



CATALOG, REGISTRATION, CALENDAR & INFORMATION

*Postsecondary Schools Offering
Dental Assisting Program*

215.75 clock hours

Information Catalog Volume I

2020

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Statement

OceanPointe Dental Assisting Academy of Philadelphia is licensed by the Pennsylvania State Board of Private Licensed Schools; 333 Market Street, 12th Floor, Harrisburg, PA 17126.



OceanPointe Dental Assisting Academy of Philadelphia reserves the right to modify information contained within and to improve the training offered to its students. Rules and regulations are subject to change as necessary to comply with the guidelines set forth by the Pennsylvania State Board of Private Licensed Schools.

This is to certify that this Academy catalog is true and correct in content and policy to the best of our knowledge and belief.

Edward Magida D.M.D.

President

September 27, 2019



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WELCOME



OceanPointe Dental Assisting Academy of Philadelphia (“**the Academy**”) has made it possible, convenient and affordable for you to become a dental assistant in Pennsylvania in just 14 weeks! Furthermore, you can complete our program while maintaining your current employment.

This catalog will guide you through our program curriculum, student requirements and costs. Our high quality, hands-on training program, which includes 80 hours of externship, will enable you to make a productive contribution to any dental practice.

There are no specific requirements in Pennsylvania to become a dental assistant, however dental assistant positions advertised typically require formal training and a radiology certification. The successful completion of the DANB RHS Examination is a program requirement for graduation.



OCCUPATIONAL PREPARATION

The vocational objective of this program is to sufficiently train students to seek employment in a dental practice as an entry-level dental assistant or clinical assistant.

ABOUT THIS FIELD OF WORK

Dental assistants perform many tasks ranging from working chair side for dentists and other dental staff, as well as providing assistance in patient care, the general office and the laboratory. In addition to handing instruments to the dentists during procedures, Dental Assistants:

- schedule appointments,
- obtain patient dental records,
- ensure patients are comfortable in the dental chair,
- prepare patients and the work area for treatments and procedures,
- prepare tray setups, sterilize and disinfect instruments,
- keep the patient's mouth dry, take and process x-rays,
- prepare materials for impressions of patient's teeth,
- instruct patients on postoperative and general oral hygiene,
- keep records of dental treatments and
- work with patients on billing and payment.

Job opportunities in the field of dental assisting are expected grow much faster than the average for all occupations through to 2026 according to the U.S. Department of Labor.

The dental assisting field generally requires physical work, mobility throughout the office and standing for long periods of time and sometimes in small places. Dental assistants have close contact with patients and public and must present themselves for work each day accordingly.

PROGRAM PHILOSOPHY

The Academy's Dental Assisting Program is designed by practicing dentists and experienced dental assistants in the setting of a functioning dental practice. From a student perspective, the Academy recognizes:

- current employment commitments,
- family obligations,
- convenience,
- cost, affordability and financing options,
- the importance of hands-on, practical training in a functioning dental practice,
- the value of externships and partnering with other dental practices in the area so students can gain real practical experience,
- need for a part time, career-based program, with high graduation rates, that can be completed in the shortest possible time and without compromising its' quality.



The Academy's philosophy is to expose students to a wide range of techniques, materials and dental knowledge, but most importantly, to focus on the skills dentists see as "core essentials" for employability as a dental assistant.

Our Dental Assisting Program is designed to meet these criteria.

The Academy's 14 week Dental Assisting Program comprises of Total Course Hours 215.75: 101.75 hours of lectures and laboratory time (including 5.75 hours obtaining CPR/BLS Training and Certification from the American Red Cross), 14 hours of Distance Education (online Dale Foundation DANB RHS), 20 hours of clinical training and 80 hours of externship with a local practicing dentist. In addition, students will be required to do 20 hours of homework.

The curriculum covers the fundamentals of dentistry and the basic skills, knowledge and technical proficiency necessary to assist dentists with various procedures. The program's practical approach enables students to learn by doing and will equip students with necessary training and practical experience to qualify for an entry level position in a dental practice.

REPRESENTATIVE JOB TITLES FOR PROGRAM GRADUATES

Hygiene Assistant

Before the hygienist begins cleaning teeth, the hygiene assistant gets the dental patient ready for the procedure. This requires medical knowledge and a confident, reassuring personality.

Endodontic Assistant

Root canals require a skilled dentist and an equally capable dental assistant.

Pediatric Assistant

A pediatric assistant works with dentists and directly with children patients.

General Dental Assistant

A dental assistant assists the dental practice with office tasks and patient care.



ABOUT OUR ACADEMY

LEGAL STATUS

OceanPointe Dental Assisting Academy of Philadelphia, LLC, located at 7 Cambridge Lane Newtown, PA 18940 is incorporated as a limited liability corporation in the State of Pennsylvania and owned by Dr. Edward Magida, D.M.D.

Dr. Edward Magida, President of OceanPointe Dental Assisting Academy of Philadelphia, LLC, also serves as the Academy Director.

OceanPointe Dental Assisting Academy of Philadelphia, LLC assumes full responsibility for any agreement reached between the student and the Academy.

STATE LICENSING/CERTIFICATION ACCREDITATION

OceanPointe Dental Assisting Academy of Philadelphia, LLC. is licensed by the Pennsylvania State Board of Private Licensed Schools. The board's address is: 333 Market Street, 12th Floor, Harrisburg, PA 17126.

MISSION STATEMENT AND COMMITMENT

The Academy's Dental Assisting Program will provide educational and training to prepare students to become competent dental assistants who assist and perform quality, comprehensive, care in an ethical, interdisciplinary, culturally sensitive manner. The Academy is committed to educating dental assistants to function as a member of the dental practice and able to perform the roles of clinician, dental health promoter and patient coordinator. The program prepares graduates to meet the future oral health needs of a culturally diverse society within a changing healthcare system.

The Academy's Dental Assisting Program is committed to:

- Deliver a consistent, high quality education and training for dental assistants.
- Achieve top tier graduation and job placement rates.
- Provide quality, productive dental assistants to the dental profession.
- Promote personal responsibilities in oral health care.



ACADEMY ORGANIZATION

Overview

Dr. Edward Magida, D.M.D., the Academy Director, is a practicing dentist who has recognized the need for well trained, efficient, dental assistants. Dental Assistants are an important component of providing good patient care. The market demand for competent dental assistants, the cost, time and inconvenience students face to complete a good program and the opportunity to provide training for a worthy career opportunity, is the reason for the Academy being formed.

The Academy's program is licensed from Medical Curriculum Partners (MCP) a successful Dental Assisting Program started in the State of Texas in 2004. The program is used by 12 Schools operating in 5 different states. The schools are all independently owned, but they utilize the same MCP competency-based Dental Assisting Program.

FACULTY & ADMINISTRATION

Academy Director/Program Director

Dr. Edward Magida, D.M.D.

Dr. Magida received his bachelor's degree in biology from the University of Pennsylvania, a well-regarded Ivy League institution. He received his Doctorate in Dental Medicine (D.M.D.) from the University of Pennsylvania, School of Dental Medicine. After graduating dental school, Dr. Magida was asked to participate in an extra one-year program at the dental school. This program included a select group of newly graduated dentists, who upon completion of a very rigorous year long program, were awarded a Fellowship in Advanced General Dentistry. Dr. Magida was then asked to remain at the dental school as a faculty member. He taught both undergraduate and graduate dental students for several years.

Helping patients at these facilities with their dental problems has been a rewarding experience. Dr. Magida is a member of the Pennsylvania Dental Association, the Montgomery-Bucks Dental Society, the International Association for Orthodontics, the American Dental Association, the Academy of Dental Sleep Medicine and the American Academy of Sleep Medicine.

Dr. Magida had the honor of achieving the status of Fellow in the Academy of General Dentistry. This fellowship was awarded during the summer of 2000 in Toronto. To achieve this award a dentist must complete over 500 hours of continuing education in all areas of dentistry and pass a 6-hour written test.



Assistant Academy Director
Erica Rogers

Faculty and Staff

Instructor/~~Externship Coordinator~~

Erica Rogers – Classroom Instructor - Erica graduated in 2000 from the Pennsylvania College of Technology as a Registered Dental Hygienist, **is CPR certified** and has over 17 years in the dental field. She has been working for Dr. Magida since 2003 and thrives on providing quality care to patients, building patient rapport and watching their families grow. She loves the family atmosphere in Dr. Magida’s office.

Instructor

Bridget Hirth – Clinical Instructor – Bridget is a graduate of 2011 Delaware Valley Academy for Dental Assisting, **is CPR certified** and has over 8 years in the dental industry. She started working as a dental assistant for Dr. Magida in 2011 and loves the family atmosphere in the office and rapport with the patients. She truly enjoys being part of the dental team and educating patients on Sleep Medicine, TMD and the relationship it has in the dental field.

Admissions Representative

Fern Magida graduated from Temple University with a degree in speech pathology. She has been doing marketing and social media for Dr. Magida’s dental practice for many years and is happy to answer any questions about the Dental Assisting Program and set up on-campus interviews with the instructors.

Externship Coordinator:

Elissa McHugh is a graduate of Trenton State College (The College of New Jersey) with a degree in Psychology, is a licensed NJ teacher for grades K-12 in Mathematics and Psychology and is CPR certified. She has worked in the dental field for more than 45 years and has many contacts to facilitate externship coordination.

FACILITIES

The Academy occupies a total of 2,272 square foot of space. The outside features a picturesque view of well-kept garden style walkways, with a well-lit, 70 space parking lot. The interior comprises of 6 well equipped dental treatment rooms, a **panoramic** x-ray room, a sterilization room and a dental plaster laboratory. The facility has a fully equipped, computerized business office and learning facilities. For breaks, there is a comfortable break room. The facility has a 175 sq. ft.



reception room with 10 chairs and a large flat wall-mounted TV monitor for instruction lectures and presentations (video and slide show presentations) and discussions. The Academy Audio Visual Aids – DVD and Dentrix Patient Management software.

Equipment

Classes are held in a modern state-of-the-art dental practice with the latest equipment. The Academy provides students with a set of models of human dentition. Students are provided with all of the disposable supplies needed to perform required tasks. Each student will also have the opportunity to use the available instruments and equipment in treatment rooms. Five students may work in a treatment or specialty room at any one time. There is one instructor for every twelve students in the classroom and one instructor for every five students in the laboratory. Clinical training is also performed at this clinic and has an instructor to student ratio of 1:1.

