

**STUDENT CATALOG
FOR**

**Dental
Assistant
Pro**

191 West Schrock Road

Westerville, OH 43081

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WELCOME

We at ***Dental Assistant Pro*** wish to welcome you to a new, innovative and unique course in dental assisting. We offer a course designed to give you the best, basic foundational knowledge and skills necessary to start your new career, at a minimum cost of time and expense.

We offer this opportunity from the perspective of practicing dentists and experienced dental assistants in the setting of an actual dental office. While we will seek to give you exposure to a wide range of techniques, materials, and dental knowledge, we will focus on the skills we as dentists see as "core necessities" for job acquisition.

Job opportunities for trained dental assistants are available in today's marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants. If one examines the want ads for dental assistants, virtually all jobs require experience. How can you get a job without experience and how can you get experience without a job? With our course, we believe that gap can be bridged in a minimal amount of time at a reasonable cost. Welcome to ***Dental Assistant Pro***

Original Date of Publication: February 28, 2005

HISTORY

This course of study came into being as a result of conversations between dentists. Every dentist recognizes the importance of a good dental assistant in helping him/her provide a good service to his or her patients, reduce stress on both the patient and doctor, and keep the practice growing and profitable. Given the shortage of trained dental assistants, the existing obstacles for a person to go to school for training, and the unwillingness of dentists to train someone "from scratch", ***Dental Assisting School*** came into being. The basic framework for this curriculum is patterned after a successful assisting program in another state. (Texas)

LEGAL STATUS

Dental Assistant Pro is a private coeducational school operated as a LLC. The owner is Gregg Testerman, DDS. The school assumes full responsibility for any agreement reached between the student and the school.

INSTITUTIONAL PHILOSOPHY

The philosophy of ***The Dental Assistant Pro*** is based on the belief that people can be trained in a relatively short period of time to enter the world of professional dental assisting. We believe that our course will prepare any motivated individual to get their first job. We also believe the amount of on the job experience, not classroom hours, is the best teacher. Therefore, it is our purpose to equip each student with the basic skills necessary to enter the workplace and begin to gather experience. We also feel that our many years in the profession not only qualifies us to teach these skills, but also gives us the opportunity to impart what "golden nuggets" we have discovered along the way.

GENERAL INFORMATION

Location

Dental Assistant Pro of Columbus is located at 191 West Schrock Road, Westerville, OH 43081. Our school business is operated out of the office of Testerman & Testerman Dental, a practice owned by Gregg Testerman DDS. Dr. Gregg Testerman has offered excellent quality care to his patients for over 40 years. Our mailing address is: **767 Columbus Avenue, Lebanon, Ohio 45036.**

Course Information:

Our course runs for ten consecutive weeks on Saturdays from the hours of 8:00 a.m. to 5:00 p.m. with an hour for lunch. Morning sessions (8:00 a.m. to 12:00 noon) are lecture, and afternoon sessions (1:00 p.m. to 5:00 p.m.) are for clinical, hands-on laboratory experience. Breaks are given for ten minute periods approximately every one to one and one-half hours.

It is required that students buy a uniform since some of the materials we work with in a dental office can permanently stain or damage clothing. Also we like for students to get used to "being and looking like" dental assistants. Hospital scrubs are the preferred dental office attire.

Certificate of Approval:

Dental Assistant Pro is approved and regulated by the State Board of Career Colleges and Schools. **Ohio License # 05-03-1751T**

Procedure to Review Licenses And /Or Approvals

Students and prospective students may review and/or copy licenses, or approvals relating to the Dental Assistant School, upon request to the School Director, Monday-Friday, 8:00 am-5:00 pm

Dissemination of Consumer Information:

A Representative of **Dental Assistant Pro** will be available to disseminate consumer information upon request between the hours of 8:00a.m. to 5:00 p.m., Monday through Friday.

Facilities and Equipment:

Dental Assistant Pro instruction takes place in a practicing dental office! This includes a business office with computer, phones, and records, a staff lounge which doubles as a classroom, fully equipped treatment rooms, laboratory, sterilization area, private conference rooms, one business office, private offices, and restrooms. The teaching facility is in fact a dental office. There is an up to date OSHA program already in place with accompanying MSDS sheets and other regulatory necessities. We feel a practicing dental office is the perfect place for students to maximize their time and experience.

School Hours of Operation:

Saturday hours of operation will be between 8:00 a.m. and 5:00 p.m. with a one hour lunch break at noon. Breaks for refreshments and restrooms will be given every hour to one and one-half hour (at the discretion of the instructor) for 10 minutes.

