



Plaza Dental Assisting Academy
of Kansas City



**CATALOG, REGISTRATION, CALENDAR &
INFORMATION**

Postsecondary Schools Offering

Dental Assisting Program

172 clock hours

Information Catalog Volume 1

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Statement

Yarbroakes Institute, LLC, DBA Plaza Dental Assisting Academy of Kansas City is approved by the Missouri Department of Higher Education and Workforce Development. Additional information regarding this institution may be obtained by contacting the Department at Missouri Department of Higher Education and Workforce Development, 301 W. High Street, P.O. Box 1469, Jefferson City, MO 65102-1469; Phone: (573) 751-2361; Fax: (573) 751-6635; Email: info@dhewd.mo.gov

Yarboakes Institute, LLC, DBA Plaza Dental Assisting Academy of Kansas City 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 Department at Missouri Department of Higher Education and Workforce Development.

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

Dr. Caresa Doakes, DDS
President
DATE: 09/13/2022

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WELCOME



Plaza Dental Assisting Academy of Kansas City has made it possible, convenient and affordable for you to become an entry level dental assistant in Missouri 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 50 hours of externship, will enable you to make a productive contribution to any dental practice.

There are no specific requirements in Missouri to become a dental assistant, however entry-level dental assistant positions advertised typically require formal training and a radiology certification.

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 chairside for dentists and other dental staff, along with 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 patients' 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 to 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, sometimes in small places. Dental assistants have close contact with patients and the public and must present themselves for work each day accordingly.

PROGRAM PHILOSOPHY

The 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 school 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 program's objective 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 an entry level dental assistant. The Entry-Level Dental Assisting Program is designed to meet these criteria.

The 14-week Dental Assisting Program is composed of **172 Total Clock Hours: 102 hours** of lectures and laboratory time (including 6 hours obtaining CPR/BLS Training and Certification from the American Red Cross), **20 hours** of clinical training and **50 hours** of externship with a local practicing dentist.

In addition, students will be required to do a total of **20 hours** of homework over the duration of the program. **Note:** No credit hours are awarded for components of the program.

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 entry level dental assistant.

Pediatric Assistant

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

General Dental Assistant

An entry level dental assistant assists the dental practice with office tasks and patient care.

ABOUT US

LEGAL CONTROL

The Yarbroukes Institute, L.L.C., DBA Plaza Dental Assisting Academy of Kansas City, located at 801 West 47th Street, Suite 110, Kansas City, MO 64112 is incorporated as a limited liability corporation in the State of Missouri and is solely owned and managed by Dr. Caresa Doakes.

Dr. Caresa Doakes DDS, President of The Yarbroukes Institute, L.L.C., also serves as the Director of Plaza Dental Assisting Academy of Kansas City.

The Yarbroukes Institute, L.L.C., DBA Plaza Dental Assisting Academy of Kansas City assumes full responsibility for any agreement reached between the student and the school.

STATE LICENSING

The Yarbroukes Institute, L.L.C., DBA Plaza Dental Assisting Academy of Kansas City is approved to operate by the Missouri Department of Higher Education and Workforce Development. Additional information regarding this institution may be obtained by contacting the Department at 301 W. High Street (Suite 840, 860, 870, 580) OR P.O. Box 1469, Jefferson City, MO 65101; Phone: (573) 751-2361; Toll-free: (800) 473-6757; Fax: (573) 751-6635. Email: info@dhewd.mo.gov.

MISSION STATEMENT AND COMMITMENT

The Dental Assisting Program will provide education and training to prepare students to become competent entry-level dental assistants able to perform competent, interdisciplinary care in a manner that is ethical and culturally sensitive. The school is committed to educating entry-level dental assistants to function as members 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 Dental Assisting Program is committed to:

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

ORGANIZATION

Overview

Dr. Caresa Doakes has been a practicing pediatric dentist since 2014. She strongly believes that relationships are important and that every patient should come to the dentist without fear, knowing that they will be greeted warmly and treated like family. She is thankful to live and work in a wonderful, dynamic community and enjoys to giving back and helping others, especially those who might need a little extra support.

Her vision for her practice is to provide a modern, comfortable and friendly environment that helps every patient overcome their fears and smile with confidence.