There are 6 fully equipped dental treatment rooms, 1 sterilizer room and 1 plaster room. Training equipment contained in the Academy include:

Teaching Devices

Equipment	Quantity	Make	Model	Specifications
Dental Patient Chairs	2	Adec	1020	Chair and Delivery Unit Operatory Light
Chair/Light/Delivery Combination	1	Belmont	X-Calibur	Chair/Light/Delivery Combination
Dental Chair	1	Eagle	96305	Beaverstate Delvery System and Adec Operatory Light
Elevance Chair	1	Pelton and Crane	3300	Chair and Delivery Unit with Pelton and Crane Operatory Light
Intraoral X-ray Units	2	Gendex	Expert DC	X-ray
Instrumentarium X-ray	1	Focus	Focus	X-Ray
Amalgamator	1	Silamat	S6	Amalgamator
Amalgamator	1	Caulk	Vari-mix II	Amalgamator
Handpiece Cleaner	1	Kavo	Quattrocare	Handpiece Cleaner
Laser Cavity Finder	1	Diagnodent	Kavo	Laser Cavity Finder
Caries Detection Device	1	Dexis	Carivu	Caries Detection Device
Cordless Endodontic Motor	1	X-Smart	X-Smart IQ	Cordless Endodontic Motor
Autoclave	1	Statim	5000	Autoclave
Intraoral Camera with TV Monitors	1	Imagin Systems	Imagin Systems	Intraoral Camera with TV Monitors
Ultrasonic Cleaner	1	Biosonic	UC125	Ultrasonic Cleaner
Endodontic Motor	1	Dentsply Pro mark Motor	PMKEM1	Endodontic Motor with Handpiece
Obturator Oven	1	Gutta-Core Heater	GuttaCore	Obturator Oven

Panoramic X-Ray Machine with CEPH X-Ray	1	Planmeca	Promax	Panoramic X-Ray Machine with CEPH X-Ray
Vacuum Former Machine	1	Proform	Machine III	Vacuum Former Machine
Sandblaster	1	MicroCab Plus	MicroCab Plus	Sandblaster
Computers	2	Viewsonic	Desktop	Computer with VG930 Monitor
Computers	1	HP	Desktop	Computer with 27es Monitor
Computers	1	Dell	Desktop	Computer with 1907FP Monitor
Computers	1	Viewsonic	Desktop	Computer with VA2055 Monitor
TV Monitor	1	LG	47LS4500	Wall Mounted Flat Screen TV
Full-Head Dental Manikin Trainer Without X-Ray Capability	1	GT Simulator	Chair Manikin Outfil	Chair Mount Articulated Soft Gingiva Dentoform with Removable 10 Ivorine® Numbered Teeth and Front Screws for Mounting Rubber Dams, Aluminal Skull, Soft Outer Plasse-in head (Fletcher).
Human Skull Model On Cervical Spine, 4 Part (expected delivery date 2/1/2020)	1	Gt Simulator	Human Skull Model	Plastic skull can be removed from its stand and can be disassembled easily into skull cap, base and mandible. Natural movement can be shown since the mandible of the skull is flexibly mounted on a spring.

Other

- Overhead examining lights.
- Water and air syringe.
- HVE & LVE suction tools.
- Sinks.
- Dental instrument trays.
- 3 Espe Pentamix Wave One Gold Reciprocating Endodontic Files.
- Root ZX Apex Locator.
- X-Ray phosphor plates.
- Air Techniques Scan X Digital Radiography.
- Model Trimmer, ultrasonic vibrator.
- LED Dental Curing Lights.
- Redwing Lathe.
- Handler Redwing model trimmer.
- 1 server running Dentrix software.
- Patient Education software.
- JVA (Joint Vibration Analysis)-monitors.
- Dentrix **Training** Software.
- Reception chairs.
- Office chairs, desks.



- Whiteboard.
- **Students will supply their own computers for homework and study.**

LEARNING ENVIRONMENT

The Academy uses a variety of learning aids including videos, online simulations, handouts and demonstrations to support the lectures, practical training and application of skills. The Academy provides students a safe environment that is conducive to learning with access to all learning materials needed.

CLASSROOM FORMAT & TIMES

Training is offered on Tuesday and Thursday evenings from 6:00 pm until 10:00 pm with two, 10-minute breaks each class day for a total of 24 class sessions. The breaks are at 7:50 pm and 8:50 pm. Additional breaks will be at the discretion of the instructor and may extend the hours of class accordingly.

Training takes place within a fully functional dental practice, outside normal office hours. This gives the student hands-on experience in all areas of dental assisting using the treatment rooms, laboratory, x-ray facilities and office area. Each session is divided into lecture and laboratory time.

Clinical sessions begin after week two and each student will be required to come into the clinic during normal weekday office hours, at mutually convenient scheduled times. Schedules are set for the same 2-hour shifts one day per week for 10 weeks, being a total of 20 clinical hours. Students are required to fill out a Clinical Record of Experience (CRE) weekly and submit to it to their instructor for laboratory grading purposes. Students will work 1-on-1 with an instructor during clinical sessions.

CLASS SIZE & STUDENT TO INSTRUCTOR RATIO

The maximum student to instructor ratio for this program is 10:1 for classroom and 5:1 for laboratory. Clinical Sessions are 1:1.

TEACHING METHODS

A variety of teaching methods may be employed to achieve the goals and objectives of this course to include reading assignments, lectures, laboratory sessions, learning activities, role playing, hands-on clinical training with a dental office's patients and written exams. The following is used to support classroom and laboratory activities: the internet, slide presentations, demonstrations, interactive videos, video animations, student handouts, manikins, typodonts, clinical equipment, instruments and dental materials.



Students are expected to prepare in advance for these sessions and to participate in an appropriate manner. All students are expected to seek help and assistance from faculty and are encouraged to ask questions during class sessions.

During the Tuesday evening lecture portion, the student views slides, videos, demonstrations or slide presentations by an instructor. This is followed by questions, answers and review.

The Thursday evening laboratory sessions focus on learning and practicing skills utilizing office treatment rooms, plaster room, sterilization room, dental equipment, typodonts, competency checklist binder, handouts and a full head manikin for demonstrations and practice.

Students must be prepared to commit an additional 16 or 20 hours reading time per week to obtain the most out of the program. Your instructor has access to the admin portal that shows student login times and assessment performance and SIMTICs interactive completion is required.

The weekly clinical training and the externship at the end of the program, allows students to learn in a working clinic how Dentists, Front Office Personnel and Dental Assistants provide oral healthcare to patients.

The Academy's instructors are highly experienced dental assistants who work at the dental practice where program classes are held. They are familiar with the typical workflow, procedural training steps, how to operate all the equipment, practice methods according to CDC infection control standards, as well as manufacturer's recommendations and most importantly, know how to assist the Dentist in providing seamless and high-quality patient care. These attributes are passed on to the students, including instilling in them a strong sense of proficiency and professionalism. Although students do work on typodonts, with certain learning activities, they predominantly practice on other students and with actual dental patients during the 20 hours of clinical training and an 80 hours externship.

After graduating from the Dental Assisting Program, students will be able to assist the dentist in office duties and chairside procedures with patients using standard dental assisting procedures. Students will also be able to take diagnostic digital radiographs and **panoramic** x-rays, take impressions, make a bleaching tray, sterilize instruments and disinfect the operating area and other standard procedures. They will learn how to work effectively in an actual dental practice, how to use the latest equipment and techniques and become proficient dental assisting procedures.

Every student will be exposed to the necessary clinical techniques required in the dental practice. It is the goal of the Academy to train students to a level of proficiency that will allow them to qualify for immediate employment at a dental practice upon completion of the course.

INSTRUCTIONAL MATERIALS



- Essentials of Dental Assisting 6th Edition by Debbie S. Robinson, CDA, MS and Doni L. Bird, CDA, RDA, RDH, MA, ISBN: 9780323430937. (Publication date)
- Workbook for Essentials of Dental Assisting, 6th Edition, Edition by Debbie S. Robinson, CDA, MS and Doni L. Bird, CDA, RDA, RDH, MA ISBN: 9780323400657. (Publication date)
- Dental Assisting Instruments Pocket Guide, by Linda Bartolomucci Boyd, CDA, RDA, BA, ISBN: 9780323495714. (Publication date)
- Competency Lab Skills Checklist Binder. (Publication date)
- Student Lecture Notes Binder. (Publication date)
- SIMTICS Interactive Video Platform. (Publication date)
- Other Procedure Videos.
- Infection Control Manual. (Publication date)

ACADEMY AND PROGRAM ADMISSION REQUIREMENTS

A person who satisfies the following criteria may be admitted to the program:

- A graduate of a high school that is regionally accredited or approved by an authorized state educational agency; or has obtained a high school certificate of General Equivalency Diploma (GED). Admission is contingent upon submission of a copy of a high school diploma or GED must be submitted before commencement of the program.
- Must be at least 17 years of age. If under 18, must have a parent's signature on the Enrollment Contract.
- Has no Felony or Misdemeanor criminal conviction that may affect students' ability to be employed.
- Has answered and satisfied the DANB national exam application background questions.
- Has had an on-campus interview with the instructor.
- **Has access to a desktop or laptop computer or tablet to access online learning platforms.**

MEDICAL REQUIREMENTS FOR ACADEMY ENTRANCE

You must start your Hepatitis B Immunization, series #1 and a TB skin test prior to your start date. As proof, the Academy requires a copy of your medical documentation with your enrollment contract. Check with your primary care provider or the local City Health Center.

The cost of these immunizations and/or vaccinations are NOT included in the Tuition and Fees.

BACKGROUND CHECK AND DRUG SCREENING

The Academy will perform criminal background checks on all applicants, the cost of which is included the Registration Fee. Applicants are required to sign a written consent for such. Results will be evaluated by the Academy before the commencement of the program. Convictions, guilty pleas or nolo contendere pleas for certain crimes may, at the sole discretion of the Academy,



disqualify the student from the program, subject to the CANCELLATION, WITHDRAWAL AND REFUND POLICY of the Academy.