Class Schedule and Enrollment:

The primary enrollment period is during the Open House (approximately 1-2 weeks prior to the class start date. However, enrollment is continuous right up until the start of the first scheduled class. **Saturday Class Hours: 8:00 a.m. to 5:00 p.m.**

School Holidays

Christmas, New Years Day, Independence Day, Memorial Day, Labor Day, and Easter.

Training Aids

Instructors are supplied with teaching manuals, appropriate charts, diagrams, a human skull for anatomy, audiovisual equipment, and all the dental equipment and supplies necessary for laboratory and operatory training.

Faculty and Staff:

Dr. Bruce Baloy - over 40 years as a Practicing Dentist

Kayla Luangruaj - (Head Instructor): Experienced in dentistry for over 5 years.

Angel Davis - (Instructor): Experienced in dentistry for over 8 years.

PROGRAM COST

Tuition is due and payable in advance. However, students may elect to arrange for weekly payments while attending school. **PLEASE NOTE:** A student who is not current with his or her weekly payments cannot attend class until current. **The cost for the Dental Assisting program is \$3125.00 which includes the \$125.00 registration fee, the \$175.00 Book Fee, and \$2825.00 for tuition. Payment in full must be complete by the 9th week of class to receive the Certificate of Completion.**

The \$125.00 registration fee is due with the enrollment agreement regardless of which payment option is chosen. Remaining costs may be paid by using any of the following options:

Option 1. \$3000 due **on or before the first day of class.** Total cost is \$3125.00

Option 2. \$820.00 down payment, **due 1 week prior to first class** and
9 Weekly payments of \$245.00 due before the start of each class.
This option costs \$25.00 extra. Total cost is \$3150.00

Option 3. \$620.00 down payment, **due 1 week prior to first class** and
9 Weekly payments of \$270.00 due before the start of each class.
This option costs \$50.00 extra. Total cost is \$3175.00

Note: Any credit card weekly payment is due the Friday prior to each class

The following supplies are recommended for the Dental Assisting School course:

A name tag with "Dental Assistant" under your name

A comfortable pair of tennis shoes

The following is required:

A set of hospital scrubs.

The school will provide the following items:

Textbook, Workbook, and Dental Instrument Workbook

Certificate of Achievement

Dental Assisting Pin

Non-refundable items include:

Textbook, Workbook, and Dental Instrument Workbook

ADMISSIONS

Admission Requirements:

1. Any person who has attained a high school diploma or G.E.D. High School Equivalency Certificate is eligible to attend ***Dental Assistant Pro***, subject to personal interview. All applicants must exhibit a proper willingness and enthusiasm to learn the art of dental assisting.
2. A high school Senior may take our course on the condition that he/she has an overall grade point average of B as well as having obtained their High School Counselor's approval.
3. Admissions at ***Dental Assistant Pro*** are conducted throughout the year. Those applicants who apply during the course of class training will be given first consideration to be enrolled in the next course. New classes will start approximately every 6 months.

Admission Procedures:

1. ***Dental Assistant Pro*** prefers a personal interview with each applicant prior to acceptance, and encourages the parent, spouse, or other family member, as is appropriate, to attend the interview and/or Open House. An Open House will be conducted for all interested students and their families approximately one to two weeks prior to the first day of each class session. This gives everyone an opportunity to become familiar with each other and serves as a question-and-answer period for students, family, instructors, and faculty alike.
2. Admission representatives and or information are available Monday through Friday between the hours of 8:00 a.m. and 5 p.m.

Statement Of Non-Discrimination:

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical handicap.

Financial Aid Or Assistance:

Currently, ***Dental Assistant Pro*** has no financial aid packages available. However, the school will finance a student's tuition over the course of the training. An administrative fee is charged. Please see details on page 5.

Attendance Policy

1. Students are expected to attend and be on time for all classes. Tardiness is considered disrespectful to both classmates and instructors. Students who have a pattern of tardiness will be advised and will be disciplined on an individual basis.
2. Students are required to complete all assignments regardless of class attendance, and are required to maintain, at minimum, an attendance average of 80%, for the total instructional hours enrolled from program inception to the point where progress is being measured.
3. Students, who miss more than 20% of the instructional hours, will be placed on attendance probation, and any further absenteeism may result in termination with appropriate pro-rated refunds. A student who is absent more than 20% of the total contact hours in a program may automatically be terminated from the current class. However, the student may, at the sole discretion of the Director, be allowed to pick up the course of study at the next session. Tests missed because of absence must be made up upon the day the student returns to school, unless other arrangements have been made by the instructor and approved by the Director.

