



**10 week
Dental
Assisting
Catalog**

Dental Assisting Institute
4326 Park Blvd, Suite I. Pinellas Park, FL 33781
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www.dai-fl.com

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Welcome

Dental Assisting Institute would like to welcome you to the Entry Level Dental Assistant Program. We offer a program designed to give you the basic foundational knowledge and dental assisting skills to start you into your new career.

We have designed this program from the perspective of the dentist and experienced dental assistants who work in an actual dental office on a daily basis. We will give you exposure to a wide range of techniques, materials and dental knowledge; we will focus on the vital skills that a dental assistant will use in everyday practice.

Entry Level Dental Assistant job opportunities are available in every state. While we cannot guarantee job placement, the dental profession is currently a field that is in high demand.

Purpose

Our primary purpose is to provide an education while recognizing and respecting the dignity of each individual student. We are committed to contributing to the oral health needs of the community by providing high quality care in a cost efficient manner.

The Entry Level Dental Assisting program strives to provide a variety of quality academic, laboratory, preclinical and clinical learning experiences that prepares students to assume the role of a dental assistant in a variety of practice settings. Students, while having the responsibility for their own learning, are provided with an environment for effective learning by the faculty. The faculty encourages students to attain their professional goals while realizing their individual potential as learners and beginning professionals.

What is an Entry Level Dental Assistant?

Job Description

The Entry Level Dental Assistant is the liaison between the dentist and the patient. He/she maintains communication with the dentist, patient, and the front office staff to ensure that the patient received satisfactory service and treatment. The Entry Level Dental Assistant assists the dentist chairside during treatment procedures, performing all assisting duties.

Desired Personality Traits

A people person and team player who possess great chairside side manners. An individual who will work well under pressure, respects and follows the hierarchy of command and will respect and follow policies and procedures. An individual who strives to advance in this chosen profession.

Key Responsibilities

- Assist the dentist at the chair while he/she is engaged in any treatment of patients
- Must anticipate dentist's needs and be prepared for next steps
- Ensure all OSHA policies and procedures are properly followed
- Maintain proper patient treatment records
- Give pre and post operative instructions – within the limits designated by the dentist
- Provide oral hygiene instructions to the patient
- Turn on all units, switches, and water before patient sits down
- Stocks supplies in operatories, restrooms, lab, etc. as needed
- Informs floor supervisor when supplies need to be re-ordered, broken or malfunctioning equipment • Performs all duties of a sterilizer when deemed necessary

Legal Status

Dental Assisting Institute is a private coeducational school registered as a closely held Florida corporation with the State of Florida, Secretary of State. The President and Administrator is Wendy Paquette. The name of the corporation is Dental Assisting Institute, Inc. The school assumes full responsibility for any agreement reached between the student and the school.

Philosophy

The philosophy of Dental Assisting Institute, is based on the belief that people can be trained in a relatively short period of time if performing the duties on a regular basis in preparation for an entry-level dental assisting position. We believe that our hands-on program will successfully prepare any motivated individual to secure their first entry level dental assisting job. It is our intent to equip each student with the knowledge and technical proficiency necessary to allow them to immediately enter the entry level dental assisting workplace upon graduation. We also feel that our many years of dental experience not only qualifies us to teach these skills, but also gives us the opportunity to pass on what we have learned along the way. We feel a practicing dental office is the perfect setting for students to maximize their time and experience.

General Information

Location

Dental Assisting Institute is located in Pinellas Park, Florida. We are just a few blocks west of US Highway 19 North on Park Blvd. Our school is physical address is 4326 Park Blvd., Suite I, Pinellas Park, FL 33781. The office telephone number is (727) 547-4899; email address is info@dai-fl.com and website address is www.dai-fl.com.

Program Information

Since 2000, Dental Assisting Institute has designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting. This program will allow people to access the job market quickly without incurring high tuition costs and a loss of time away from their current profession.

Our program runs for 10 consecutive weeks, 8 hours a week and an office observation of 40 hours, where you will see and use your newly learned skills. The class is a combination of lecture and clinical practice, with actual hands-on training in a fully operating dental office.