Many states, employers, externship sites and agencies may require an additional criminal and/or personal background check and may reject students based on criteria different than those applied to students during the enrollment process or may impose restrictions on the employment, registration, licensure, or certification of workers with certain criminal convictions. In addition, they may subject candidates to drug screening. Any such Background Checks or Drug Screenings referred to in this paragraph will be borne by the Student.

Students are required to complete and pass the DANB Radiation Health and Safety (RHS) Exam to graduate from the Academy's Dental Assisting Program and will be required to complete DANB application form:

DANB national exam applications, certification renewal forms, certification reinstatement forms and emeritus applications contain **three background information questions** (BIQs) that exam candidates and **those certified** ("DANB Individuals") are required to answer:

- 1. In the last five years have you been convicted of any felonies or are you currently serving any sentences for felony convictions?**
- 2. Have you ever been disciplined by a regulatory board, certifying agency or examination agency or education institution?**
- 3. Have you ever been declared mentally incompetent by a court of law?**

Failure to answer the questions will result in the application being returned as incomplete. Individuals must submit documentation, with his/her completed application, related to each affirmative response. DANB will review the documentation related to each affirmative response and make a case-by-case determination, in consultation with legal counsel, as to the candidate's eligibility to test, to earn certification or recertify. Dependent on specific disclosures made, DANB reserves the right to bring individuals for review under DANB's Disciplinary Policy & Procedures.

Note: Any person being held on criminal charges or serving a sentence of confinement (e.g., prison, jail, home detention, or any equivalent mode of confinement) for any offense, must be fully released from confinement before applying for and/or taking a DANB exam or before renewing or reinstating DANB certification.

ENGLISH PROFICIENCY

~~The Dental Assisting Program is taught in English and the issued textbooks require 12th-Grade English Reading proficiency. Students are required to speak English in classes and the Academy does not provide second language instruction. All applicants will be required to complete and pass a TABE K-12 Reading Level Test.~~



CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

The Academy does not grant credit for prior education, training, or experience.

The Academy makes no representations or assertions whatsoever, as to the transferability or acceptance by other educational, learning, vocational or other such institutions of any courses of the Academy's program. It must not be assumed that any courses described in the Academy's catalog can be transferred to another institution. Information concerning other institutions acceptance of the Academy's courses toward their programs must be obtained by contacting the office of the director or president of the receiving institution. Any decision on the comparability, appropriateness and applicability of courses and whether they should be accepted is the decision of the receiving institution.

APPLICATIONS, ACCEPTANCE AND ENROLLMENT

APPLICATIONS

The Academy accepts applications throughout the year, up to 1 week prior to the commencement of each program sitting. Applicants must pay the \$149 registration fee, prior to the commencement of the program, to secure a place in the program. This is fully refundable in terms of the Academy's Cancellation, Withdrawal and Refund Policy, if an application is subsequently rejected for whatever reason.

ACCEPTANCE

On receipt of an application, the applicant will be contacted by the Academy to schedule an interview at our facility. Applicants under the age of 18 years old will need to be accompanied by a parent or legal guardian.

Applicants will be required to be interviewed in person at the facility to be accepted into the program. Applicants will be given a brief tour of the facility as part of the interview and acceptance process.

ENROLLMENT

Once the applicant has been accepted into the program they will be required to sign an Enrollment Agreement (Applicants under the age of 18 years old will require a signature of a parent or legal guardian).

Enrollees will then be given/receive:



1. A Welcome Letter by email.
2. An original, signed copy of the Enrollment Agreement.
3. A copy of the Catalog, Syllabus, Class Calendar.
4. A login and password for the interactive video platform.
5. An assignment sheet will be emailed by the second week of class.
6. Uniform size information

Enrollees will be required to pay Tuition and Fees prior to the commencement of the program. See “Methods of Payment” in this Catalog. The Enrollment Counselor will assist applicants in this regard.

SPECIAL PROGRAM NOTES

The Academy does not provide any healthcare benefits to students during the program. The Academy and Externship sites will make every reasonable effort to provide a safe work environment, prevent injury or illness but is not liable for the same in the event either should occur during the course of instruction or thereafter beyond the allowance of Pennsylvania state law. The Academy and Externship sites maintain limited liability insurance for students.

ACADEMY CURRICULUM – DENTAL ASSISTING PROGRAM

The Academy’s 14 week Dental Assisting Program comprises of Total Course Hours 215.75: 101.75hours of lectures and laboratory time (including 5.75 hours obtaining CPR/BLS Training and Certification from the American Red Cross), 14 hours of Distance Education (online Dale Foundation DANB RHS), 20 hours of clinical training and 80 hours of externship with a local practicing dentist. In addition, students will be required to do 20 hours of homework.

Each class period is 4 hours in length, 4 lecture hours on Tuesdays 6:00 PM to 10:00 PM and 4 lab hours on Thursdays 6:00 PM to 10:00 PM for 24 classes. In addition, students will receive 5.75 hours CPR/BLS Training and Certification from the American Red Cross on **Saturday, March 28, 2020 from 9:00 AM – 2:45 PM**. Students will schedule 2 hours per week of clinical training/shadowing experience during the week and during normal practice hours. Lectures, laboratory sessions and clinical training are followed by two weeks of externship at the end of the program. Classes are taught as shown and the prerequisite for each class is completion of the previous class. One Class Hour equals 50 minutes of lecture or lab.

PROGRAM AND VOCATIONAL OBJECTIVES, GOALS AND OUTCOMES

Students will be exposed to the necessary clinical techniques required in the dental care environment. It is the goal of the Academy is to train students to a level of proficiency that will allow them to qualify for immediate employment at a dental practice upon completion of the course.



The program's goals are to train and educate students to:

- Assists the dentist during a variety of treatment procedures.
- Take and develops dental radiographs (x-rays).
- Record patients' medical history and take blood pressure and pulse.
- Serve as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment.
- Help patients feel comfortable before, during and after dental treatments.
- Provide patients with instructions for post procedure oral care.
- Teach patients appropriate oral hygiene strategies to maintain oral health.
- Takes impressions of patients' teeth for study casts (models of teeth).
- Perform general office tasks including such task that may require the use of a personal computer.
- Communicate with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies).
- Helps to provide direct patient care in all dental specialties, including, pediatric dentistry, periodontics and oral surgery.

A Diploma in Dental Assisting is awarded after the Dental Assisting Program has been completed, when externship requirements are fulfilled, the student has an overall grade of 85% or greater and all financial obligations are satisfied and/or current.

Class Schedule: **Class Schedule:** For 2020, only evening classes are offered. Tuesdays and Thursdays from 6:00 pm to 10:00 pm. There are 2 x 10-minute breaks; one at 7:50 pm and another at 8:50 pm. Additional breaks will be at the discretion of the instructor and may extend the hours of class accordingly.

PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM

Legend: LE-Lecture LA-Laboratory CL-Clinical EX-Externship DE-Distance Edu TOT-Total HW-Homework

WEEK	COURSE	COURSE DESCRIPTION	L E	L A	TOT	C L	D E	E X	H W
1	DA 101	Generalized Introduction to Dental Terminology and Equipment	3	5	8				
		SIMTICS Clinical Infection Control Interactive Videos							2
		Total	3	5	8				2
2	DA 102	Human Dentition, Bones of the Head, Tissues Surrounding the Teeth, Head & Neck Anatomy, Dental Charting	5	3	8				
		Human Dentition & Dental Charting Videos							2
		Total	5	3	8				2
3	DA 103	Four-Handed Dentistry Essentials	3	5	8				
		SIMTICS Clinical Patient Exam, Infection Control Interactive Videos							2
		Total	3	5	8				2
4	DA 104	Dental Radiology	4	4	8				
		SIMTICS Clinical Radiology Interactive Videos							2
		Total	4	4	8				2
5	DA 105	Amalgam and Composites, Radiology Review	4	4	8				
		Crown Preparation Clinical Video Videos							2
		SIMTICS Clinical Amalgam Restoration Interactive Videos							2
		Total	4	4	8				4
6	DA 106	Cements and Liners, Impressions and Model Basics	4	3	7				
		MID-TERM EXAM		1	1				
		Total	4	4	8				
7	DA 107	Oral Surgery, Periodontics, Coronal Polish, Anesthetics	4	4	8				
		SIMTICS Anesthetic Delivery & Oral Surgery Interactive Videos							2
		Total	4	4	8				2
8	DA 108	Crown and Bridge	4	4	8				
		Clinical Video of Crown Preparation							2
		Total	4	4	8				2

9	DA 109	Endodontics and Orthodontics	4	4	8				
		Braces Videos: Common Cases, Crowding, Under Bite, Cross Bite & Bonding Procedure							2
		Total	4	4	8				2
10	DA 110	Office Management and Front Desk Operations	4	4	8				
		Total	4	4	8				
11	DA 111	Medical Emergencies in the Dental Office, Oral Hygiene & Preventive Dentistry	4	4	8				
		Educating patients on hygiene Video							2
	CPR/BLS	CPR/BLS TRAINING AND CERTIFICATION			5.75				
		Total	4	6	10				2
12	DA 112	Pediatric Dentistry & Final Theory/Practical Exam	3	5	8				
2-8	DALE	DALE Foundation Radiology Online Course - 13 modules to be completed					1		
9		Take the DANB Radiation Health & Safety Health Exam					2		
		Total	3	5	8		1		4
3-12	CLN 101	Clinical				2			
						0			
13-14	EXT 101	Dental Assistant Externship						8	
								0	
		Grand Total = Curriculum Class Hours + Clinical+ Externship	4	5	101.7	2	1	8	20
			6	2	5	0	4	0	

The **Dental Assisting Diploma Program** consists of Total Course Hours 215.75: 101.75 hours of lectures and laboratory time (including 5.75 hours obtaining CPR/BLS Training and Certification from the American Red Cross), 14 hours of Distance Education (online Dale Foundation DANB RHS), 20 hours of clinical training and 80 hours of externship with a local practicing dentist. Homework: 20 hours.