FACULTY & ADMINISTRATION

Owner and Director and Instructor

Dr. Caresa Doakes

Dr. Caresa Doakes is a Kansas City, Missouri native. She received her Bachelors' degree in Biology, Cum Laude, from the University of Missouri St. Louis. After working for two years as a scientist in the biotechnology industry, Dr. Doakes decided to pursue her dream of becoming a dentist.

She attended the University of Missouri Kansas City School of Dentistry, earning her DDS in 2014. She is a member of the American Dental Association, National Dental Association, Missouri Dental Association, The American Orthodontic Society, and the International Dental Implant Association. Dr. Doakes has also obtained advanced training with continuing education courses that include Implant Seminars, Gerety Orthodontic Seminars, FastBraces® and Invisalign®.

Following her belief in giving back to those in need, Dr. Doakes has participated in Missionary trips providing dentistry for those who would otherwise, not receive the care. She also devotes a portion of her dental practice to low income and Medicaid families. She loves spending time with her husband, son, and nephew. Her hobbies include dancing, drawing, and playing the cello.

Backup Instructor and Other Staff

Other staff will be added upon licensure and as the school grows.

FACILITIES

The Plaza Dental Assisting Academy of Kansas City has 6 dental treatment rooms fully equipped with dental chairs, units, portable digital x-ray machines, digital scanners, crown milling unit and porcelain ovens, Kor and Venus technology for whitening treatments, intraoral cameras and a digital cephalometric, panoramic and cone beam CT x-ray area.

The school has a sterilization area equipped with autoclave sterilizers, distilled water machine and an ultrasonic cleaner, as well as a dental plaster laboratory.

There is a fully equipped computerized business office including computers, photocopy machine, fax, multiple phone lines, and dental practice management software (Open Dental). Office is a completely paperless facility.

The facility has a 180 sq. ft. reception room with 7 chairs and a large flat wall-mounted TV.

We come with a course room big enough to accommodate up to 20 students with projector and pulldown projector screen for instruction lectures and presentations (video, Power Point) and discussions. The school occupies a total of 3,300 square foot of space.

The outside features a public parking garage attached to the school, in an area with plenty of restaurants, businesses and just a block away from a KC bus stop.

LEARNING ENVIRONMENT

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

EQUIPMENT

EQUIPMENT	QUANTITY
Dental Opertory Chairs w/ delivery systems	6
Wall-mounted dental x-ray machine	1
Portable dental x-ray machine	2
Panoramic, cephalometric and cone beam CT x-ray machine	1
Cerec digital scanner	1

Cerec milling unit	1
Cerec speedfire oven	1
Programat porcelain oven	1
Itero digital scanner	1
PC computers	14
High-speed handpieces	8
Low-speed handpieces	2
Dental implant motor and handpiece	1
Endodontic handpiece	1
Ultrasonic scaling units	8

CLASSROOM FORMAT & TIMES

Training is offered on Tuesdays and Thursday from 6 PM - 10 PM with a 10-minute break after an hour.

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 course is divided into lecture and laboratory time. Lectures will be held on Tuesday evening and laboratory training will be done on Thursday evenings.

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 15:1 for classroom and 15:1 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 and 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 are 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 lecture portion, the student views slides, videos, demonstrations or slide presentations by an instructor. This is followed by questions, answers and review. Where a hybrid program is offered, lectures will be presented by the lecturer using Google Meet/Classroom.

The 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 should be prepared to commit an additional 20 hours of reading time per week to obtain the most out of the program.

The weekly clinical training and the externship at the end of the program allow students to learn in a working clinic how Dentists, Front Office Personnel and entry-level dental assistants provide oral healthcare to patients.

The 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 manufacturers' recommendations and most importantly, know how to assist the Dentist in providing seamless and high-quality patient care. These elements are passed on to the students, including instilling in them a strong sense of proficiency and professionalism. Students predominantly practice on other students and with actual dental patients during the 20 hours of clinical training and 50 hours of externship, but they also perform work on typodonts with certain learning activities.

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 entry-level 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 in entry-level dental assisting procedures.