After successful completion of the 10 week program and the 40 hour office observation each student will be awarded a Certificate of Completion.

Dress Code for the program is medical/dental scrub uniforms (any color), clean shoes, hair pulled away from your face and off the neck, no big bulky jewelry, and clean trimmed nails. While in class the student will act and look professional to prepare the student for work in the actual dental office setting.

Licensure

Dental Assisting Institute is certified by the Florida Board of Dentistry since 2001.

Procedure to Review Licenses and/or Approvals

Students and prospective students may review and/or copy licenses or approvals, relating to Dental Assisting Institute, upon request to the school director, Monday through Friday, from 8:30 am – 4:30pm (except holidays).

Facilities and Equipment

Dental Assisting Institute has a new state of the art facility with three new dental chairs and related dental equipment, dexis digital xrays and dentrix dental management software. DAI has a separate classroom area with a big screen television, oversized white board and business office with two restrooms. The equipment includes but is not limited to, one autoclave sterilization unit, one ultrasonic cleaner, one cold sterile baths, three periapical x-ray machines, and one curing light. There are multiple mixing bowls and mixing spatulas, various impression materials and cements, and dozens of dental instruments and dental hand pieces (drills). There is an up to date OSHA compliance program already in place with a full listing of Material Data Safety Sheets (MSDS) on every material used in the office.

School Hours

Administrative hours are from Monday through Friday 9:00am – 5:00pm (except holidays).
Class hours 8:30am-3:30pm. Breaks will be given at the discretion of the instructor.

School Holidays

The school observed holidays will be Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, and New Years Day. The instructor will notify each student of any other holiday or closure days not listed.

Class Enrollment

The enrollment period is open until the start of the first scheduled class. We encourage students to come to the school and look at the facilities and speak with the school director prior to the first day of class.

Training Aids

Instructors will use teaching manuals, appropriate flip charts, diagrams, handouts, audiovisual equipment (TV and Computers), and all the dental models, equipment and supplies necessary for operator and laboratory training.

Faculty and Staff

Tiffany Harlacher, EFDA, DANB
Erika Vahterainen, EFDA,CDA, LPN
Kim Maeder, EFDA

Clinical Instructor
Clinical Instructor
Clinical Instructor

Becky Bedillion, EFDA
Savannah Bedillion, BS
Wendy Paquette, EFDA, LPN, BS

Director, Instructor
Enrollment Director
Curriculum Educator

Student Conduct

Students must adhere to the highest standards of conduct, which will reflect credit upon themselves and the school. Students must conduct themselves in a manner that will not in any way interfere with the learning process of their fellow classmates, the instructors' classroom lectures, or the progress of the class in general. The administration of the school reserves the right, in its sole judgment, to dismiss a student on any of the following grounds:

1. Non-conformity with the rules and regulations of the school.
2. Conduct which reflects unfavorably upon the school and/or its students.
3. Unsatisfactory academic progress.
4. Unsatisfactory attendance.
5. Non-payment of academic costs.
6. Cheating, based on the unauthorized written, visual, or oral assistance, including that obtained from another student, whether from the current session or previous sessions. The unauthorized possession or use of examination or program-related material may also constitute cheating.
7. Falsifying school records.
8. Demonstrating poor judgment or inability to function properly which could put student safety in jeopardy.
9. Entering the school under the influence of alcohol, drugs, or narcotics of any kind.
10. Carrying a concealed or potentially dangerous weapon.
11. Willful neglect, damage or abuse of school property.

Admissions

Admission Requirements

Any person who has attained a high school diploma or G.E.D. High School Equivalency Certificate is eligible to attend Dental Assisting Institute, subject to a personal interview. There is no entrance exam but all applicants must exhibit a proper willingness and enthusiasm to learn the art of dental assisting. A high school senior may take our program on the condition that he/she has an overall grade point average of 3.0, and parental permission.

Special Requirements

There are no special requirements or limitations, such as physical capabilities.