DENTAL ASSISTING COURSE DESCRIPTION

DA 101 - Generalized Introduction to Dental Terminology and Equipment

Explanation of homework assignments in the textbook and demonstration of the simulation software and other videos. Office tour and orientation/operation of all equipment. View patient education videos to get an idea as to the scope of modern dental treatments available. Students are oriented to the Academy and receive our video platform on-boarding. General introduction to terminology and equipment, including vocabulary and definitions, equipment set up and list, maintenance and safety review.



Tooth identification by name, number and letter; Review Oral Anatomy, including structures and tooth surfaces. Introduction to tooth nomenclature, dental anatomy and “landmark teeth.”

Review divisions of specialties in dentistry; Review professionalism, dress and personal appearance; HIPPA regulations as related to patient confidentiality. Discussions covering the non-technical sides of Dental Assisting, including professionalism, the dental team, law and ethics.

Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental practice. And how to wash hands properly, learn how to use the ultrasonic and autoclave correctly; Disinfection control and procedures and placing barriers in the treatment rooms, plaster rooms, sterilizer rooms and in the dental practice. Cover mechanisms of disinfection, sterilization, OSHA, MSDS sheets. The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards.

Demonstrate set-up and teardown of treatment rooms, equipment and instruments etc., preliminary introduction to 4-handed dentistry theory and practice. Operation and positioning options of various dental chairs, lights, handpiece set-up and handpiece bur-changing, three-way syringes, etc.

Lecture 3 Class Hours; Lab 5 Class Hours; Total 8 Class Hours
[Prerequisite: NA]

DA 102 – Human Dentition, Bones of the Head, Tissues Surrounding the Teeth, Head & Neck Anatomy, Dental Charting

Students will learn the form and structures of the human natural teeth in the dental arch. Topics also include the method of identifying teeth by reviewing using the Universal Numbering System for permanent and primary teeth.

Students will learn the basic anatomy and physiology of the human skull. They will learn in more detail about the human dentition, tissues surrounding the teeth and head, as well as the anatomy of the neck. Topics include the cranium and bones of the face, the Temporomandibular Joint (TMJ) and muscles of mastication. Students will learn about the tissues supporting the human teeth including the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium.

The students are taught and asked to prepare a dental chart using appropriate symbols and abbreviations using hand charts and in Dentrix Patient Management Software. Students will learn how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The student will demonstrate proficiency in patient positioning and dental lighting.

Lecture 5 Class Hours; Lab 3 Class Hours; Total 8 Class Hours

[Prerequisite: DA 101]

DA 103 - Four-Handed Dentistry Essentials

Four handed dentistry, including but not limited to operator set up, instrument transfer, isolation techniques (how to use cotton rolls, dry angles and rubber dams), suctioning (use of high-volume suction and low volume suction including how to keep the patient comfortable during a dental procedure, how to hold the high-volume suction so that it efficiently removes liquid and saliva without suctioning the patient's cheeks, tongue or other oral structures).

Local Anesthesia – the anatomical locations for each injection type (including mandibular blocks, infiltration, long buccal, Gow-Gates, palatal), different anesthetics used and percentage of epinephrine and why each may be selected for a particular procedure; How to place anesthetic cartridge into syringe and place needle onto syringe. Anesthetic syringes and local anesthesia; transfer to the dentist, needle-stick prevention and proper sharps waste disposal.

Techniques on patient management and communication, from entering the office to finishing with appropriate transfer to the front desk personnel. How to greet patient in the reception area and escort patient to operator and place bib. Patient positioning in the dental chair for different anatomical locations in the oral cavity, (including patient position for: maxillary tooth or teeth in the right and left quadrants, mandibular tooth or teeth in the right and left quadrants) and the proper positioning of dentist and dental assisting in each for mentioned quadrant. Practice using the TRANSFER ZONE exclusively. Practice in the use of cotton rolls to isolate various areas, if a Dental Dam is not being used, dental handpieces, and bur types explained and demonstrated. Handpiece maintenance will be reviewed again as an adjunct to DA 101, including oiling, how to use the Assistina equipment, chuck evaluation and how to sterilize handpieces for safety and cleanliness. Sterilization Review.

Dental Dam application and uses, suctioning and retraction techniques, instrument transfer and demonstration, techniques to ensure visibility for the doctor (patient positioning, mirror cleaning techniques and maintaining lighting), tub and tray setups for various procedures, handpiece sterilization and maintenance. Appropriate protective attire for both dental professionals and patients. Dental sealants. Advanced Six-Handed dentistry techniques (using videos).

Lecture 3 Class Hours; Lab 5 Class Hours; Total 8 Class Hours

[Prerequisite: DA 102]

DA 104 - Dental Radiology

Students will learn the basic principles of X-Rays and operating an X-Ray Machine. Topics also included: types of film, exposures, film processing errors, how an x-ray is created, radiation and



safety measures, the lead apron and when and how to use them, the differences between digital x-rays and film x-rays and dark room procedures.

Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be required to take x-rays, develop and mount radiographs. Students will also learn about Bitewing x-rays: how to position the patient, how to position the film, using digital film for each group of teeth needed for Bitewing x-rays, how to position film so that all contacts are open, how to position film so that the BWX is symmetrical and what to do when patient has a very small mouth, gag reflex or other complications. Practice bisecting technique using Rinn holders, paralleling technique without holders (as needed), proper mounting of individual, Bitewing and complete series, tooth identification landmarks, upper versus lower, right versus left.

FMX (full mouth x-ray) - what it is, how to take them and how to mount x-rays. FMX sorting exercises on interactive platform and simulation software, expose and process all types of intra-oral and extra-oral radiographs on fellow students.

Periapical x-ray – how to position the patient, how to position the film or digital film to capture the apex of desired tooth, including different positioning required for maxillary dentition and mandibular dentition and what to do when patient has a very small mouth, gag reflex or other complications, such as large tori.

Panorex – how to position the patient for a panoramic x-ray including chin position, remembering to remove all jewelry, hair pins or piercings, general information about Panorex machines and how and why they are vital to dental health.

Cephalometric x-ray – how to position the patient to get symmetrical head x-ray, capturing soft tissue and hard tissue, remembering to remove all jewelry, hair pins or piercings, general information about why orthodontists use this x-ray.

The Dale Foundation DANB RHS Review Course objective is to supplement the DA 104 coursework in preparing students for DANB Radiation Health and Safety (RHS) Exam. The DALE Foundation's DANB RHS Review course covers important topics related to both conventional and digital radiography. Students are required to complete 13 modules Week 2 through Week 8 and the DANB Examination in Week 9 at a local testing center - See **DALE 101** below.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 103]

DA 105 – Amalgam and Composites, Radiology Review

Theory, chemistry, selection and techniques of the preparation, placement and finishing of these restorations will be discussed, along with proper mixing, isolation, bonding, curing and adjustments needed after placement. Curing light types, curing light safety, hygiene and proper cooling of the target area.

Fillings - different types of fillings including amalgam, composite and glass ionomer filling materials; how to assist the dentist during a filling; Preparation with the different types of equipment (including high speed handpiece, slow speed handpiece, air abrasion and water laser); Review of instruments used in filling preparation and filling restoration, how to mix glass ionomer or liner, how to triturate glass ionomer or amalgam, how to load and unload composite gun, how to use curing light and how to assist while dentist adjusts patient bite; The dental assistant will learn how to discharge a patient properly, including offering mouth rinse, post-operative instructions and hand off to front administrator. The dental assistant will learn what needs to be included in tub or tray for dental fillings, what each item is used for and why it is needed.

Alginate impression of lower arch only, review different types of alginate, review how to flavor, review how to use colorized version, review ratio of powder to water, review how to mix, review how to load tray, review how to place tray in patients mouth, review how long to wait for alginate to set up, review how to remove set up alginate from patients mouth (lower arch only on this day).

Radiograph review.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 104]

DA 106 - Cements and liners, Impressions and Model Basics

The dental assistant will learn about the many types of cements, including permanent cement (e.g. Zinc phosphate cement) and temporary cements (e.g. Rely X, Duralon, Variolink), Tempbond with and without eugenol); How to mix IRM, how to mix glass ionomer cements, how to mix resin cements; How to mix cements with proper ratios of component parts, how long to mix each type of cement, what consistency each should have when ready to use and when cured; How to mix or hand the dentist liners such as - using **Dycal, Copalite and Vitrebond** liner.

Alginate – different types of alginate, how to flavor, colorized version, ratio of powder to water, how to mix, how to load tray, how to place tray in patients mouth, how long to wait for alginate to set up, how to remove set up alginate from patients mouth (upper arch only on this day).

Model pouring and trimming – How to mix yellow stone, what ratio of stone to water, how to measure each, how to mix, how to use vibrator, how to get proper pour with minimum bubbles, how long for stone to set, how to remove set up stone from alginate, how to turn on trimmer, how to use running water while trimming stone, how to trim stone properly and to what shape (orthodontic geometric, or model trim for doctors use).

MID-TERM EXAM

X-RAY QUIZ



Lecture 4 Class Hours; Lab 3 Class Hours Mid-Term 1 hour; Total 8 Class Hours
[Prerequisite: DA 105]

DA 107 - Oral Surgery, Periodontics, Coronal Polish, Anesthetics

Presentation and discussion of the various oral and periodontal surgical instruments and techniques. Discuss and demonstrate the use of the various instruments, throat packs, surgical suction uses and techniques, sterility and instrument scrubbing techniques, intro to dental lasers, limitations and safety of dental lasers. Lower alginate impression techniques. Nitrous oxide: an introduction.

Oral surgery – learn instruments, including different types of forceps, elevators, root picks, tissue retractors, surgical suction, suturing instruments (scissors and hemostats) scalpels, rongiers, oral surgery handpiece and oral surgery burs, review oral surgery procedures, (e.g. general extractions, 3rd molar extractions, implant placement, bone graft, biopsy) and how to assist for each procedure, how to keep a sterile field and learn what cross contamination is and how to avoid it.

Periodontal Surgery – learn instruments, including different types of scalers and currettes, review periodontal surgery procedures (e.g. implant placement, bone graft, biopsy, tissue regeneration) and how to assist for each procedure, how to keep a sterile field and learn what cross contamination is and how to avoid it.

Sterilization Procedures – how to scrub instruments, how to soak instruments, how to bag and sterilize instruments, including safety measures for each step. What instruments are autoclaved and what instruments are placed in cold sterile. Review of how to maintain handpieces and how to sterilize.