Every student will be exposed to the necessary clinical techniques required in the dental practice. It is the goal of the school 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

- Debbie S. Robinson, CDA, MS and Doni L. Bird, CDA, RDA, RDH, MA, *Essentials of Dental Assisting* 6th Edition Elsevier/Saunders 2017 ISBN-13: 978-0323430906
- Debbie S. Robinson, CDA, MS and Doni L. Bird, CDA, RDA, RDH, MA, *Workbook for Essentials of Dental Assisting* 6th Edition Elsevier/Saunders 2017 ISBN: 9780323400657
- Linda Bartolomucci Boyd, CDA, RDA, BA, *Dental Assisting Instruments Pocket Guide*, 6th Edition Elsevier/Saunders 2017, ISBN: 9780323495714
- Competency Lab Skills Checklist Binder 2019
- Student Lecture Notes Binder 2019

- Other Procedure Videos
- Infection Control Manual 2019

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 HiSet or of General Equivalency Diploma (GED). Admission is contingent upon submission of a copy of a high school diploma, HiSet or or equivalent which 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 Agreement.
- Has no felony or misdemeanor criminal conviction that may affect student's ability to be employed.
- Has had an on-campus tour and interview with the instructor.

BACKGROUND CHECK

Many states, employers, externship sites and agencies may require criminal and/or personal background checks which may affect a student's ability to be licensed, approved, registered and employment.

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 school does not provide second language instruction. All applicants must complete and obtain 596+ for the TABE K-12 Reading Difficult Level Test to be enrolled in the program.

CREDIT FOR PREVIOUS EDUCATION, TRAINING OR EXPERIENCE

The school **does not** grant credit for prior education, training, or experience other than if the student can provide satisfactory evidence that they have a current CPR/BLS Certification from the American Heart Association, in which case the student will not be required to take the CPR/BLS American Red Cross Certification. The respective cost associated with the above are separately listed under Tuition Fees will not be charged to the student.

The school 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 school's program. It must not be assumed that any courses described in the school's catalog can be transferred to another institution. Information concerning other institutions' acceptance of the school'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.

ENROLLMENT

The school accepts enrollments throughout the year, up to one week prior to the commencement of each program sitting. Enrollees will be required to be interviewed in person at the facility and must schedule an appointment. Enrollees under the age of 18 years old must be accompanied by a parent or legal guardian. Enrollees will be given a tour of the facility and go over the Catalog and Enrollment Agreement

in detail to cover the program outline, Tuition Fees and other program costs, methods of payments, cancellation, withdrawal and refund policies, academic policies and standards, rules and regulations and the financial and other responsibilities of the enrollee.

The enrollee will be required to sign the Enrollment Agreement and pay the \$149 registration fee to secure a place in the program. The Tuition and Fees must be paid prior to the commencement of the program. Both are subject to the terms of the Cancellation, Withdrawal and Refund Policy.

The enrollee will be given and required to sign for the receipt of the school Catalog and a copy of the signed Enrollment Agreement.

SPECIAL PROGRAM NOTES

The school does not provide any healthcare benefits to students during the program. The school 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 in the course of instruction or thereafter beyond the allowance of Missouri state law. The school and Externship sites maintain limited liability insurance for students.

DENTAL ASSISTING PROGRAM CURRICULUM

The 14-week Dental Assisting Program is composed of **172 Total Clock Hours: 102 hours** of lectures and laboratory time (including 6 hours in obtaining CPR/BLS Training and Certification from the American Red Cross), **20 hours** of clinical training and **50 hours** of externship with a local practicing dentist.

In addition, students will be required to do a total of **20 hours** of homework over the duration of the program.

Each class period is 8 hours in length, 4 lecture hours and 4 lab hours. In addition, students will receive 6 hours CPR/BLS Training and Certification from the American Red Cross. 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 school 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:

- Assist the dentist during a variety of treatment procedures
- Take and develop dental radiographs (x-rays).
- 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.
- Take 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).
- Help to provide direct patient care in all dental specialties, including pediatric dentistry, periodontics and oral surgery.