Admission Procedures

Admissions to Dental Assisting Institute are conducted throughout the year. Those applicants who apply during the program of class training will be given first consideration to be enrolled in the next program. New programs start approximately every 12 weeks.

Dental Assisting Institute prefers a personal interview with each applicant prior to acceptance, and encourages the parent, spouse, or other family member to attend the interview. During this interview the appropriate registration forms will be completed, a high school diploma or GED certificate will be collected and a deposit to hold your spot in the class will be required.

Admission representatives are available Monday through Friday, from 9am – 5pm (except holidays).

Statement of Non-Discrimination

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

Financial Aid/Assistance

Currently, Dental Assisting Institute does not offer any financial aid. However, Dental Assisting Institute will accept a student's tuition payment spread out over the length of the program, subject to the terms in the program cost section. Care credit financing is available for interest free loans up to 6 months for those who qualify. Those students interested in this program may apply online at www.carecredit.com. Detailed instructions are on our school website.

Diploma/Transcripts

There is no charge for the original copy of your diploma; however, additional copies of a student's diploma will cost \$10.00. Official transcripts of the students' records are issued upon receipt of a

written signed request from the student. The first copy is provided at no cost. There is a \$10.00 per copy for each subsequent transcript request.

Enclose a check or money order made payable to Dental Assisting Institute with each transcript request. Cash payments can be accepted only at the Schools office during regular business hours. Mail written requests for transcripts to: Dental Assisting Institute, Attention: Records, 4326 Park Blvd Suite I, Pinellas Park, FL 33781 or email info@dai-fl.com. Transcripts cannot be released if the student is on hold due to a financial obligation to the school.

Transfer of Credits

Dental Assisting Institute does not accept transfer credits from other Dental Assisting Programs due to the specialized nature of our program. Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Academic Standards

Grading

Students will have 4 tests throughout the 10 week program. Each test will be made up of a written and practical portion. Students must pass each of the four tests with a 75% or better to continue with the next module. If the student falls below the 75 % passing score on any of the tests, the student will be required to do remediation of that section and schedule an appointment with the school director for a retest at another time other than scheduled class. Each student will be allowed to retake each section of the test only one time. If you do not pass the test on the second attempt you will be dismissed from the program.

Graduation Requirements

A Certificate of Completion will be awarded to those students that have maintained a score of 75% or better on all tests. In addition to passing all tests with a score of 75% or higher, the student must have had satisfactory attendance and satisfied all of their financial obligations with the school at the time of graduation.

Satisfactory Progress

Satisfactory progress will be determined by the required score on all tests, completion of all assigned homework, attendance, and successful participation in each of the clinical modules. If the student falls below 75% on any test, is not completing homework, not participating in clinical modules, or failing to meet the attendance guidelines, they will be placed on academic probation as defined below.

Academic Probation

The academic probation consists of a student failing to meet the minimal grade allowed on tests, failing behind on financial obligations to the school or excessive absences or tardiness. A student on academic probation for falling below a minimum score of 75% on a test will be allowed to retake after remediation of that section but before the following scheduled class. The student must schedule an appointment with the school director for a retest at a time other than the scheduled class time. Each student will be

allowed to retake each section of the test only one time. If the student fails the test on the second attempt they will be terminated from the program. Once the student has improved their progress in the class the instructor will remove the student from probation. A student that is terminated from the program for unsatisfactory progress may apply for re-admission to the program during the next enrollment period.

Attendance and Tardiness Policy

Students are expected to attend every class and to be on time for all classes. Tardiness/Leaving early can disrupt classmates and instructors. Students who arrive more than 15 minutes late to class will be considered tardy. Two times tardy will be counted as an absence. Leaving early more than 2-3 hours equals an absence. A student that has the equivalent of two absences more than twice will be placed on probation and any further will result in termination from the program.

Since the entire program is only 10 weeks in length it is very important to attend all classes. Just one missed class can result in falling seriously behind in program work. The school has no provision for absences, as there are no make-up days for missed classes. More than two absences will result in termination from the program with no refund. If a test day is missed, it is the student's responsibility to schedule a time to retake the test with the school director. If a test is missed it must be retaken before the next scheduled class date, but may not be taken during a scheduled class.