Coronal Polishing Introduction – what it is and what are the laws and regulations that guide dental assistants.

Nitrous Oxide – the machinery, how it works, the advantage of using N₂O and Pennsylvania law governing who dispenses N₂O.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 106]

DA 108 - Crown and Bridge

A description of crowns and why they are needed. The topics covered: the materials crowns are made out of, how to set up operatory for crown procedure, (instruments used and materials needed including: impression materials, bite registration material, temporary restoration material), how to assist during the preparation of a crown, where to place suction, how to keep dentists mirror clean, how to mix build up material and learn what a buildup is, how to pack cord, how to mix impression



material and place in tray for doctor to take impression and what impression material the doctor uses around the crown preparation, how to make temporary restoration using luxatemp and tempbond (cover other materials available for temporaries, e.g. Aluminum crown forms). The students will learn the different types of fixed prosthodontics restorations. Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointment with patient.

Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries, the steps involved in the fabrication and installation of complete (full) and partial dentures. Students are required to practice putting tray set-ups together for each stage of removable and Prosthodontic fabrication and delivery.

Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. A clinical video of crown preparation is shown during this session.

Review of Shade Guides and how to use.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 107]

DA 109 - Endodontics and Orthodontics

Endodontic theory and various techniques. Review the uses of Dental Dams, manual and mechanical instrumentation, Radiography pertinent to endo, irrigants, medicaments, Apex locators, temporary and final restorations. An introduction to orthodontics – fixed appliances (braces), removable appliances, clear aligners (see web sites for explanations).

Endodontic Procedures – What a root canal is and why it is needed. How to test a symptomatic tooth – with cold spray, tooth slooth and pulp tester. Demonstrate actual working length radiographs and discuss, show ZX apex locator, demonstrate cavit and/or endotemp. How to set up operator for RCT procedure, (instruments used (e.g. Burs, handpiece, condenser, endodontic files broaches, peeso reamers, (mechanical as well as rotary) and materials needed including, gutta-percha, sealer). Review of rubber dam placement. How to assist during a RCT, where to place suction, how to keep the doctor's mirror clean and clear, how to hand the doctor endodontic files in the correct order, how to mix sealer, how to hand sealer to the doctor, how to hand gutta-percha and how to use thermal instrument to heat gutta-percha if the doctor wants that technique. How to mix build up material or how to use Cavit (temporary filling material).

Orthodontic procedures – describe different types of braces and retainers. How to retie using colored elastics and ligature ties. Classification of bite Class I, Class II and Class III. Demonstrate orthodontic models and review impression techniques for same.



Revisit resume and communication skills. Job interviewing skills – discuss the importance of being on time, dressed professionally and ready to perform. A mock interview will be held with each student to practice the interview process.

Review and revisit radiography and practice prn.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 108]

DA 110 - Office Management and Front Desk Operations

Office management – telephone techniques, review 2 major dental management software (Dentrix), describe roll of front office administrator and how it applies to the dental assistant, including making appointments, billing, checking patients in and out. Practice proper phone answering techniques on each other, role-play making appointments, asking for money and making payment arrangements. Students will learn the importance of first impressions on a new patient, welcoming a new patient.

Review of Dental insurance terms. Insurance codes and filing dental insurance.

Job Interviewing Skills – discuss the importance of being on time, dressed professionally and ready to perform. A mock interview will be held with each student to practice the interview process. Review and practice for the final exam; this includes question and answer and practice any procedures student wants to review.

Review of Charting and Treatment Planning.

All OSHA regulations will be discussed as it pertains to the dental assistant.

Lecture 4 Class Hours; Lab 4 Class Hours; Total 8 Class Hours
[Prerequisite: DA 109]

DA 111 - Medical Emergencies in the Dental Office, Oral Hygiene & Preventive Dentistry

This course will introduce the fundamental science and steps for the dental team to apply for the prevention, recognition, diagnosis, intervention and treatment of medical emergencies in the dental practice setting. Students will engage in discussion and drills to acquire skills necessary for the management of such emergencies. Students are taught how to administer Cardio Pulmonary Resuscitation (CPR) and will engage in discussion and drills to acquire skills necessary for the management of such emergencies. In addition, students will be required, on **Saturday 3/28/2020 9:00 AM to 2.45:00 PM**, to obtain CPR/BLS Training and Certification from the American Red Cross on-site at the Academy.



Students will also learn the basics of antibiotics and antimicrobial agents used in the dental office from DA 107.

Students will have the opportunity to learn about preventive dentistry and the role of the dental assistant. They will learn that preventive dental care requires effective patient education, correct assessment and use of fluorides, a plaque control program and nutritional considerations. Students will also have the opportunity to learn about types of toothbrushes and brushing techniques along with procedures for assisting patients with dental floss, mouth rinses, oral irrigation devices and proper cleaning of dentures.

Students will learn the various steps and instruments used in sealing, prophylaxis and coronal polishing. Students review the techniques in passing periodontal instruments and assembling the ultrasonic scaler correctly. Additionally, they will be taught the process of removing stained and soft deposits from the clinical crown of a tooth.

Lecture 4 Class Hours; Lab 4 Class Hours; + **Saturday, March 28, 2020 9:00 AM to 2.45:00 PM**, to obtain CPR/BLS Training and Certification from the American Red Cross on-site at the Academy.

Total 13.75 Class Hours

[Prerequisite: DA 110]

DA 112 - Pediatric Dentistry & Final Theory/Practical Exam

Pediatric Dentistry - review additional procedures completed on pediatric patient including, fillings, stainless steel crowns, pulpotomy and what instruments are used and what materials are used to cement SSC and what material is used in pulpotomy. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. A clinical video of a pediatric crown preparation is shown during this session.

Final written exam, x-ray practical and practical clinical exam;

The didactic portion will consist of 50 to 100 multiple choice questions concerning all subjects covered in the lecture and laboratory component of the program.

The x-ray practical will include taking BWX, FMX, Periapical and a panorex. The student must meet a minimum standard of care to pass.

The clinical assisting practical will consist of mock assisting for dental procedures (Station 1 - evaluation of proper patient position, proper suction placement and proper instrument transfer), (Station 2 - Radiology) (Station 3 - taking impression, pouring up impression in yellow stone, trimming model), (Station 4 - making temporary crown) (Station 5 - Sterilization and Infection Control) (Station 6 - Charting and Dentrux).



Lecture 3 Class Hours; Lab 5 Class Hours; Total 8 Class Hours

[Prerequisite: DA 101-111]

CLN 101 – CLINICALS – (20 hours)

Students will schedule 2 hours per week of clinical training/shadowing experience during the week and during normal practice hours. Students are introduced to the members of the dental team, current professional trends and the various operations within a dental practice, including receptionist duties, bookkeeping and chairside dental assisting. Students will have the opportunity to observe, shadow and participate in our dental practice operation.

[Prerequisite: DA 101-102]

EXT 101 - EXTERNSHIP - (80 hours)

The externship is designed to expose the trained students, once they have completed the initial lecture, laboratory, clinical and final examination components of the program, to the entire dental practice environment, to round out their training program and prepare them for employment in a dental practice. The student will be assigned to a 2-week rotation in the dental practice. Travel will be required to externship sites. This course requires a final evaluation and timecards (provided) and further prepares students for employment as a dental assistant. The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the clinic.

Students may not miss more than 10 hours which are required to be made up in order to graduate.

(Prerequisite: Dental Assisting Program Week 1 through Week 12, American Red Cross CPR/BLS Certification, DANB RHS Certification)

[Prerequisite: DA 101-112]

DALE 101 - RADIATION HEALTH AND SAFETY (RHS) REVIEW AND EXAMINATION – (12 hours Review Course + 2 hour Exam).

The Dale Foundation DANB RHS Review Course objective is to supplement the DA 104 coursework in preparing students for DANB Radiation Health and Safety (RHS) Exam. The DALE Foundation's DANB RHS Review course covers important topics related to both conventional and digital radiography.

The DANB RHS Review course is an interactive online learning experience broken down into 13 course modules which will be completed Week 2 through Week 8 and DANB Examination at a *local Pearson VUE testing center in Week 9 (* 865 Easton Road, Suite 280, Heritage Warrington Center, Warrington, Pennsylvania 18976.)



Week	Modules
2	1 & 2
3	3 & 4
4	5 & 6
5	7 & 8
6	9 & 10
7	11 & 12
8	13
9	Exam at Testing Center

Before, during and after the course, students will complete learner assessments, to continually monitor their progress. Students may also go back and review any part of the course at any time and retake the post-course assessment in preparation for the DANB’s RHS exam.

[Prerequisite: DA 104]

EXTERNSHIP REQUIREMENT

All students are required to complete an 80 hour externship at the end of the program to graduate and receive Dental Assisting Diploma.

Externships are designed to be instructional in nature by providing students with hands-on experience. This experiential training is a cooperative effort between the Academy, student and externship facilities. Students who successfully complete all pre-requisite courses **including CPR and DANB**, will be placed on externship at an appropriate setting.

All students on externship are supervised by qualified faculty and/or qualified on-site personnel. Adequate student supervision is provided at all times. Adequate student supervision may vary from a 1:1 ratio to a ratio that may be slightly higher. These ratios are generally determined by the externship site supervisor.

Students may not be a substitute for, or replace, paid staff members. In most cases, students receiving education at externship sites may not be permitted to be paid for their time on-site.

Students are expected to obey the rules and regulations of the externship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

The externship schedule will be:

- Eight hours per day, five days per week for two weeks during weekday office hours* for a total of 80 hours. *The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the clinic.
- The maximum number of students at any one site is 4.



- Evaluation of externs with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint (after week one) and another at the end of the externship. Ratings on the written evaluations will be averaged for the final report. Evaluation forms are included.
- The externship coordinator will visit the externship sites at least once per week.
- The externship coordinator will be in daily telephone contact with the externship site supervisor.
- Externs are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences and will turn in their externship report.
- Although not required, students are encouraged to keep a daily journal of their externship experiences and observations on the free Prezu Online Journal.
- Students are required to write a final report that will be turned in on the day of their externship meeting.

Students may not miss more than 10 hours which are required to be made up in order to graduate.