A Certificate in Dental Assisting is awarded when:

- Dental Assisting Program has been completed
- the student has been CPR/BLS certified by the American Cross
- Externship requirements are fulfilled
- the student has an overall grade of 80% or greater

PROGRAM OUTLINE – DENTAL ASSISTING PROGRAM

- ON CAMPUS INTERVIEW: All students must have an on-campus tour and interview
- ENGLISH PROFICIENCY: Students must complete and obtain 596+ for the TABE K-12 Reading Difficult Level Test to being enrolled in the program.
- MEDICAL: All students must start Hepatitis B Immunization, series #1 and a TB skin test prior to the program start date.

Legend: LE-Lecture LA-Laboratory CL-Clinical EX-Externship TOT-Total

WEEK	CO URSE	CO URSE DESCRIPTIO N	LE	LA	TOT	CL	EX	
1	DA 101	Generalized Introduction to Dental Terminology and Equipment	3	5	8			
		Total	3	5	8			
2	DA 102	Human Dentition, Bones of the Head, Tissues Surrounding the Teeth, Head & Neck Anatomy, Dental Charting	5	3	8			
		Total	5	3	8			
3	DA 103	Four-Handed Dentistry Essentials	3	5	8			
		Total	3	5	8			
4	DA 104	Dental Radiology	4	4	8			
		Total	4	4	8			
5	DA 105	Amalgam and Composites, Radiology Review	4	4	8			
		Total	4	4	8			
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			
		Total	4	4	8			
8	DA 108	Crown and Bridge	4	4	8			

		Total	4	4	8			
9	DA 109	Endodontics and Orthodontics	4	4	8			
		Total	4	4	8			
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			
	CPR/BLS	CPR/BLS TRAINING AND CERTIFICATION	2	4	6			
		Total	6	8	14			
12	DA 112	Pediatric Dentistry & Final Theory/Practical Exam	3	5	8			
		Total	3	5	8			
3-12	CLN 101	Clinical				20		
13-14	EXT 101	Entry Level Dental Assistant Externship					50	
		Grand Total = Curriculum Class Hours + Clinical+ Externship	48	54	102	20	50	172

The Dental Assisting Certificate Program consists of 172 Total Clock Hours: 102 hours of lectures and laboratory time (including 6 hours obtaining CPR/BLS Training and Certification from the American Red Cross), 20 hours of clinical training and 50 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 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 school 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; HIPAA regulations as related to patient confidentiality. Discussions covering the non-technical sides of Entry-Level Dental Assisting, including professionalism, the dental team, law and ethics.

Students are taught how to use the various Personal Protective Equipment (PPE) required in the dental practice. 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. Also covered are 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.

They learn by demonstration the 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 first instructed and then are asked to prepare a dental chart, using the appropriate symbols and abbreviations using hand charts and in Curve 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 a 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 entry-level dental assistant in each 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 one and how to mount x-rays, FMX sorting exercises and processing 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.

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 patient's mouth, review how long to wait for alginate to set up, review how to remove set up alginate from patient's 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, Rely X, Dralon and Varioling) and temporary cements (e.g., 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, time required 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 patient's mouth, how long to wait for alginate to set up, how to remove set up alginate from patient's 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 curettes, 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 entry-level dental assistants.

Nitrous Oxide – the machinery, how it works, the advantage of using N₂O and Missouri state 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 dentist's 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 will be 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 endodontics, irrigants, medicaments, Apex locators, temporary and final restorations. An introduction to orthodontics – fixed appliances (braces), removable appliances, clear aligners (see websites 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 operatory 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 pm.

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 two dental management software systems, describe role of front office administrator and how it applies to the entry-level 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 entry level 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 Cardiopulmonary 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 to obtain CPR/BLS Training and Certification from the American Red Cross on-site at the school.

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 entry-level 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; + 2 Class Hours and 4 Lab Hours to obtain CPR/BLS Training and Certification from the American Red Cross on-site at the school.

Total 14 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 set up 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 12-week 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 Curve).

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 entry-level dental assisting. Students will have the opportunity to observe, shadow and participate in our dental practice operation.

[Prerequisite: DA 101-102]

EXT 101 - EXTERNSHIP - (50 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 an entry level 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.

These hours will be made up at the Externship site.

(Prerequisite: Entry-Level Dental Assisting Program Week 1 through Week 12, Student must compete and pass

CPR/BLS American Red Cross Certification)

[Prerequisite: DA 101-112]

EXTERNSHIP REQUIREMENT

All students are required to complete a 50-hour externship at the end of the program to graduate and receive Dental Assisting Certificate.

