

# Dental Assisting Institute Catalog



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**January 1, 2017 – December 31, 2017**

**[www.DentalAssistingInstitute.com](http://www.DentalAssistingInstitute.com)**

### **Catalog is updated annually**

Prospective students or the general public will be provided a written copy of our institution's school catalog upon request.

As a perspective student, you are encouraged to review this catalog prior to signing our enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing the enrollment agreement.

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### **Mission Statement**

Dental Assisting Institute offers a professional and wide-ranging dental assisting course that prepares students with the skills necessary to qualify for a position as a dental assistant in a general dentist's or group practice multi-doctor dental office. Our aim is to educate students well enough that they will provide and coordinate quality healthcare services based on principles of compassion and professionalism while promoting wellness and prevention. We aim to do this in a schedule that allows for today's work and family obligations.

### **Objectives**

Dental offices all over the United States are experiencing a shortage of competent assistants. As technology expands in dentistry, there is an increasing demand for skilled assistants. There is also a shortage of training programs with curriculum hours tailored to candidates who cannot attend during the Monday to Friday workweek. Our program will prepare individuals to provide patient care, prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists. Instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, pre and post-operative patient care and instruction, chair side assisting, taking dental radiographs, radiation safety, taking dental impressions, and supervised practice are included.

### **General Information**

Dental Assisting Institute is a private institution. This institution has received "approval to operate" from the Bureau for Private Postsecondary Education. Approval to operate means that our institution is in compliance with minimum standards set forth in the Ed. Code.

### **Average class size**

Average class size at Dental Assisting Institute is 20, which keeps the classes small and intensive.

### **English as a Second Language Statement**

The school does not offer English as a Second Language "ESL" training. Dental Assisting Institute accepts students from other countries, but does not provide Visa services.

### **Bankruptcy Information**

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### **Language Proficiency**

All instruction is given in English. Students must be proficient in English equivalent to a High School Graduate, High School Equivalency or GED from the United States. Foreign graduates must demonstrate proficiency in English to our Program Coordinator prior to enrollment through a pre-enrollment interview. We do not provide ESL classes.

### **Non-Discrimination Policy**

Dental Assisting Institute is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.

### **Retention of Student Records**

Dental Assisting Institute will maintain student records for the minimum of five years from date of completion or withdrawal. Student transcripts will be maintained permanently.

### **Housing Assistance**

Dental Assisting Institute does not have dormitory facilities under its control. Housing is available in close proximity to the school that may range from \$800.00 to \$1200.00 per month. It is not Dental Assisting Institute's responsibility to find or assist a student in finding housing.

### **Facilities**

Located in a working multi-doctor general and specialty dental office, Dental Assisting Institute has at its disposal state-of-the-art dental equipment and is staffed with experienced instructors who have taught and worked in the dental assisting field for many years. Three to four instructors attend each class, with an average class size of 16 students. Dental Assisting Institute classroom and business office is located on the second floor at 605 Standiford Avenue, Suite H Modesto, CA 95350 and includes a classroom, four business offices with computers, phones, records and a reception area. The equipment includes three developers for radiographs, two autoclave sterilizers, one ultrasonic cleaner, and 1 cold sterile bath. Eight intra-oral x-ray machines, a panoramic x-ray machine, two amalgam mixers, and four curing lights are in the office. There are dozens of plaster stone models and dies, impression materials, and dental cements on premises. The lab also includes a vacuum former, a lab vibrator, one model trimmer, laboratory light curing unit, a lathe and various dental handpieces (drills). Various dental set-up trays and instruments are available throughout the office.. The office is equipped with equipment and supplies for film based and digital radiography. The instructors are also supplied with teaching manuals, appropriate charts, diagrams, anatomical models, and audiovisual equipment.

### **Admission Requirements**

Requirements for admission at Dental Assisting Institute are based upon the applicant's career goals, their motivation to succeed, and their ability to benefit from the professional or occupational training they have chosen. All applicants are required to complete a personal interview with a counselor in order to mutually determine whether the program meets the needs of the applicant and are given a guided tour of the facility, a thorough presentation of the training program and receive information on tuition and fees. Prior to enrollment students will be given a brochure about the program. Students will need to provide our institution with a copy of their high school diploma, GED, or equivalent, that will be maintained in their student file. All students, including those with physical or mental handicaps, are considered for acceptance according to the admissions standards stated in this catalog.