Students must complete the following prior to commencing the externship.

- American Red Cross CPR/BLS Certification.
- DANB RHS Certification
- Documentation of a health screening. The requirements for health screening may differ by site and may include various immunizations, titers and a general release from a physician or nurse practitioner.

ACADEMY CALENDAR 2020

Application and enrollment is open year round, however, it is best to apply no later than 1 week prior to the class start date. The following are the scheduled program dates for 2020:

Evening Schedule

Schedule



<u>Enrollment Deadline</u>	<u>Class Starts</u>	<u>Class Ends</u>
March 1, 2020	March 31, 2020	June 18, 2020

	<u>TUES</u>	<u>THURS</u>	<u>TUES</u>	<u>THURS</u>	<u>SAT</u>	<u>TUES</u>	<u>THURS</u>	<u>TUES</u>	<u>THURS</u>	<u>TUES</u>	<u>THURS</u>
			<u>3/31/20</u>								
<u>MAR</u>			DA101 Lecture								
		<u>4/02/20</u>	<u>4/07/20</u>	<u>4/09/20</u>		<u>4/14/20</u>	<u>4/16/20</u>	<u>4/21/20</u>	<u>4/23/20</u>	<u>4/28/20</u>	<u>4/30/20</u>
<u>APR</u>		DA 101 Lab	DA 102 Lecture	DA102 Lab		DA 103 Lecture	DA 103 Lab	DA 104 Lecture	DA 104 Lab	DA 105 Lecture	DA 105 Lab
	<u>5/5/20</u>	<u>5/7/20</u>	<u>5/12/20</u>	<u>5/14/20</u>		<u>5/19/20</u>	<u>5/21/20</u>	<u>5/26/20</u>	<u>5/28/20</u>		
<u>MAY</u>	DA 106 Lecture	DA 106 Lab Mid- Term Exam	DA 107 Lecture	DA 107 Lab		DA 108 Lecture	DA 108 Lab	DA 109 Lecture	DA 109 Lab		
	<u>6/2/20</u>	<u>6/4/20</u>	<u>6/9/20</u>	<u>6/11/20</u>	<u>6/13/20</u>	<u>6/16/20</u>	<u>6/18/20</u>				
<u>JUN</u>	DA 110 Lecture	DA 110 Lab	DA 111 Lecture	DA 111 Lab	American Red Cross CPR/BLS DA 111 Lab	DA 112 Lecture	DA 112 Lab FINALS				

The following **holidays** will be observed and classes will not be held:
 New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

HOURS OF OPERATION

Academy Office hours are:

Day	Open	Close
Monday	8:00 AM	4:00 PM
Tuesday	9:00 AM	6:00 PM
Wednesday	9:00 AM	8:00 PM
Thursday	8:00 AM	3:00 PM
Friday	8:00 AM	1:00 PM
Saturday	8:00 AM	1:00 PM

The Academy Director, Dr. Edward Magida, may be reached by calling (215) 968-7787 during normal office hours.



TUITION AND FEES

TUITION AND FEE TABLE

Registration Fee (Includes background check)	\$149
Tuition Fee	\$4,000
Books: Textbook/Workbook/Instrument Manual	\$285
Supplies and Lab Materials (Safety Glasses, Sterile Gloves, Masks, Rinn, Typodont, Cements, Cotton Rolls and other Disposable/Consumable dental Materials)	\$479
SIMTICS Interactive Video Platform	\$120
Dale Foundation – Online DANB RHS Review Course + Exam	\$380
CPR/BLS – American Red Cross Training	\$110
Clinical Attire	\$70
TOTAL	\$5,593

METHODS OF PAYMENT

The Academy's Dental Assisting Program is an accelerated one of only 14 weeks and is not eligible for federal financial aid.

The Academy offers the following payment options for your convenience:

1. **FULL PAYMENT:** \$5,593 paid before class starts
2. **MERITIZE LENDING**
 - a. Online pre-approval
 - b. Funds the full cost of tuition
 - c. Fixed or variable rates
 - d. Make full payments, interest-only payments, or no payments until 3 months after graduation
 - e. Repayment of loan over 3 or 5 years
 - f. No penalty fees for early loan payoff
 - g. Apply at <https://apply.meritize.com>

Note: Applicants may use any lender of their choice.

3. **IN-HOUSE PAYMENT PLAN – *Only available under certain conditions**



- a. \$50 payment plan processing fee will be added to the total cost.
- b. \$149 Registration will be deducted from Tuition Fee.
- c. \$4,643.00 will be financed.
- d. The Effective Commencement date of the Payment Plan will be the first day of class.
- e. Monthly payments will be auto drafted on the same day each month, commencing one month after the commencement date.
- f. A \$1,000 deposit prior to the first day of class.
- g. 6.68% annual finance charge.
- h. 12 Month Payment Plan:
 1. \$401.06 per month
 2. Total Finance charge \$169.72
 3. See **Truth in Lending Statement – Exhibit A**

***Only available to students under the following conditions:**

1. Have applied and have been rejected for a loan with Meritize Lending after offering a supporting guarantor with FICO Credit Score of 580 and above.
2. A loan is supported by a guarantor (with FICO Credit Score of 580 and above).

LATE PAYMENTS

Installment payments not received 10 days after the due date shall incur a \$25 late payment fee.

BORROWER RIGHTS AND RESPONSIBILITIES

Students utilizing either the In-House Payment Plan or the Meritize Lending have certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- The full amount of the loan,
- The interest rate,;
- When the student must start repaying the loan,
- The effect borrowing will have on the student's eligibility for other types of financial assistance,
- A complete list of any charges the student must pay (loan fees) and information on how those charges are collected,
- The yearly and total amounts the student can borrow,
- The maximum repayment periods and the minimum repayment amount,
- An explanation of default and its consequences,
- An explanation of available options for consolidating or refinancing the student loan; and
- A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving Academy:

- The amount of the student's total debt (principal and estimated interest), what the student's interest rate is and the total interest charges on the loan(s),



- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments and the amount of each payment,
- The name of the lender or agency that holds the student's loan(s), where to send the student's payments and where to write or call if the student has questions,
- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default,
- An explanation of available options for consolidating or refinancing the student's loan; and
- A statement that the student can repay his/her loan without penalty at any time.

The borrower has the following responsibilities:

- Understand that by signing the promissory note the student is agreeing to repay the loan according to the terms of the note,
- Make payments on the student loan even if the student does not receive a bill or repayment notice,
- If the student applies for a deferment or forbearance, he/she must continue to make payments until notification that the request has been granted,
- Notify the appropriate representative (lender) that manages the student's loan when the student graduates, withdraws from Academy, or drops below half-time status, changes his/her name, address, or Social Security Number; and
- Receive entrance advising and to receive exit advising before leaving Academy.

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund.

Defaulting on loans could result in damage to credit ratings, loss of eligibility for future student loans and other forms of private tuition loans, loss of deferment and monthly payment options, initiation of court action and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates and repayment schedules is available from the Student Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the Academy will assist students in completing the necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

1. The following refund and withdrawal policy shall apply to all withdrawals, cancellations, discontinuation and terminations for any reason, by either party, including student decision, course or program cancellation, or Academy closure.



2. Any monies due to the applicant or students shall be refunded within 30 calendar days from the last day of recorded attendance, except for in the following instances where the program has yet to start:
 - a. An applicant is rejected by the Academy. The applicant shall be refunded within 30 calendar days of receipt of the application.
 - b. A student (or legal guardian) cancels enrollment within 5 calendar days of signing the enrollment agreement. Student shall be refunded within 30 calendar days of signing the enrollment agreement.
3. Applicants rejected by the Academy - all monies paid to the Academy shall be refunded in full.
4. For a student canceling before the fifth calendar day following the date of enrollment but prior to the beginning of the program, all monies paid to the Academy shall be refunded in full.
5. For a student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of the program, all monies paid to the Academy shall be refunded in full except for the Registration Fee of \$149 which will be refunded in full.
6. If a student enrolls and discontinues, after the program has begun, but prior to the completion of the program, the following refunds will apply:
 - a. For a student withdrawing from or discontinuing the program during the first 7 calendar days of commencement of the program: 75% of the tuition fee, supplies and laboratory materials fees shall be refunded by the Academy.
 - b. For a student withdrawing from or discontinuing the program after the first 7 calendar days but within the first 25% of the program duration: 55% of the tuition fee, supplies and laboratory materials fees shall be refunded by the Academy.
 - c. For a student withdrawing from or discontinuing the program after 25% but within 50% of the program duration: 30% of the tuition fee, supplies and laboratory materials fees shall be refunded by the Academy.
 - d. For a student withdrawing from or discontinuing the program after 50% of the program duration: the student is not entitled to a refund.
7. Books – are issued to students on the first day of class and are refundable within 7 business days of issue provided these items are unused and sealed in original packaging.
8. Clinical Attire – are issued to students on the first day of class and are refundable within 7 business days of issue provided these items are unused and sealed in original packaging.
9. Third Party Provided Course Components:
 - a. SIMTICS Online Interactive Video Platform fee – Students are required to complete 2 hours of homework assignments from Week 1 through Week 12 of the program using the third party SIMITICS online platform and are signed up and assigned a user identity in Week 1 of the program. Students will be refunded in full prior to being issued a user identity and no refund will be given thereafter.
 - b. Dale Foundation – Online DANB RHS Review Course. – Students are required to commence this third-party online review course in week 2 of the program and are signed up and assigned a user identity at that time. Students will be refunded the \$130 course fee in full prior to being issued a user identity and no refund will be given thereafter. The



- DANB RHS Exam is taken in Week 9 and students must register for the exam in Week 6. Students will be refunded the \$250 exam fee in full prior registration for the exam.
- c. CPR/BLS – American Red Cross – the American Red Cross will provide CPR/BLS training at the Academy’s premises, which students must attend and complete in Week 11 of the program. Students withdrawing from the program prior to attending this training will be refunded in full.
10. Academy Closure, Program Cancellation, Delay, Scheduling or Postponement
- a. If the Academy is permanently closed or the program canceled after a student has enrolled, all monies paid to the Academy will be refunded in full.
 - b. If the program is delayed, rescheduled or postponed subsequent to a student's enrollment, all monies paid to the Academy will be refunded in full, if a student elects not to complete the program at a later date.
 - c. If the program is canceled by the Academy after it has begun, the Academy shall refund as follows:
 - i. If a student elects to continue program with another licensed provider as arranged by the Academy:
 1. The Registration Fee equal to the lesser of the any registration fee charged by the receiving Academy or \$149.
 2. A pro rata amount of the tuition, laboratory or supplies fees based on the hours accepted by the receiving school.
 - ii. All monies paid to the Academy.
 - d. If the program is delayed, rescheduled or postponed for more than 30 days after it begun, all monies paid to the Academy will be refunded in full if a student elects not to complete the program at a later date.
11. Attendance registers are reviewed weekly and absentees are immediately contacted to determine the reasons thereto.