4. The school has no provision for excused absences. Make-up work shall not be authorized for the purpose of removing an absence. A student will be charged with one hour of absence for each hour of tardiness or any part thereof. The time elapsed during an authorized Leave of Absence is not considered as being "absent" for the purpose of the cumulative attendance average. If a Leave of Absence is granted or if inclement weather forces the school to close, a student's completion date will be extended to make up for clock hours missed. Scheduled school holidays, summer and Christmas breaks, are not counted as absences.

5. A student who is not current with his or her weekly payments cannot attend class until current.

ACADEMIC STANDARDS

Grading:

Students will receive a numerical grade (not a percentile grade) for each written and practical exam. Grades will be the sum total of all written exams (including midterm and final) plus the practical exam. A perfect final score is 300 points. Listed below is the point distribution:

- | | |
|-------------------|-------------------|
| 1. Midterm Exam | 100 points |
| 2. Final Exam | 100 points |
| 3. Practical Exam | <u>100 points</u> |
| | 300 points total |

Grading Period:

There are two grading periods in the course: one at the end of the first six weeks (after the midterm exam); the second at the end of the course (10 weeks). Written progress reports will be given to each student at midpoint of each grading period and at mid-term and at the completion of the course.

Satisfactory Progress:

1. Satisfactory progress will be determined by accumulated points. Students must maintain at least 70% of the total possible points. Should a student at the completion of the first grading period fail to obtain at least 70% of possible points (70% of 150 = 105), the student will be placed on probation. A student on probation will be allowed to retake an exam, which will be averaged with the original exam. If the probationary student fails to bring up his grade to a 70% level at the end of a 2 week probationary period, the student will be terminated. A student terminated for unsatisfactory progress may apply to repeat the course at the next course offering after a minimum of one grading period has passed.

2. A student may request a grade of "incomplete" if a student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

3. Permanent grades will be posted at the end of the course, which will be made available to prospective employers. Requirements for graduation include 80 hours (class lecture and lab combined plus X-ray certification).

Class Size:

The teacher/student ratio will be a maximum of 10 students per one instructor in a lecture class and there will be one instructor for every 10 students in the lab.

Graduation Requirements:

A certificate of completion will be awarded to those students who have maintained a score of at least 210 points, have compiled a satisfactory attendance record as outlined by the school and are in good standing financially with the school at the time of graduation.

Leave Of Absence Policy:

A student may be granted one leave of absence (limited to ONE day) per 10 week course, which must be requested in writing, at no additional charge. The student may make up the day missed during the next session. A leave of absence is discouraged except in emergency situations.

Appeals:

A student can appeal an unsatisfactory grade and/or attendance classification to the Director by explaining in writing any circumstances relevant to the situation. The Director will evaluate the circumstances presented by the student and the student's program record will be amended to reflect the results of the appeal. The student's status will be revised, as is appropriate.

Termination and Re-admittance:

1. A student who is absent more than 20% of the total contact hours in a program may be terminated automatically.
2. A student may be placed on attendance or academic probation or terminated due to:
 - Unsatisfactory course work.
 - Failure to maintain the attendance requirement.
 - Failure to progress within the school's maximum time frame.
 - Failure to abide by the school's rules and regulations.
3. A student whose enrollment was terminated for unsatisfactory progress or nonconformance with the rules and regulations of the school may only be re-admitted, with the approval of the School Director, under the following conditions:
 - One grading period must elapse before being readmitted; and
 - The problem which caused the dismissal must be satisfactorily resolved; and
 - The student must demonstrate the potential to succeed.
4. A student who re-enrolls after being terminated for unsatisfactory progress will be placed on probation for the next grading period.
5. A student whose enrollment was terminated for violation of the attendance policy may not re-enter before the start of the next grading period.
6. A student in good standing, who voluntarily withdraws, may apply for readmission at any time.

Tuition And Fees:

Tuition may be paid in full in advance, or in installments due on or before the beginning of each class. The tuition does include fees for registration, supplemental books, supplies, lab use and tools. There is no additional charge for out-of-state residents. **PLEASE NOTE:** A student who is not current with his or her weekly payments cannot attend class until current.

STUDENT SERVICES

Placement:

Upon graduation, job placement assistance is available to all students at no additional cost. Students are assisted and/or advised with regard to resume preparation, interview techniques and employment opportunities. *Dental Assistant Pro* will do its best in helping students find a rewarding job. **Dental Assistant Pro cannot, however, guarantee employment.**

Advising:

The staff and faculty of the school are always available to assist students with school or dental profession-related problems or questions.

