessions.

Drug free school and workplace

DAA has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on school premises under the influence of any substance. As a drug-free and alcohol-free environment, individuals suspected to be under the influence may be subject to immediate dismissal/ removal.

No smoking

There is no smoking within any place in the dental office or training rooms. Smokers may smoke outside during a break.

Dress

Students must wear neutral-colored scrubs and a long t-shirt underneath or dental assisting jacket. All students must also wear tennis shoes or some kind of closed toe shoe.

Cancellation and Settlement Policy

An enrollment agreement may be canceled within three calendar days after the date of signing not including Saturday, Sunday or federal holidays provided the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition paid and refundable fees pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

ARIZONA Complaint or Grievance Procedure in agreement with Arizona Administrative Code

R4-39-403. Complaint Procedures

A. If a student has a complaint against a licensee and exhausts all available grievance procedures, including all appeals, established by the licensee, the student may file a written complaint with the Board. The student shall ensure that the complaint is filed within two years after the latest of the following. The date on which the student:

1. Last attended the licensee;
2. Completed the licensee's grievance procedure, including all appeals; or
3. Is able to demonstrate that the licensee failed to follow the licensee's grievance procedure.

B. A student who files a complaint under subsection (A) shall:

1. Use a form that is available from the Board,
2. Sign the form and attest that all information provided is true and correct, and
3. Attach to the form documentation that supports the alle-

C. The Board shall not accept an anonymous complaint. An individual, whether a student or non-student, who files a complaint may request to remain anonymous to the licensee if the individual believes the complaint may result in adverse action towards the individual. The Board

cannot, however, guarantee that disclosure of the individual's identity will not occur in the process of honoring the licensee's due process rights.

D. The Board shall not accept a complaint regarding a grade dispute or the licensee's employment practices or compliance with the Americans with Disabilities Act.

E. After the complaint committee authorized under A.R.S. § 32- 3052(D) reviews the complaint and the results of the staff investigation of the complaint, the complaint committee shall take one of the actions defined under A.R.S. § 32-3052(E).

F. If a non-student has a complaint against a licensee, the non- student may file a written complaint with the Board. The non- student complainant shall ensure that the complaint is filed within one year from the date on which the event prompting the complaint occurred.

G. Subsections (B) through (E) apply to non-student complaints. Individual believes the complaint may result in adverse action towards the individual. The Board cannot, however, guarantee that disclosure of the individual's identity will not occur in the process of honoring the licensee's due process rights.

D. The Board shall not accept a complaint regarding a grade dispute or the licensee's employment practices or compliance with the Americans with Disabilities Act.

E. After the complaint committee authorized under A.R.S. § 32- 3052(D) reviews the complaint and the results of the staff investigation of the complaint, the complaint committee shall take one of the actions defined under A.R.S. § 32-3052(E).

F. If a non-student has a complaint against a licensee, the non- student may file a written complaint with the Board. The non- student complainant shall ensure that the complaint is filed within one year from the date on which the event prompting the complaint occurred.

G. Subsections (B) through (E) apply to non-student complaints.

Board of Directors:

Kaitlin Dougherty: program director and head instructor, co-founder of Dental Assistant Academy LLC, orthodontic assistant with specialty training from an accredited program, x-ray certified, four years' experience.

Kevin J Ison: DMD, MS, dean, co-founder of Dental Assistant Academy LLC, 100% owner of Dental Assistant Academy Arizona location.