Should any circumstance arise, not specifically addressed above, the Academy every effort to provide a fair and reasonable refund within the overall framework of the above stated policy.

All fees are identified in this catalog and in the enrollment agreement.

ORIENTATION

Orientation shall be conducted on the first day of class. Students will be acquainted with the following:

- Instructors
- Facilities
- Syllabus
- Grading System
- Externship Requirements
- Graduation Requirements



- Attendance Policy
- Rules and Regulations
- Policies and Procedures
- Dress Code/Conduct
- Parking



ACADEMIC POLICIES AND STANDARDS

GRADING

Grading procedures will be explained to students at the commencement of the course and well in advance of the exams. Each weekly course is graded throughout the program and in addition there is a Mid-Term and Final Exam, which are separately graded. Students have access to all of their personal scores and grades upon request to the instructor. The instructor shall provide such requested information within a reasonable period so as to benefit the student without violation of privacy of other students. (See Privacy Policy below)

GRADING SCALE (ADD in the textbox below, across from **GRADE BREAKSOWN LAB: GRADE SCALE** with Pass P and FAIL F below)

GRADE BREAKDOWN LECTURE		GRADE SCALE	
Tests	50%	100-90	A
Quizzes	20%	89-80	B
Homework	20%	79-75	C
Attendance	10%	74-70	D
	100%	69 & Below	F
		Incomplete	I

GRADE BREAKDOWN LAB	
Lab Participation	50%
Attendance	50%
	100%

SATISFACTORY PROGRESS AND ACADEMIC PROBATION

Students are required to maintain at least an 85% cumulative grade average throughout the program in order to meet the Academy's minimum Satisfactory Progress Requirement. Students failing to meet the Satisfactory Progress Requirement at the completion of a course will be placed on academic probation for the next course. If at the completion of the next course the student:

1. Is able to re-establish the Satisfactory Progress requirement, the student will be taken off academic probation and continue the program as normal.
2. Fails to achieve Satisfactory Progress for that specific course, the student will be terminated.

3. Achieves Satisfactory Progress for that specific course, but still does not meet the cumulative requirement, the student will remain on academic probation for one further course after which the student will be terminated if is still unable to attain the cumulative Satisfactory Progress requirement.

Students are required to take a Mid Term Exam in Week 6 of the program. Students failing to attain a grade of at least 85% for this exam, will be placed on academic probation and will be required to retake the Exam within 2 weeks. On re-taking the exam the student must achieve a combined average (for the failed exam and the retaken exam) of at least 85%, failing which, the student will be terminated from the program.

Students placed on academic probation will be required to be counseled by the Academy prior to returning to class a record of which will be placed on the student's permanent file.

Students are required to take a Final Exams in Week 12 of the program. The Final Exams will comprise of a Theoretical Exam and a Practical Exam. Students must pass the Theoretical Exam and the Practical Exam (and each of its sub-components i.e. 6 procedure stations) with a grade of at least 75%. Students will however still need achieve an overall grade average of at least 85% to graduate and receive their Diploma in Dental Assisting. The students will be allowed to retake both Theoretical Exam or Practical Exam (or any sub-components thereof) up to 3 times to achieve the aforementioned requirements.

ATTENDANCE

Absenteeism

Students missing more than 30 minutes of any course will be required to immediately contact the Academy Director to arrange to make up the work missed within a timeframe determined by the Academy Director. Failure to meet with the Academy Director or make up the work missed within the determined timeframe will result in termination of the student from the program. **There will be no additional monetary charge to the student for making up work.**

Tardiness

Punctuality is a key attribute of a Dental Assistant and key part of the Academy's program and tardiness will affect student's grade for Attendance. Lectures and Laboratory sessions start promptly at the scheduled times.

REMEDIAL WORK

The Academy does not offer remedial work.

MAKE-UP WORK

Students must complete all course work in order to graduate and may not miss more than 5% of the total course hours for a program. **Students will not be charged an additional amount for make-up work.** Makeup work shall:

- be supervised by an instructor for the class being made up,
- require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session,
- be completed within two weeks of the end of the grading period during which the absence occurred,
- be documented by the Academy as being completed, recording the date, time, duration of the make-up session and the name of the supervising instructor and
- be signed and dated by the student to acknowledge the make-up session.

INCOMPLETE WORK

Courses which, for circumstances beyond the student's control, cannot be completed will be assigned Incomplete Status. The student may, on a onetime basis only, arrange with the Academy Director to complete the work by the end of the term or in a future program commencing within 6 months. There will be no additional administrative or tuition fees charged for students granted Incomplete Status; however, there may be additional fees for books or supplies and/or lab fees for the course/s to be completed.

WITHDRAWAL

Students may submit a written request to the Academy Director, at any time during the program, to withdraw from the program. Withdrawal Status will be granted by the Academy Director in writing, providing the student is not subject to Academic Probation or Termination. Withdrawal Status will allow the student to be re-admitted in a future program commencing within 6 months of being granted Withdrawal Status, subject to availability of place in program and the future availability of the program itself.

TERMINATION

Students may be terminated due to:

- Failure to meet the Academy's Satisfactory Progress Requirement.
- Failure to maintain the attendance requirement.
- Failure to progress within the Academy's maximum time frame.
- Failure to abide by the Academy's rules and regulations.



- Failure to meet financial responsibilities to the school

The Academy Director will notify the student in writing should it become necessary to terminate the student. The termination letter will contain the date and the reason for termination. It is the responsibility of the terminated student to notify any lending institution if applicable. The Academy's Cancellation, Withdrawal and Refund Policy will apply.

READMISSION

Students who were not granted Withdrawal Status can apply, in writing, to the Academy Director to be re-admitted into a subsequent program. The Academy Director's decision and any conditions pertaining thereto, is at his/her sole discretion and will be advised of the outcome of such within 5 business days of receipt of the students written application.

GRADUATION AND DIPLOMA REQUIREMENTS

A Diploma in Dental Assisting will be awarded to those students who have:

1. Grades: See Grading section above:
 - a. Achieved at least an 85% overall grade average
 - b. Achieved at least a 75% grade for the final Theory Examination.
 - c. Achieved at least a 75% grade for the final Practical Examinations (and each of the 6 procedure stations).
2. Have completed all the required courses of the program.
3. Proper clinical training documentation will be provided (CRE - Clinical Record of Experience) and must be given to the director prior to final grading and graduation.
4. Received American Red Cross CPR/BLS Certification.
5. Completed an 80 hour Externship Students and obtaining a rating of at least 75% (3.5) of all skills evaluated.
6. Completed and passed the DANB Radiation Health and Safety (RHS) Exam.
7. Have met their financial obligations to the Academy.

STUDENT AND PLACEMENT SERVICES

The Academy provides placement assistance to students and alumni which comprise of resume workshops (non-credit, non-mandatory), posting of job openings, interview skill workshops (non-credit, non-mandatory) and job lead identification support at no additional cost. Students seeking assistance must contact our Program Director in this regard.

The Academy does not in any way, directly or indirectly warrant or guarantee that students will find employment as a result of this program or the above services provided.



TRANSCRIPTS AND RECORDS

The Academy keeps the academic records including, class attendance, test scores, grades and externship evaluation of each student in a safe location for 50 years after graduation.

Students needing a copy of their records must email the Program Director at info@newtowndentalcare.com. Please annotate the subject line of the email “Transcript Request”. In the body of the email, indicate if you need an official copy or student copy of your transcript, your full name at time of attendance and the date of attendance.

There will be no charge for the first request for copy of student’s transcript but there will be a \$5 charge for each subsequent request. Transcripts required by students for federal or state agencies will be exempt from this fee.

PRIVACY POLICY

All personal and academic information about students will be considered private and will be used only in conjunction with the operation of the Academy for academic purposes in order to enhance the education of students and the security of the business.

The Academy will make reasonable efforts to protect student information, personal and academic, from any party not directly affiliated with the operation of the Academy. Student information shall not be shared, sold, rented, or in any other way exposed to parties wishing to use that information to solicit sales of merchandise or services. Parties inquiring about academic performance will be referred to the student, irrespective of who paid or assumed financial responsibility for the program or the age of the student.

Family Educational Privacy Act

All students enrolled at the Academy shall have the right to inspect and review their education records, to request corrections or deletions and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. Requests to correct or delete all or portions of student’s records must be directed by the student to the Academy Director.

Under federal rules, the Academy 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 Academy Director within thirty days of signing the enrollment contract. This basic information is called directory information and this includes the student’s name, address, telephone number, date and place of birth, program of study, participation in activities, dates of attendance and diploma awarded, photograph and place of employment. Students who feel that the institution has



not complied with their rights under the law file a complaint under Section 99.64 with the U.S. Department of Education.

ACADEMY RULES AND REGULATIONS

The Academy operates as an educational institution and believes that it is imperative, not only to the health and safety of students, but also the overall standing of the Academy and its' graduates, that students understand and adhere to the rules, regulations, policies, procedures and methods of the Academy. The Academy requires students and its' instructors to achieve and maintain a high level of excellence and professionalism. Honesty is an imperative of the Academy and student dishonesty of any nature (including but not limited to cheating and stealing from the Academy, stealing from other students or other affiliates of the Academy) will be cause for immediate dismissal from the Academy. Students suspected of dishonest behavior will be brought before the Academy Director at a scheduled time and the case reviewed. At the sole discretion of the Academy Director, an appropriate course of action will be determined, if any. The Academy will not be responsible to pursue any legal action on behalf other students in such instances.