Externships are designed to be instructional in nature and to provide students with hands-on experience. This experiential training is a cooperative effort between the school, student and externship facilities. Students who successfully complete all pre-requisite courses and conditions 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 always provided. 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:

- Up to Eight hours per day, five days per week for two weeks during weekday office hours* for a total of 50 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 eight.
- 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.

CPR/BLS American Red Cross 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.

PROGRAM CALENDAR

Application and enrollment are open year-round, however, it is best to apply no later than 1 week prior to the class start date.

TUESDAY AND THURSDAY 6:00 PM - 10:00 PM			
Enrollment		Class	
Start	Finish	Start	Finish
08/01/22	09/20/22	09/27/22	12/15/22
09/21/22	01/14/23	01/23/23	03/30/23
01/15/23	03/27/23	04/04/23	06/22/23
03/28/23	06/20/23	06/27/23	09/14/23

1. **Holidays:** The following holidays will be observed and classes will not be held: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
2. **Inclement Weather:**
 - a. Students will be notified by the Academy by email at least 2 hours prior to the class start time.
 - b. Missed classes will be made up on Saturdays 8:00 AM to 5:00 PM in the week class was missed.

HOURS OF OPERATION

Day	Open	Close
Monday	9:00 AM	5:00 PM
Tuesday	9:00 AM	5:00 PM
Wednesday	9:00 AM	5:00 PM
Thursday	9:00 AM	5:00 PM
Friday	9:00 AM	5:00 PM

The Director, Dr. Caresa Doakes, may be reached by calling 816-931-2191 during normal office hours.

STUDENT SCHEDULE

LEGEND: LED=Lecture Distant, LE=Lecture In Person, LA=Lab In Person

HYBRID			IN PERSON		
TUE	THU	SAT	TUE	THU	SAT
6:00 PM TO 10:00 PM		8:00 AM TO 1:45 PM	6:00 PM TO 10:00 PM		8:00 AM TO 1:45 PM
Week 1	Week 1	Week 1	Week 1	Week 1	Week 1
DA 101 LED	DA 101 LA	-	DA 101 LED	DA 101 LA	-
Week 2	Week 2	Week 2	Week 2	Week 2	Week 2
DA 102 LED	DA 102 LA	-	DA 102 LED	DA 102 LA	-
Week 3	Week 3	Week 3	Week 3	Week 3	Week 3
DA 103 LED	DA 103 LA	-	DA 103 LED	DA 103 LA	-
Week 4	Week 4	Week 4	Week 4	Week 4	Week 4
DA 104 LED	DA 104 LA	-	DA 104 LED	DA 104 LA	-
Week 5	Week 5	Week 5	Week 5	Week 5	Week 5
DA 105 LED	DA 105 LA	-	DA 105 LED	DA 105 LA	-
Week 6	Week 6	Week 6	Week 6	Week 6	Week 6
DA 106 LED	DA 106 LA	-	DA 106 LED	DA 106 LA	-
Week 7	Week 7	Week 7	Week 7	Week 7	Week 7
DA 107 LED	DA 107 LA	-	DA 107 LED	DA 107 LA	-
Week 8	Week 8	Week 8	Week 8	Week 8	Week 8
DA 108 LED	DA 108 LA	-	DA 108 LED	DA 108 LA	-
Week 9	Week 9	Week 9	Week 9	Week 9	Week 9
DA 109 LED	DA 109 LA	-	DA 109 LED	DA 109 LA	-
Week 10	Week 10	Week 10	Week 10	Week 10	Week 10
DA 110 LED	DA 110 LA	-	DA 110 LED	DA 110 LA	-
Week 11	Week 11	Week 11	Week 11 DA	Week 11	Week 11
DA 111 LED	DA 111 LA	CPR/BLS	111 LED	DA 111 LA	CPR/BLS
Week 12	Week 12	Week 12	Week 12	Week 12	Week 12
DA 112 LED	DA 112 LA	-	DA 112 LED	DA 112 LA	-