### **Payment Policy**

Students assume the responsibility for payment of the tuition costs in full. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. The Certificate of Completion will not be issued until all financial obligations are met. The school reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

### **Tuition Payment Methods**

Dental Assisting Institute accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, cashier's check, personal or company check. Upon availability, Dental Assisting Institute will also assist students in applying for student financial assistance in order to defray the cost of their education. At the school's discretion, installment payments may also be arranged. All outstanding student account balances are billed directly to the student upon graduation or termination. Failure to satisfy delinquent accounts within a reasonable time period will result in the account being submitted to a collection agency for processing and the student will not be allowed to graduate.

### **Financial Aid**

Dental Assisting Institute does not participate in federal or state financial aid programs.

### **Personal Financing**

If the student obtains a loan or a line of credit to pay for any educational expenses at our institution, they are responsible to repay the full amount of the loan plus interest less the amount of any refund.

### **Tuition Refund Policies**

You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the enrollment agreement, which is until midnight of the seventh business day following the signing of this agreement or through the first class session (whichever is later), the school will remit a refund within 30 days following your withdrawal. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of clock hours of instruction for which you have paid. The calculated refund will be adjusted for the non-refundable items listed in this agreement. This program is considered an 80 hour course. For a list of these costs, see the current schedule of charges which details costs of materials and books. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT IS OWED FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF YOUR WITHDRAWAL. IF THE AMOUNT THAT YOU OWED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

### **Withdrawal from Course**

You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the enrollment agreement, which is until midnight of the seventh business day following the signing of this agreement or through the first class session (whichever is later), the school will remit a refund within 30 days following your withdrawal. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of clock hours of instruction for which you have paid. The calculated refund will be adjusted for the non-refundable items listed in this agreement. This program is considered an 80 hour course. For a list of these costs, see the **current schedule of charges which details costs of materials and books**. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT IS OWED FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF YOUR WITHDRAWAL. IF THE AMOUNT THAT YOU OWED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.



**The California State Refund Is Calculated As Follows:**

The amount a student paid for instruction received multiplied by a fraction, the numerator of which is the total number of hours of instruction which you have not received but for which you have paid, the denominator of which is the total number of hours for which you have paid.

**Hypothetical Refund Example:**

Assume that a student, upon enrollment in an 80 hour course, pays \$2,520.00 for tuition, \$250.00 for processing the enrollment application, \$10.00 for STRF, \$200 lab supplies and dental kit, and \$625.00 for books as specified in the enrollment agreement, then withdraws after completing 48 hours of elapsed time. The pro rata refund to the student would be \$1008.00 based on the calculation stated below.

Based on the preceding example, the refund calculation would be made in the following way:

Total amount the student paid:	\$250 Application Fee + \$2,520.00 Tuition + \$675 Books + \$200 Lab Supplies/Dental Kit + \$10.00 STRF			\$3,655.00
	Tuition cost per day of attendance (Tuition ÷ 10)	Equals	=	\$252.00
	Multiplied by the days of actual attendance	Multiplied by	x	6
	Total cost of class as of the last day of attendance	Equals	=	\$1,512
	Minimum, non-refundable charges due are: \$250.00 Application Fee + \$675.00 Books + \$200.00 Lab Supplies/Dental Kit + \$10.00 STRF = <b>\$1,135.00</b>		=	\$1,135
	Total amount due from student (Add previous two lines)			\$2,647
	Subtract total amount due from total amount student has paid		=	\$1,008
	Refund due to student		=	\$1,008

*\*If the student returns the equipment, the value of the equipment will be determined by the school and may affect the amount of the refund. For the purpose of determining the amount they owe for the time they attended, a student shall be deemed to have withdrawn from the course when any of the following occurs:*

- A. They notify the school of their withdrawal in writing.
- B. The school terminates their enrollment agreement.

### **Attendance**

Dental Assisting Institute 's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in industry. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Dental Assisting Institute consider each moment in class imperative for success. Students are required to have an overall attendance rate of 90% or more to meet the minimum attendance requirement of the course.