Students are expected to conduct themselves in the professional and polite manner reasonably expected of a dental assistant. Interference with other students' learning will not be tolerated and may result in termination of the student from the program

DRESS CODE

Students must wear clinical plain black scrubs, plain white undershirt and plain black sneaker type shoes at all times during lectures and laboratory sessions. In addition, no sunglasses may be worn in the office and/or any jewelry that may interfere with clinical activities. Students are expected to wear gloves, masks and protective glasses for all laboratory sessions. Clothing must be kept clean and neat.

Students not dressed appropriately at any time during the program will not be permitted to attend class and will be asked to leave and change.

Students who complete an externship off Academy property must apply the same dress code as above, unless otherwise directed by that externship site.

ELECTRONIC DEVICES

No personal audio/visual devices (Walkmans, iPods, CD players), with or without headphones are not permitted at any time. Due to the disruption caused by pagers and cell phones, students are instructed to turn them off while on Academy property.



SMOKING POLICY

The Academy is located in a non-smoking professional clinic. There is no smoking in the clinic, especially in the bathrooms. Failure to adhere to the smoking policy is grounds for termination.

BREAK AREA

Students may eat and drink in the designated break area. No food, candy, or drinks are permitted in the classrooms or laboratories.

CONDUCT STANDARDS

The use of drugs, alcoholic beverages, vulgar behavior, or use of profanity, hazing, sexual harassment, intimidation, discrimination of any kind, cheating, failure to pay fees, carrying concealed or potentially dangerous weapons, falsifying records, breach of the enrollment contract, in or on the Academy premises are strictly prohibited. Failure to comply are grounds for termination.

Expected Acceptable Standards of Conduct include behavior that:

- Adheres to highest level of professionalism, honesty and integrity.
- Is civil, courteous and respectful of all members of the community, their property and the property of the Academy.
- Encourages responsibility and prohibits the unlawful use of alcohol, illicit drugs, other substances and weapons etc.
- Promotes equality, language barriers and safety of its members and opposes those acts that harass, intimidate, or haze its members.

Conduct violations will be brought to the attention of the Academy Director, who will, in conference with the student and the instructor to determine whether such violation in fact occurred and the student's continued participation in the program. Students who are found in violation of the Academy's Standards of Conduct may be terminated.

DISCRIMINATION POLICY

Applications are not discriminated on the basis of race, creed, color, national origin, ethnicity, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

The Academy acknowledges that the disclosure pertaining to an applicant's disability is voluntary and confidential. The Academy will, within reason, attempt to provide an accommodation of applicant's disability. All inquiries in respect of such accommodations must be made to the Enrollment Counselor at the time of program admission interview. To be accepted into the



program, applicants with disabilities must meet the basic skill, educational, training and other eligibility requirements of the program and be able to perform the normal functions of a Dental Assistant either with or without reasonable accommodation.

SEXUAL HARRASSMENT & ANTI-HAZING POLICY

The Academy takes the issue of sexual harassment very seriously and prohibits and will not tolerate any form thereof. Sexual harassment includes, but is not limited to, unwelcome sexual advances, offensive comments or gestures, physical contact of a sexual nature between and/or among students and/or staff. This includes any kind of intimidation or discrimination.

The Academy prohibits and will not tolerate any form of hazing by students on or off campus. Hazing can apply to students, student groups and Academy staff. Hazing includes but is not limited to:

Any action taken, created, or intended, to produce mental or physical discomfort, embarrassment, harassment, or ridicule that is at students or student groups. Such actions may be perpetrated by an individuals or groups of individuals.

All violations, allegations or concerns of such behavior must be reported to Academy Director and will be investigate promptly and handled confidentially. Students or staff involved may be subject to termination.

GRIEVANCE POLICY

How To File A Complaint

None of the Academy's policies or procedures prevents students from contacting the State Board of Private Licensed Schools at any time with a concern or a complaint. The board's address is 333 Market Street, 12th Floor, Harrisburg, PA 17126.

Complaint Procedure

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the Academy Director. The written request must include the following information:

- Student's full name and current address.
- A statement of the concern including dates, times, instructors and if applicable, other students involved.
- Date of complaint letter and signature of the student.
- Three dates in which the student would be available for a meeting with the Academy Director.



These dates must be within 10 business days of the complaint.

The Academy Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings.

The Academy Director will be available to discuss any problems or complaints brought forth by any student. If the matter remains unresolved after conferring with the Academy Director, the following steps will be taken:

- Submit a written description of the complaint to the Academy Director.
- Within 14 days of the written complaint, the Academy Director will appoint a Review Board consisting of the Academy Director, the Lead Clinical Instructor and two top performing, impartial students. The Academy Director will serve as Chairman.
- Within 7 days, the Academy Director will convene to discuss the problem and interview the complainant.
- Within 7 days of the meeting, the Academy Review Board will render its decision. The Board's decision is final and not subject to appeal.

Students not fully satisfied with the Academy Review Board's resolution of the complaint, may choose to submit a grievance in writing with the State Board of Private Licensed Schools.

The student must contact the State Board for procedures in filing a complaint. Questions or concerns that are not satisfactorily resolved by the Academy Director or his designate may be brought to the attention of the Pennsylvania State Board of Private Licensed Schools; 333 Market Street, 12th Floor, Harrisburg, PA 17126.

The student may direct any problem or complaint to the Executive Director, Dr. Edward Magida D.M.D. 7 Cambridge Lane, Newtown, PA 18940.



Thank you for taking the time to learn about the Academy who are proud to offer a 14 week fast track dental assistant training program enabling you to obtain the skills and knowledge necessary to start employment with “experience learned”. Dentists will recognize the quality of your knowledge, training and practical experience. As a graduate of the Academy, you’ll receive a Dental Assisting Diploma, assistance with interview skills and job placement with continued support after graduation with no additional cost to our graduates.

“Get In, Get Out, Get Paid” Training!

This Academy is licensed by the Pennsylvania State Board of Private Licensed Schools.

Inquiries or complaints regarding this private vocational Academy may be made to:

Pennsylvania State Board of Private Licensed Schools; 333 Market Street, 12th Floor,
Harrisburg, PA 17126.



STATEMENT OF UNDERSTANDING

The student understands:

- The Academy does not accept credit for previous education, training, work experience (experiential learning), or CLEP (if applicable).
- The Academy does not guarantee or warrant job placement to graduates upon the completion of the program or upon graduation.
- The Academy reserves the right to reschedule the program start date when the number of students scheduled is too small.
- The Academy will not be responsible for any statement of policy or procedure that does not appear in the Academy catalog.
- The Academy reserves the right to terminate any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by Academy rules.
- **The Enrollment Contract does not constitute a binding agreement until accepted in writing by all parties.**



RECEIPT OF CATALOG & ENROLLMENT AGREEMENT

I acknowledge that I have received the Academy's Dental Assisting Program catalog and agree with the Academy's Policies and Procedures as stated. I acknowledge that I have received and read a copy of the Enrollment Agreement.

Applicant's Signature _____ Date: _____

Parent or Guardian

(if applicable) _____ Date: _____

True and Correct Statement I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Dr. Edward Magida, D.M.D.
Academy Director.



EXHIBIT A - TRUTH IN LENDING STATEMENTS

The following Truth-In-Lending-Statements will be prepared by:

OceanPointe Dental Assisting Academy of Philadelphia
 7 Cambridge Lane Newtown PA 18940

12 Month Payment Plan

FEDERAL TRUTH-IN-LENDING DISCLOSURE STATEMENT																								
ANNUAL PERCENTAGE RATE: The cost of your credit as a yearly rate.	FINANCE CHARGE: The dollar amount the credit will cost you.	AMOUNT FINANCED: The amount of credit provided to you or on your behalf.	TOTAL OF PAYMENTS: The amount you will have paid after you have made all payments as scheduled.	TOTAL SALE PRICE: The total cost of your purchase on credit, including your initial payment of \$0.00																				
6.68%	\$169.72	\$4,643.00	\$4,812.72	\$4,812.72																				
YOUR PAYMENT SCHEDULE WILL BE:																								
Number of Payments	Amount of each payment	Payments are due on the same day each month beginning	APR %																					
12	\$401.06	January 4, 2020	6.68 %																					
			%																					
			%																					
			%																					
<p>LATE FEES: If any payment is more than 10 days late you may be charged 5% of that installment or \$5 whichever is less.</p> <p>RETURNED CHECK FEES: Checks that are returned for non-sufficient funds may be assessed a \$15 fee.</p> <p>NOTICE TO BUYER: DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. YOU ARE ENTITLED TO A COPY OF THE CONTRACT YOU SIGN. UNDER THE LAW YOU HAVE THE RIGHT TO PAY OFF IN ADVANCE THE FULL AMOUNT DUE AND UNDER CERTAIN CONDITIONS MAY OBTAIN A PARTIAL REFUND OF THE FINANCE CHARGE. KEEP THIS CONTRACT TO PROTECT YOUR LEGAL RIGHTS.</p>		<p>Itemization of the Amount Financed</p> <table> <tr> <td>1. Cash Price</td> <td></td> </tr> <tr> <td> a. Tuition</td> <td><u>\$5,593.00</u></td> </tr> <tr> <td> b. Processing Fee</td> <td><u>\$50.00</u></td> </tr> <tr> <td></td> <td><u> </u></td> </tr> <tr> <td>2. Total Cash Price</td> <td><u>\$5,643.00</u></td> </tr> <tr> <td>3. Less Deductions</td> <td></td> </tr> <tr> <td> a. Deposit</td> <td><u>\$1,000.00</u></td> </tr> <tr> <td></td> <td><u> </u></td> </tr> <tr> <td>4. Total Deductions</td> <td><u>\$1,000.00</u></td> </tr> <tr> <td>5. Amount Financed</td> <td><u>\$4,643.00</u></td> </tr> </table>			1. Cash Price		a. Tuition	<u>\$5,593.00</u>	b. Processing Fee	<u>\$50.00</u>		<u> </u>	2. Total Cash Price	<u>\$5,643.00</u>	3. Less Deductions		a. Deposit	<u>\$1,000.00</u>		<u> </u>	4. Total Deductions	<u>\$1,000.00</u>	5. Amount Financed	<u>\$4,643.00</u>
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