STUDENT CONDUCT

Students must adhere to the highest standards of conduct, which will reflect credit upon themselves and the school. Students must conduct themselves in a manner which will not in any way interfere with the learning process of other students, the instructor's classroom presentation, or the progress of the class in general. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:

1. Non-conformity with the rules and regulations of the school.
2. Conduct which reflects unfavorably upon the school and/or its students.
3. Unsatisfactory academic progress.
4. Excessive absenteeism.
5. Failure to pay tuition when due.
6. Cheating.
7. Falsifying school records.
8. Demonstrating poor judgment or inability to function properly which could put student safety in jeopardy.
9. Entering the school under the influence of alcohol, drugs, or narcotics of any kind.
10. Carrying a concealed or potentially dangerous weapon.
11. Willful neglect, damage or abuse of school property.

GRIEVANCE POLICY

From time to time, differences in interpretation of school policies will arise among students, faculty and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director of the school should be contacted. Normally, the informal procedure of "discussing" the difference will resolve the problem. However, occasionally more formal (written) procedures are required. When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to the Director. The Director will then review the grievance, meet with the parties involved, and will notify all parties of the decision, in writing, within seven (7) working days. If the Director's decision does not resolve the grievance to the satisfaction of all parties, the student or staff member, as appropriate, should contact the Executive Director, State Board of Career Colleges & Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215-3414, Phone (614) 466-2752 or toll free (877) 275-4219.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act, each student is given the right to inspect and review his/her records, and to request that errors in those records be changed to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The detailed policy and procedures that the institution uses in this regard can be obtained from the School Director. These include our right to refuse to provide such records if the student has an unpaid financial obligation to the school.

Under Federal rules, the school is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed.

If you do not wish this information to be released, you must contact the School Director within thirty days of signing the Enrollment Agreement. This basic information is called Directory Information, and this school includes the student's name, address, telephone number, date and place of birth, program of study, participation in activities, dates of attendance, certification and diploma awarded, photograph, and place of employment. Students who feel that the institution has not complied with their rights under the law may file a complaint under Section 99.64 with the U.S. Department of Education.

CERTIFICATE/TRANSCRIPTS

There is no charge for the original copy of your certificate; however, additional copies of the certificate will be \$10.00. Official transcripts of student's records are issued only on written request; the first copy is at no cost; additional copies are \$2.00 each. Transcripts must be requested 24 hours in advance.

CANCELLATION POLICY

You may cancel the enrollment agreement or contract by written notice, without any penalty or obligation and receive a full refund of any monies paid within 5 calendar dates of the agreement (including Saturdays, excluding Sundays and Legal Holidays). If the student attends any class sessions the refund will be calculated by using the Ohio Administrative Rule 3332-1-10. The enrollment agreement is not binding until signed by the School Director or designated school official. This provision shall not apply where a student has already started classes.

REFUND POLICY

1. ***Dental Assistant Pro*** uses the refund policy as established in the Ohio Administrative Rule 3332-1-10:

A student who starts class and officially withdraws before the session is:

- 15% completed is obligated for 25% of the tuition & refundable fees plus registration fee.
- 25% completed is obligated for 50% of the tuition & refundable fees plus registration fee.
- 40% completed is obligated for 75% of the tuition & refundable fees plus registration fee.

Students will not be granted a refund after the academic term is 40% completed.

2. The termination date, for refund computation purposes, is the last date of actual attendance by the student.
3. The effective date of termination, for refund consummation purposes, will be the earliest of the following:
 - The last day of actual attendance, if the student is terminated by the school;
 - The date of receipt of written notice from the student,
 - Five school days following the last date of attendance;
 - The day following the last day of an approved leave of absence, if the student does not return from the leave of absence.
4. Refunds will be totally consummated within thirty (30) days after the effective date of termination.
5. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and/or non-conformance with the rules and regulations of the school.
6. Refunds to students who fail to enter school will be made as follows:
 - An applicant who is not accepted by the school will receive a complete refund.
 - An enrollee, who cancels within the cancellation period described in the cancellation policy, whether or not the enrollee has attended classes, will receive a refund of all monies.
 - An enrollee who cancels after the cancellation period described in the cancellation policy will receive a refund of all monies paid in excess of \$125.00.
 - An enrollee will receive a full refund if educational service is discontinued by the school, preventing the student from completing.
 - An enrollee will receive a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representations of the school.
 - After a student enters school, he/she may voluntarily cancel or terminate by contacting the school.