### **Attendance Probation**

A student who has missed more than 10% of the scheduled class hours in any given module will be put on probation until the end of the next scheduled module.

Student Services monitors the student attendance cards of all active students and calls those students that have not attended class. Students who are excessively absent (10% or more of classroom hours) will be placed on probation and notified by Student Services. If student's attendance does not improve, the student will be dropped from the course.

### **Tardiness**

All students are required to be in class every class day on time. If the student is more than fifteen minutes late they are considered tardy. Students who arrive more than 15 minutes late for class or who miss 15 minutes of class time during any given class hour are recorded as tardy and are considered absent for that class hour.

### **Maximum Time in Which to Complete:**

Students are expected to maintain good attendance. The student must complete his/her course within 1.5 times the course length. Students should strive to attend consistently in order to master the required skills in the time allowed. Makeup classes may be scheduled at the discretion of the instructor and with approval of the School Director and the student will be required to cover any costs or expenses involved.

## **Grades**

Grades are issued upon the completion of each module. Grades are based on the quality of work as shown by written tests and laboratory work and projects as indicated in the course syllabus. Evaluation of satisfactory progress for this course is made after each module. The grading system is as follows:

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 70 %	Average
D	1.0	69 – 60 %	Below Average
F	0.0	Below 59 %	Failing

Any student receiving a "D" or an "F" is required to repeat the module and must obtain a grade of "C" or better to remain in the program. After the student has successfully repeated the module as required by this policy, the previously assigned grade of "D" or "F" is not factored into the student's grade point average. Grade point averages are computed by dividing the total number of quality points earned by the total number of modules satisfactorily completed. Only grades of "C" or better are considered satisfactory.

## **Transfer of Credits**

Our institution has not entered into an articulation or transfer agreement with any other colleges or university. Nor does our institution award credit for prior experiential learning.

### *NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INTITUTION:*

The transferability of credits you earn at Dental Assisting Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Dental Assisting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dental Assisting Institute to determine if your certificate will transfer.

### **Academic Probation**

At the end of the scheduled module, a grade is assigned to each student based on the teacher's evaluation of the student's in-class performance and test results. If the student's grade is below 70% the student will be automatically placed on academic probation, and is informed of this fact in writing.

This probationary status is removed when the student repeats the module and receives a grade of "C" (70%) or higher. The student on Academic Probation is allowed only one opportunity to earn the required quality points by receiving a grade of 70% or higher, and may not repeat the program module a second time. If the student's grade point average has not returned to a "C" (70%) or better, the student is dropped from the program.

### **Module Retake Policy:**

The module retake policy is offered to students who have unsuccessfully completed a module and received a failing grade (F). The school reserves the right to extend the time needed to make-up an incomplete grade.

### **Graduation Requirements:**

To be eligible for graduation a student must attain an overall cumulative grade of "C", equivalent to 70% or better and have passed all modules required in the course of study. A Certificate of Completion is awarded to students who fulfill all educational, financial, and administrative requirements of the course. These requirements include the timely submission of financial documentation, clearance from the accounting office that all financial obligations have been met, and all academic projects have been completed. The Certificate of Completion certifies that the student has maintained the required academic average and has demonstrated proficiency in all the modules taken.

### **Leave Of Absence**

Students are entitled to take only one leave of absence during their enrollment period. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence date. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic course. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum course length.

### **Student Conduct Requirements**

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

### **Termination**

Should students find it necessary to discontinue their training, they should arrange to meet with the Director of Students Services and Placement to discuss their situation and submit written notification of their request.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director. Apart from the registration fee of \$75 there are no other administrative costs associated with withdrawal or termination.

### **Automatic dismissal**

A student will automatically be withdrawn from the course for the following reasons:  
Failure to attend school for 2 consecutive class days without notification.  
Failure to return from an approved leave of absence on the scheduled return date  
Failure to achieve satisfactory progress for the same module twice.

### **Appeal**

Suspended or terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

### **Job Placement Assistance**

Dental Assisting Institute offers assistance to unemployed students and for graduates in order to help them to perform the following tasks related to a job search effort. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are:

- ✓ Preparing resumes
- ✓ Identifying job position openings
- ✓ Developing and utilizing a network of professional contacts

Student Services is responsible for maintaining all job referral activities and for locating jobs within the local business community. Student Services will attempt to set up interviews for as many graduates as possible with local businesses and dental offices. It is Director of Student Services and Placement's job to develop and maintain a job network in the area. The exit interview is conducted by Dental Assisting Institute School Director before the student completes while Director of Student Services and Placement documents when the student becomes employed.