A student terminated from the program due to unsatisfactory attendance may apply for re-admittance to the program during the next enrollment period.

If you are going to miss a class or are going to be late you are required to call the instructor. The office has an answering machine on which you can leave a message no matter what time of day. Each student is required to attend all four hours of each class unless otherwise cleared by the instructor.

Termination and Re-Admittance

A student may be placed on attendance or academic probation or terminated due to:

- Unsatisfactory progress
- Unsatisfactory attendance
- Nonpayment of program fees
- Failure to follow rules and regulations set by the school

If a student is terminated from the program for any of the above mentioned reasons, the student may be readmitted to the next scheduled class with approval of the school director, under the following conditions:

1. The problem which caused the dismissal must be satisfactorily resolved.
2. The student must demonstrate the potential to succeed.
3. The student has paid all financial obligations to the school.

Class Size

The program accepts a maximum of 10 students per class. The student/teacher ratio will be a maximum of 10 students per instructor for lecture class and 6 students per instructor for lab classes.

Appeals

A student can appeal an unsatisfactory grade and/or attendance classification to the School Administrator by explaining in writing any extraordinary circumstances relevant to the situation. The School Administrator will evaluate the circumstances presented by the student and the student's program record will reflect the results of the appeal. The student's status will be revised to the extent the appeal is successful.

Student Services

Placement

The school will assist students with employment to the best of its ability, but cannot guarantee employment. A Certificate of Completion will be issued to students that successfully complete the program and satisfy all the School Program Requirements. Students may be assisted with placement and may be given names and addresses of any potential employers.

Advising

The staff and faculty of the school are always available to assist students questions related to the school and curriculum and the dental profession.

Grievance Policy

From time to time, differences in the interpretation of school policies will arise among students, faculty and/or the administration. When such differences arise, a miscommunication or misunderstanding is usually a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individuals involved. If the problem cannot be resolved in this manner the School Director should be contacted. Normally, this informal procedure of discussing the difference will resolve the problem. However, occasionally, more formal (written) procedures are required.

When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to the School Administrator. The School Administrator will then review the grievance, meet with all parties involved, and will notify all parties of the decision, in writing, within seven business days.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for

parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Cancellation/Termination and Refund Policy

Should a student's enrollment be cancelled or terminated for any reason, all refunds will be made according to the following refund schedule:

1. Termination or cancellation of enrollment can occur by email or in person or by U.S. Postal Service Certified Mail to the School Administrator at the school's administration office address.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels his/her enrollment within five (5) business days (excluding Saturdays, Sundays and legal holidays), after making initial enrollment deposit or full payment.
3. Cancellation or termination after the fifth (5th) business day after enrollment, (excluding Saturdays, Sundays and legal holidays), but before the first class, will result in a refund of all monies paid, with the exception of the \$150.00 registration fee.
4. Cancellation or termination after the date of the first day of the 10 week program, but prior to 40% completion of the program, will result in a prorated refund if paid in full. Computed on the percentage of hours completed compared to the total program hours.
5. Cancellation or termination after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation of refund of monies if paid in full unless earlier written notice of cancellation is received by the school.
7. Refunds will be made within thirty (30) days of the date of termination of student's enrollment or the date of receipt of cancellation notice from student. All credit card charges will include the credit card 3% fee.
8. A student's enrollment can be terminated at the discretion of the governing board of the Institution for unsatisfactory academic progress, non-payment of academic costs, or failure to comply with the rules and policies established by the Institution as outlined in the Catalog and Enrollment Agreement.

Entry Level Dental Assisting

Program Information

10 week program

Program Objective/Purpose

To prepare a professional self-starter for an entry level position in the dental field by providing each student with the knowledge and technical proficiency necessary to allow them to immediately enter the dental assisting workplace after graduation.

Our primary purpose is to provide the highest quality education while recognizing and respecting the dignity of each individual student. We are committed to contributing to the oral health needs of the community by providing high quality care in a cost efficient manner.