TUITION AND FEES

TUITION AND FEE TABLE

Description	Amount
Registration Fee	\$149
Tuition Fee	\$4,000
Books: Textbook/Workbook/Instrument Manual	\$485
Supplies and Lab Materials (Safety Glasses, Sterile Gloves, Masks, Rinn, Typodont, Cements, Cotton Rolls and other Disposable/Consumable dental Materials)	\$279
CPR/BLS – American Red Cross Training	\$110
Clinical Attire	\$70
TOTAL	\$5,093

METHODS OF PAYMENT

The Entry-Level Dental Assisting Program is 14 weeks and is not eligible for federal financial aid. The school offers the following payment options for your convenience:

FULL PAYMENT: \$5,093 paid before class starts

MERITIZE LENDING

- Online pre-approval
- Funds the full cost of tuition
- Fixed or variable rates
- Make full payments, interest-only payments, or no payments until 3 months after graduation
- Repayment of loan over 3 or 5 years
- No penalty fees for early loan payoff
- Apply at <https://apply.meritize.com>

Note: Applicants may use any lender of their choice.

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 school:

- 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 must 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 school, 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 school.

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 school 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 policy shall apply to all withdrawals, cancellations, discontinuation and terminations for any reason, by either party, including student decision, course or program cancellation, or school 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, in which case the students will be refunded within 30 days of receipt of the funds.
3. Applicants rejected by the school - all monies paid to the school shall be refunded in full.
4. For a student canceled before the 7th calendar day following the date of enrollment but prior to the beginning of the program, all monies paid to the school shall be refunded in full.
5. For a student canceled after the 7th calendar day following the date of enrollment but prior to the beginning of the program, all monies paid to the school shall be refunded in full except for the Registration Fee of \$149.
6. If, after the 7-day cancellation period expires, a student enrolls and discontinues after the program has begun, but prior to the completion of the program, the following refunds will apply:

Proportion of Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

- a. The total contract price for the program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student.
 - i. 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.
 - ii. Clinical Attire – is 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.
 - iii. Third Party Provided Course Components:
 1. CPR/BLS – American Red Cross – the American Red Cross will provide CPR/BLS training at the school’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.
- b. The refund calculations will be based on the total duration of the program 14 weeks.
7. Closure, Program Cancellation, Delay, Scheduling or Postponement:
 - a. If the school is permanently closed or the program canceled after a student has enrolled, all monies paid to the school will be refunded in full.
 - b. If the program is delayed, rescheduled or postponed for more than 30 days subsequent to a student's enrollment, all monies paid to the school 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 school after it has begun, the school shall refund as follows:

- i. If a student elects to continue program with another licensed provider as arranged by the school:
 1. The Registration Fee equal to the lesser of the any registration fee charged by the receiving school 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 school.
8. Attendance registers are reviewed weekly and absentees are immediately contacted to determine the reasons thereto.

Should any circumstance arise, not specifically addressed above, the school will make 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 electronic access to all their grades and will be required to digitally sign as acknowledgement of receipt their grades and comments or suggestions made by the lecturer. Students can schedule an appointment with the instructor to discuss their progress within the allotted times.

GRADING SCALE

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 80% cumulative grade average throughout the program in order to meet the school'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:

- Is able to re-establish the Satisfactory Progress requirement, the student will be taken off academic probation and continue the program.
- Fails to achieve the Satisfactory Progress requirement for this next course, the student will be terminated.
- Achieves Satisfactory Progress for this next 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 80% for this exam will be placed on academic probation and will be required to retake the Exam within 2 weeks at no additional cost to the student. On re-taking the exam the student must achieve a combined average (for the failed exam and the retaken exam) of at least 80%, failing which, the student will be terminated from the program.

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

Students are required to take a Final Exam 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 80%. Students will however still need achieve an overall grade average of at least 80% to graduate and receive their Certificate in Entry Level 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 these requirements at no cost to the student.

ATTENDANCE

Absenteeism

Students missing more than 30 minutes of any course will be required to immediately contact the Director to arrange to make up the work missed within a timeframe determined by the Director. Failure to meet

with the Director or make up the work missed within the determined timeframe will result in termination of the student from the program.

Tardiness and Leaving Early

Punctuality is a key attribute of an Entry-Level Dental Assistant and key part of the program and tardiness will affect students' grade for Attendance. Lectures and Laboratory sessions start promptly at the scheduled times.