### **Guarantee Disclaimer**

Dental Assisting Institute and staff and faculty are committed to assisting graduates to find gainful employment in the dental offices and in the dental profession but cannot, however, guarantee employment to any student, recent graduate, or alumni of the school.

### **Family Right and Privacy Act**

Dental Assisting Institute complies with the confidentiality and students accessibility provision of the Family Right and Privacy Act of 1974 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is strictly protected. Information on students is not available to anyone without:

1. Written request/release from the student
2. A court order, or
3. Other oversight agency's requirements.

However, parents of minors and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student. An appointment should be scheduled with School Director if a file inspection is required. A student may access his/her own records by submitting a written request to the school.

**Drug and Substance Abuse Policy**

Dental Assisting Institute is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic objectives. Our commitment to helping to promote healthy lifestyles for our students and staff has resulted in the creation of a program designed to prevent the abuse of illicit drugs and alcohol. We are concerned for you, as an individual, as well as for the well being of those around you. We strongly encourage you to participate in this program if you or someone close to you is experiencing a problem with substance abuse, or if you simply wish to become better educated regarding the various drugs and the health hazards they pose and the possible legal consequences of participating in drug related activities. Any inquiries regarding this program can be made confidentially through the School Director.



<b>Start Dates for 2017</b>
January 7 <sup>th</sup>
April 8 <sup>th</sup>
July 8 <sup>th</sup>
September 30 <sup>th</sup>

**Class Schedules**

The Course runs for eleven consecutive weeks on Saturdays from the hours of 8:00 a.m. and 5:00 p.m. with an hour for lunch.

- Morning sessions (8:00 to 12:00) are lecture
- Afternoon sessions (1:00 to 5:00) are for clinical, hands on laboratory experience.

Instructors are available by appointment from 5-5:30 pm for tutoring

Eighty-eight clock hours are required for the successful completion of this course.

<b>Program Fees: Dental Assisting</b>			
Application Fee	\$ 250.00	Non refundable	Mandatory
Tuition Fee	\$ 3,370.00	Refundable	Mandatory
STRF	\$ 0.00	Non refundable	Mandatory
Lab Supplies/Dental Kit	\$ 200.00	Non refundable	Mandatory
Books	\$ 675.00	Non refundable	Mandatory
<b>Total Charges</b>	<b>\$ 4,495.00</b>		

<b>The purposes for those charges are as follows:</b>	
Application Fee	To cover the cost of enrollment and registration
Tuition Fee	To cover the cost of tuition
STRF	Student Tuition Recovery Fund
Supplies	To cover the cost of supplies
Books	To cover the cost of the textbook and exercise books

California law requires that institutions collect from each newly enrolled student a "STRF" fee in the amount of \$ 0.00 per thousand dollars of tuition charged. The student is responsible for paying the state assessment amount. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. There are no optional student charges for this program. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student



<b>Program Fees for Additional Courses or Courses Taken as Stand Alone Courses</b>	
8 Hour Infection Control/2 Hour Dental Practice Act	\$440.00
Coronal Polish	\$440.00
Radiation Safety	\$660.00
Pit and Fissure Sealants	\$550.00
RDA Practical Review	\$295.00
Ultrasonic Scaler for the RDA	\$285.00
RDA Written Review	\$275.00
RDA Law & Ethics Review Course	\$225.00



## **Stand Alone Course Descriptions**

### **8 Hour Infection Control/2 Hour Dental Practice Act**

A one day course, approved by the Dental Board of California, teaching Infection Control Standards and review of the California Dental Practice Act

### **Coronal Polish**

A two day course, approved by the Dental Board of California, teaching the clinical principles of coronal polishing as required in order to take the RDA exam.

### **Radiation Safety**

A two day course, approved by the Dental Board of California, including both written and clinical instruction in radiation safety and taking clinical radiographs.

### **Pit and Fissure Sealants**

A two day course, approved by the Dental Board of California, including both written and clinical instruction in placement of sealants. The Dental Board of California requires this course to be taken within 12 months of first renewal of an RDA license.