The Entry Level Dental Assisting program strives to provide a variety of quality academic, laboratory, pre-clinical and clinical learning experiences that prepare students to assume the role of a dental assistant in a variety of practice settings. Students, while having the responsibility for their own learning, are provided with an environment for effective learning by the faculty. The faculty encourages students to attain their professional goals while realizing their individual potential as learners and beginning professionals.

Admissions

Any person who has attained a high school diploma or G.E.D. High School Equivalency Certificate is eligible to attend Dental Assisting Institute, subject to a personal interview. There is no entrance exam but all applicants must exhibit a proper willingness and enthusiasm to learn the art of dental assisting.

A high school senior may take our program conditioned on an overall grade point average of 3.0 and written parental authorization for student to participate in the program.

Admissions to Dental Assisting Institute are conducted throughout the year. Due to the fast pace of the program, the school does not admit students after the beginning of the 10 week session. However, those applicants who apply during any 10 week session will be given first consideration to be enrolled in the next scheduled session. New sessions start approximately every 12 weeks.

There are no special requirements or limitations, such as physical capabilities, in order to attend classes.

Attendance Policy

Students are expected to attend and be on time for all classes, tardiness is unacceptable. A missed class will have no chance to be made up and it will be the responsibility of the student to follow the program curriculum and keep up to date with the program material.

Program Cost

The classes are limited to 10 students. As a result, tuition deposit is due and payable in advance of the start of the school session in order to hold your spot. However, students may elect to arrange for other payment options as described below. The cost for the Entry Level Dental Assisting Program is \$2795.

The total program cost may be paid by using any of the following payment methods:

1. Payment in full by cash, check or credit card on or before the first day of the session.

The following supplies are furnished by the school at no additional cost:

1. All dental materials and equipment required for class.
2. Certificate of Completion.

Program Description

The Entry Level Dental Assisting Program runs for 10 consecutive weeks and includes educational theory; technical training with a large portion of the program being actual hands-on training in an actual dental office. After the 10 week training program, each student will be required to do a 40 hour practicum in a local dental office. After completing the program, passing all clinical and written examinations with a score of 75% or better, and payment in full has been collected, each student will receive a Certificate of Completion. Each student will be required to progress through all 20 classroom presentations/modules as presented. Each module must be successfully completed before moving on to the next module. Upon completion of the program and in order to receive their Florida Dental Assisting Certifications each student will be required to complete a mandatory three months (no less 200 hours) on-the-job training in a dental office, either as an externship or entry level dental assisting position. Once the mandatory three months (no less 200 hours) have been completed and the dentist has signed a verification form, the student will be granted his/her Expanded Functions Dental Assistant Certification and Dental Radiography Certification.

Program Length

<u>Credential Issued</u>	<u>Program Completion Time</u>	<u>Program Length</u>
Certificate of Completion	Ten (10) Weeks	120 Clock Hours

Total Contact Hours		Program Cost	
Lecture Hours	20	Tuition	\$2645.00
Lab Hours	60	Registration Fee	\$150.00
Practicum	40	Certifications	<u>\$0.00</u>
Total contact hours	120	Total Program Cost	\$2795.00

One clock hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks.

Student is responsible for purchasing a black medical scrub uniform, lab coat, and a current copy of Modern Dental Assisting book and the Student Workbook. Uniforms can be purchased at Amazon, Walmart or at any Uniform Store. Book/Workbook may be purchased in the Dental Assisting Institute's administrative office for an additional charge of \$180 and \$15 Personal Protective Equipment (PPE).

Dental Assisting Clinical Practicum

Clock Hours: 40 Hours

40 hours spent in a working dental office, observing the tasks learned in the program. Practicums can begin during the 5th week of the program.

AFTER COMPLETION OF THE PROGRAM, mandatory three months and 200 hours of on the job training (as an internship or an entry level dental assistant) must be completed in order to receive the Florida Dental Assisting Certifications: Expanded Functions Dental Assistant Certification and Dental Radiography Certification (included in the cost of the program).

Students are required to find a dental office on their own for completion of the mandatory of three months and 200 hours externship