SCHEDULE OF REFUNDED CHARGES

1. A student who officially withdraws before the first class of the program and after the five-day period cancellation period is obligated for the registration fee of \$125.00.
2. A student who starts class and officially withdraws before the academic term is 15% completed will be obligated for 25% of the tuition & refundable fees plus the registration fee of \$125.00.
3. A student who starts class and officially withdraws after the academic term is 15% completed but before 25% completed is obligated for 50% of the tuition & refundable fees plus the registration fee of \$125.00.

4. A student who starts class and officially withdraws after the academic term is 25% completed but before 40% completed is obligated for 75% of the tuition & refundable fees plus the registration fee of \$125.
5. **A student who starts class and officially withdraws after the academic term is 40% completed is not entitled to a refund.**
6. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - If class is postponed from its starting date.
 - If the program of instruction is discontinued by the school and this prevents the student from completing the program.
 - If the student's enrollment was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
8. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

DENTAL ASSISTING TRAINING PROGRAM INFORMATION

1. ***Dental Assistant Pro*** has designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting.
2. This program will allow people access to the job market quickly without incurring a burdensome debt and loss of time at their current job or profession.
3. The course runs for ten weeks on Saturdays from the hours of 8:00 a.m. and 5:00 p.m. with an hour for lunch. Morning sessions (8:00 a.m. to 12:00 noon) are lecture, and afternoon sessions (1:00 p.m. to 5:00 p.m.) are for clinical, hands-on laboratory experience. Instructors are available by appointment from 5-5:30 p.m. for tutoring.
4. Breaks are given for ten minute periods approximately every one to one and one-half hours.
5. Dress code is required. Students are responsible to buy a uniform (scrubs) since some of the materials we work with in a dental office can permanently stain or damage clothing. Also we like for students to get used to "feeling and looking like" dental assistants. Hospital scrubs are the preferred dental office attire.

Eighty clock hours are required for the successful completion of this course. The program title for this course is **Dental Assisting**. The following is a description of each session and the number of clock hours for each module:

Dental Assisting Course Modules

101 MODULE 1: Introduction to Dentistry, Dental Assisting, Structures of the Head and Neck, Dental Anatomy and Tooth Morphology

.....(Text Chapters 1-4 and Chapter 22)

.....Prerequisite: none

.....Clock Hours: 7 Lecture, 1 Lab

102 MODULE 2: Disease Transmission and Pathology, Infection Control, Disinfection of Operatory, Instrument Processing, Clinical Dentistry, Alginate Impressions

.....(Text Chapters 5-9)

.....Prerequisite: Module 1

.....Clock hours: 4 Lecture, 4 Lab

103 MODULE 3: Moisture Control, Patient Care, Dental Exam, Medical Emergencies Evacuation and Instrument Transfer, Blood Pressure, Pulse, Respiration

.....(Text Chapters 10-13)

.....Prerequisite: Modules 1, 2

.....Clock hours: 3 Lecture, 5 Lab

104 MODULE 4: Pain and Anxiety Control – X-rays, CPR

.....(Text Chapters 14-16)

.....Prerequisite: Modules 1-3

.....Clock Hours: 5 Lecture, 3 Lab

105 MODULE 5: Mid-Term Exam, Preventive Care, Coronal Polishing, Instrument Handpieces, Burs, Amalgam, Composite, Cements

.....(Text Chapters 17-20)

.....Prerequisite: Modules 1-4

.....Clock Hours: 3 Lecture, 5 Lab

106 MODULE 6: Radiograph Class through the Columbus Dental Society.

.....Seven Hour Course from 8am til 4 pm

.....Clock Hours: 8 hours, ½ lunch

107 MODULE 7: Amalgam Restorations, Cosmetic Restorations, Custom Trays, Elastomeric Impressions, Crown and Bridge Restorations, Complete and Partial Removable Dentures, Pediatric Dentistry

.....(Text Chapters 21-26)

.....Prerequisite: Modules 1-6

.....Clock Hours: 5 Lecture, 3 Lab

108 MODULE 8: Pediatric, Orthodontics and Job Search

.....(Text Chapters 27-30)

.....Prerequisite: Modules 1-7

.....Clock Hours: 4 Lecture, 4 Lab

109 MODULE 9: Course review, 2nd Midterm over 2nd half of course
.....(Text Chapters 1-30)
.....Prerequisite: Modules 1-8
.....Clock Hours: 4 Lecture, 4 Lab

110 MODULE 10: Final written exam, Final practical exam, Graduation and awarding of certificates and pins.
.....Prerequisite: Modules 1-9
.....Clock hours: 4 Lecture, 4 Lab

*****Shadowing is a required part of the course in dental assisting. Students will be apprised of existing opportunities as they become available. Clock hours 4.**