### **RDA Practical Review**

A one day course with hands on review for the State Board Practical RDA Exam

### **Ultrasonic Scaler for the RDA**

A four hour course, approved by the Dental Board of California with clinical instruction for removal of cement from orthodontic bands. A student must have a Coronal Polishing Certificate and/or be a licensed RDA prior to taking this course.

### **RDA Written Review**

A eight hour course to prepare candidates for the State Board Written RDA Exam

### **RDA Written Review Home Study**

A eight hour course, which the student can complete at home, to prepare candidates for the State Board Written RDA Exam

### **RDA Law & Ethics Review Course**

A one day review for the California Dental Board Written Exam covering Dental Practice Act Law and Ethics

### **RDA Law & Ethics Review Home Study**

A one day review for the California Dental Board Written Exam covering Dental Practice Act Law and Ethics which the student can complete at home

## **Student Tuition Recovery Fund (STRF)**

(a) "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, a California resident, or are enrolled in a residency program, and prepay all of part of tuition by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and is not required to pay the STRF assessment if either the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third-party, such as an employer, government program or other payer, and have no separate agreement to repay the third party.

(b) The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Program Description Dental Assisting**

The program is 88 clock hours long taught over a period of 12 weeks. The program is designed for the novice who has no training in dental procedures. Instruction is provided with lecture in the classroom, demonstrations in the on-site dental office, and hands-on experience in the dental laboratory. The curriculum will give the students the academic and hands-on training necessary to become an integral part of a dental office. At the completion of the program graduate will be qualified to obtain an entry-level position as a dental assistant in a dental office. The occupation to which this program is represented to lead is Dental Assistant DOT 079.361-018.

### Module 1

General Introduction to Dental Terminology Anatomy, Instruments and Equipment

### Module 2

Four Handed Dentistry, Instrument Transfer Isolation Techniques, Assistant Positions, Handpiece Maintenance & Sterilization

### Module 3

Radiology Theory and Practice, Radiation Safety, Darkroom Procedures

### Module 4

Amalgam and Composite Materials and Instrumentation, Tub & Trays

### Module 5

Cements & Liners, Alginate Impressions

### Module 6

Oral Surgery & Periodontics Instruments Materials and Procedures, Sterilization of Instruments

### Module 7

Crown & Bridge Instruments and Materials, Impression Materials, Temporaries, Bites

### Module 8

Endodontic Instruments, Materials and Procedures, Orthodontics Job Interview Techniques

### Module 9

Office Management, Front Desk Operation Appointments, Billing and Insurance, Office Management Software, Tooth Charting Practice

### Module 10

Pediatric Dentistry, Theory and Practice

*Students completing the Saturday Dental Assisting Course will receive an 8 hour infection control certificate, the 2 hour dental practice act certificate, radiation safety certificate and a dental assisting certificate. If you desire to take the R.D.A. exam after completing the Saturday Dental Assisting program, you will additionally need to take a dental board approved course in coronal polish and complete 11-15 months of satisfactory paid work experience as a dental assistant with a dentist licensed in California. More complete information is available regarding R.D.A. regulations on the Dental Board of California website; [www.dbc.ca.gov](http://www.dbc.ca.gov)*

**Student Resources**

Dental Assisting Institute does not provide on-site library resources or services at this time.

**Ownership**

Dental Assisting Institute, Inc. is a corporation whose President is Dr. Marty R. Lipsey.

**Advisory Board Members**

Robert J. Cohen, C.P.A.  
Robert Bleck

**Staff and Faculty Listing**

Marty R. Lipsey, D.D.S, M.S.	President and Chief Academic Officer
Dezerey Thai, D.A.	Student Services
Shelly Mayorga, R.D.A.	Dental Assisting Instructor/Enrollment & Placement Director
Joni Rust, R.D.A.	Dental Assisting Instructor
Bertha Vega, R.D.A.	Dental Assisting Instructor
Stephanie McCabe, R.D.A	Dental Assisting Instructor
Jeannie Swier, R.D.A.	Dental Assisting Instructor

**Complaint Grievance Procedure**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” the difference (s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet site [www.bppe.ca.gov](http://www.bppe.ca.gov).



Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897