The program is designed to be compact and requires students' participation for the full duration of each class. In addition, leaving early can be disruptive to fellow students. Accordingly, leaving early will affect students' grade for attendance.

Both tardiness and leaving early are subject to the 30-minute Absenteeism policy above.

REMEDIAL WORK

The school does not offer remedial work.

MAKE-UP WORK

Students must complete all course work in order to graduate and may not miss more than 16 clock hours of the 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 school 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 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

A student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of Incomplete may re-enroll in the program during the 180-day period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

On the granting of an Incomplete grade, any unused portion of items of extra expense to the student, necessary for the portion of the program attended, such as instructional supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges will be refunded. On re-enrollment the student will be required to pay such extra expenses, the cost of which is subject to change and the same as the other students participating program.

In the event the program has been discontinued the student will be refunded the tuition for that part of the course.

The student must request the “Incomplete” grade from the academy Director in writing, who will, if the reason for such withdrawal is deemed appropriate, award an “Incomplete” grade in writing.

LEAVE OF ABSENCE

The program is for a total duration of 14 weeks, inclusive of the Externship and according Leave of Absence will be dealt with as Withdrawal and an incomplete grade assigned to the student or through Make Up work policy.

GRADUATION AND CERTIFICATE REQUIREMENTS

A Certificate in Entry Level Dental Assisting will be awarded to those students who have:

- Grades: See Grading section above:
- Achieved at least an 80% overall grade average
- Achieved at least an 80% grade for the final Theory Examination.
- Achieved at least an 80% grade for the final Practical Examinations (and each of the 6 procedure stations).
- Have completed all the required courses of the program.
- 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.
- Received American Red Cross CPR/BLS Certification.
- Completed a 50-hour Externship Students and obtaining a rating of at least 80% (3.5) of all skills evaluated.

STUDENT AND PLACEMENT SERVICES

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

The school 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. The Academy is required by the Missouri Department of Higher Education and Workforce Development to report with each license review both the student placement and retention rates and that if such is equal or greater than one deviation from the Missouri average the Academy will be placed on Placement and Retention Improvement Plans respectively.

TRANSCRIPTS AND RECORDS

The school keeps the academic records including class attendance, test scores, grades and externship evaluation of each student in a safe location in perpetuity after graduation. Students needing a copy of their records must email the Program Director at doakescm@gmail.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.

All requests for transcripts must be requested and signed in writing by the student. No transcript shall be issued unless all academic, and externship requirements are completed. There will be no charge for the first request of copy of student's transcript, a \$5 charge will be assessed for each additional request. A federal or state agency which periodically required a transcript in order to determine a student's progress is 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 school for academic purposes in order to enhance the education of students and the security of the business.

The school will make reasonable efforts to protect student information, personal and academic, from any party not directly affiliated with the operation of the school. 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 school 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 Director.

Under federal rules, the school is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed. If you do not wish this information to be released, you must contact the Director within thirty days of signing the Enrollment Agreement. 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 Certificate 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.

RULES, REGULATIONS AND CONDUCT STANDARDS

The school operates as an educational institution and believes that it is imperative, not only for a safe and orderly academic environment, but also the overall standing of the school and its graduates, that students understand and adhere to the rules, regulations, conduct standards, policies, procedures and methods of the school. The school requires students and its instructors to achieve and maintain a high level of excellence and professionalism. Students are expected to conduct themselves in the professional and polite manner reasonably expected of a dental assistant.

Alleged conduct violations will be brought to the attention of the Director, who will, in conference with the instructor and/or other students to determine whether such allegation of violation in fact occurred and whether such may be subject to a disciplinary hearing. At the sole discretion of the Director, the student be subject to disciplinary action, which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. The school will not be responsible to pursue any legal action on behalf other students in such instances.

DRESS CODE

Students must wear clinical medical scrubs in a color designated by the school, plain white undershirt and plain white medical or sneaker type shoes at all times during lectures and laboratory sessions. Lab coats must be worn in the wet lab at all times.

In addition, no sunglasses may be worn in the office, nor 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.

ELECTRONIC DEVICES

No personal audio/visual devices with or without headphones are not permitted at any time. Due to the disruption caused by cell phones, students are instructed to turn them off while on school property.

SMOKING POLICY

The school is located in a non-smoking professional clinic. There is no smoking in the clinic, especially in the bathrooms.

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 Agreement, in or on the school premises are strictly prohibited.

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 school.
- 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.

DISCRIMINATION POLICY

Applications are not discriminated against 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 school acknowledges that the disclosure pertaining to an applicant's disability is voluntary and confidential. The school will, within reason, attempt to provide an accommodation of applicant's disability. 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 school 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 school prohibits and will not tolerate any form of hazing by students on or off campus. Hazing can apply to students, student groups and school 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 Director and will be investigate promptly and handled confidentially.

TERMINATION

Students may be terminated due to:

- Failure to meet the program's Satisfactory Progress Requirement.
- Failure to maintain the attendance requirements.

- Failure to abide by the school's rules, regulations and conduct standards and determined, at the sole discretion of the Director, to warrant termination.

The school 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 school's Cancellation, Withdrawal and Refund Policy will apply and will not in any way circumvent such.

READMISSION

Students who were not granted Withdrawal Status can apply, in writing, to the Director to be re-admitted into a subsequent program. The Director's decision and any conditions pertaining thereto, including credit for previous training at the Academy, 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. If the student enrolls to repeat a subject that is no longer offered, the school Director will select an appropriate substitute subject for the student to meet that part of the program requirement.

Students whose enrollments are terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period and at the sole discretion of the Director. This provision will not circumvent the approved refund policy.

Re-enrollment after Dismissal for Violation of Student Conduct Expectations

A student whose enrollment was terminated for violation of the school's rules, regulations and conduct code, that did not result in the involvement of law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

GRIEVANCE POLICY

Grievances are defined as any student concern regarding the school programs, services, or staff.

1. Any student who has a grievance should first make an appointment their instructor to resolve. If the grievance is not adequately resolved with the instructor, or the grievance is with their instructor, the student can file the *grievance in writing* with the school director, Dr. Doakes via email plazadentalassistingacademykc@gmail.com or to 801 West 47th Street, Suite 110, Kansas City, MO 64112 Phone: 816-931-2191.
2. . The written grievance should contain:
 - a. Student's full name and contact details including telephone number/s, email and mailing address.
 - b. A statement of the grievance including dates, times, instructors and if applicable, other students involved.
3. The school director, will within 2 business days of receipt the grievance, contact the student to set an appointment date to meet within the next 5 business days.
4. At the meeting every effort will be made to bring an amicable closure to the student's grievance. The student will be notified in writing within two business days of the outcome of the meeting.

None of the school's policies or procedures prevents students from contacting the Missouri Department of Higher Education and Workforce Development directly. In addition, grievances that are not satisfactorily resolved by the school Director may be brought to the attention of or appealed to the Missouri Department of Higher Education and Workforce Development, 301 W. High Street, P.O. Box

1469, Jefferson City, MO 65102-1469; Phone: (573) 751-2361; Fax: (573) 751-6635; Email: info@dhewd.mo.gov.

Thank you for taking the time to learn about the school who are proud to offer a 14-week fast track entry level dental assisting 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 program, you’ll receive an Entry Level Dental Assisting Certificate, 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 school is approved to operate by the Missouri Department of Higher Education and Workforce Development. Inquiries or grievances regarding this private vocational school may be made to: Missouri Department of Higher Education and Workforce Development, 301 W. High Street, P.O. Box 1469, Jefferson City, MO 65102-1469; Phone: (573) 751-2361; Fax: (573) 751-6635; Email: info@dhewd.mo.gov.

PROGRAM PERFORMANCE

Students and prospective students may obtain from the Missouri Department of Higher Education and Workforce Development information regarding the performance of each approved program. This includes but is not limited to information regarding each program’s enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure examination. The website address of the Missouri Department of Higher Education and Workforce Development is: <https://dhewd.mo.gov>.

STATEMENT OF UNDERSTANDING

The student understands:

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

The Enrollment Agreement 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 Entry Level Dental Assisting Program catalog and agree with the 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. Caresa Doakes, DDS
Director.

Date: