



ACCELERATED
DENTAL ASSISTING
ACADEMY

School Catalog

2020

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Location of Course:

911 N Henrietta St
Effingham IL 62401

Accelerated Dental Assisting Academy
1.844.727.3755
www.adaa.us

Administrative Office:

133 Aspen Square, Suite H
Denham Springs, LA 70726

Mailing Address:

PO Box 1120

Denham Springs, LA 70727

Table of Contents

Location Addresses, Phone Number, and Website	2
Institutional Philosophy and Commitment Statement	4
School Administrative Officials	4
School Licensure Statement	4
Recruiting Policy	5
Campus Information, Security, and Housing	5
Entrance/Admission Requirements	5
Academic Calendar, Holidays, Class Hours	5-6
Program of Study – Course Outline	6
Program Objectives	7
Grading System and Observation/Participation Day Requirements	8-9
Tardy/Absence/ Missed Exam Policy	10
Tuition and School	10
Registration Period	11
Early Bird Registration to Final Registration	11
Payment Options	11-12
Scholarships	12
Dress Code	12
First Day Items	12
Drug Policy	12
Code of Conduct	13
Student MyAccount/Student Records	13-14
Counseling Services	14
Student Grievances	14
Termination and Withdrawal Policy	14-15
Prior Credit/Transfer	15
Requirements for Graduation and Award	15-16
Job Placement Assistance	16
Licensing Requirements for Job	16
Refunds and Cancellations	17

Institutional Philosophy and Commitment Statement

PHILOSOPHY:

To give our students an opportunity to discover their life's career path, and to create passionate and qualified future employees by developing each student's knowledge, workplace performance skills, and by exploring their talents. We aim to assist each student in discovering his/her place in the dental field by preparing the student to use his/her expertise to obtain a dental assisting job.

COMMITMENT:

People are valuable. Building relationships is expected. Maintaining credibility is our obligation. Serving others is our pleasure. Creating opportunity is our niche'. Crafting professionals is our passion.

School Administration Officials

Owner: Dr. Jarrad Bencaz, D.D.S. BS Degree in Microbiology, LSU, Baton Rouge, 2001.
Doctor of Dental Surgery degree, LSU School of Dentistry, 2005.
President/CEO: David Roux BA Degree in Kinesiology, Louisiana College, Pineville, 2009.

Regional Dean/Manager:	Emily Jenks
Regional Dean/Manager:	Lexi Laroux
Admissions Representative:	Shawndee Lee
Admissions Representative:	Carley Parrish
Admissions Representative:	Rebecca Moore
Financial Officer:	Linsay Risher
Financial Officer:	Misty Ballard
Licensing Coordinator:	Angie LeBlanc

School Licensure Statement

Accelerated Dental Assisting Academy, LLC, is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education, 1 N Old State Capitol Plaza, Suite 333, Springfield IL 62701, 217-782-2551, or www.ibhe.org. Accelerated Dental Assisting Academy is not accredited through the Department of Education.

Recruiting Policy

Accelerated Dental Assisting Academy (ADAA) is committed to a policy of nondiscrimination. ADAA does not discriminate in its educational program against qualified individuals on the basis of race, creed, color, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran or military status, or disability: physical, mental, emotional or learning disability (including use of a service animal by the person with a disability), handicap or any other factor provided for by the state and federal laws and regulations.

A student with a disability requesting a reasonable accommodation must notify the school as soon as possible in the enrollment process so that ADAA has adequate time to provide the reasonable accommodation.

Campus Information, Housing, and Security Policy

The school is held in an up to date dental office facility with a reception area that is converted to a classroom setting, operatories, and x-ray rooms where instructors have access to equipment for hands-on learning for students. Both male and female lavatories are available. There is parking in a well-lit parking lot. The facility is an ADA accessible facility, and reasonable accommodation will be provided at the request of the student. Maximum class size is 15 and student/teacher ratio is 15:1. The school will not supply lockers or a place to store valuable possessions. Students may choose to either leave their purses, wallets, or any other possession at home, in their vehicle or in class at their own risk. No firearms are allowed on the school campus at any time. Residential housing is not available.

Entrance/Admission Requirements

Students will apply online at www.adaa.us . Students will work with an Admissions Representative to ensure they meet the minimum entrance requirements. ADAA will not grant any credit for previous education, training, and/or work experience. The following requirements are necessary to enroll in the dental assisting course offered by Accelerated Dental Assisting Academy:

1. Person must be 17 years of age or older and have graduated high school or equivalent.
2. Person must present one of the following:
 - a) Copy of General Educational Development (GED)
 - b) Copy of High School Diploma

Academic Calendar

2020 Course Dates

Fall – October 3-December 12

Class Hours and Holiday Observance

CLASSES ARE HELD ON SATURDAYS

Lecture hours: 8:00am – 12:00 noon

Lunch: 12:00 noon – 1:00pm

Clinical/Lecture Hours: 1:00pm – 5:00pm

Students will have a 10-15 minute break every hour and half of lecture time.

Due to the short term of the course, all holidays may not be observed. However, the holidays that will be observed will be Good Friday, Easter, Christmas, Independence Day

Program of Study – Course Outline

Program of Study – Dental Assisting

92 Clock Hours

Title	Course Name	Lecture Hours	Lab Hours	Clinic Hours	Total Hours
DA101	Introduction to Dental Assisting and Sterilization BLS/CPR	4		4	8
DA102	Introduction to Radiology	4		4	8
DA103	Impressions	4		4	8
DA104	Four-handed Dentistry and Filling, X-Ray Quiz	4	2	2	8
DA105	Mid Term Exam, Crown and Bridge	4	2	2	8
DA106	Endodontics, Orthodontics, Periodontics, Pedodontics	4		4	8
DA107	Oral Surgery Implants, Partials and Dentures	4		4	8
DA108	Seating a Patient and Charting	4		4	8
DA109	Office Management, OSHA, and State Guidelines	8			8
DA110	Final Written and Practical Exam	4		4	8
Observation	Observation Day			4	4
Participation	Participation Day			8	8
Total Hours		44	4	44	92

Objectives of each Course

10-week program consisting of 92 clock hours

Day	Course Name	Description
1	Introduction to Dental Assisting and Sterilization BLS/CPR	General introduction to dental terminology, equipment, sterilization procedures, and handpiece maintenance. BLS/CPR certifications will be issued by the American Heart Association.
2	Intro to Radiology	Radiology and practice of intraoral & extraoral x-ray techniques, x-ray safety and darkroom/digital procedures.
3	Impressions	Alginate impressions, model pouring and trimming.
4	Four-handed Dentistry & Fillings	X-RAY EXAM. Four-handed dentistry, instrument transfer, isolation techniques, suctioning (HVE), local anesthesia, patient positioning, amalgam & composite materials, instruments, mixing, curing, tubs & trays, cements and liners.
5	Mid Term Exam Crown and Bridge	MID-TERM EXAM. Crown and bridge instruments and materials, making temporary restorations, and bite registration.
6	Endodontics, Orthodontics, Periodontics, Pedodontics	Endodontics, Orthodontics, Periodontics and Pedodontics
7	Oral Surgery, Implants, Partial and Dentures	Oral surgery, Implant, Partial, and Dentures
8	Seating a Patient and Charting	Seating a patient with correct verbiage and Charting existing and needed dental work
9	Office Management, OSHA and State Guidelines	Office Management, front desk operation, appointments, billing dental insurance, office management software, OSHA regulations as it applies to dental assisting. Dental assisting state guidelines.
10	Final Written and Practical Exam	FINAL EXAM AND PRACTICAL EXAM, final written exam, x-ray practical, and practical clinical exam. We will also go over job interview skills and how to develop a Resume.
	Observation Day	Shadowing of a practicing dental assistant for one four (4) hour day scheduled between 1 st and 3 rd classes
	Participation Day	One eight (8) hour day of performing tasks as a dental assistant in the dental office

Observation/Participation Days

Requirements:

Observation days are extremely valuable in the development of making students job ready in ten (10) weeks. Each student must shadow a practicing dental assistant (instructor) for one (1), four (4) hour day to experience what an actual day as a dental assistant is like. These observation days will be scheduled between the 1st – 3rd classes. Students will also be required to complete one (1), eight (8) hour participation day to ensure the students ability to perform practical dental assisting skills. These participation days will be scheduled between the 5th – 10th classes.

Policy:

Observation and Participation Days are graded. The Observation Day is a four-hour week-day session and is worth 15 points. The Participation Day is an eight-hour week-day session and is worth 40 points. If the student is unable to attend, the student must contact the ADAA Regional Manager and provide written documentation. (ex.: letter from employer). Observation and Participation Days must be completed prior to the final day of class and must be scheduled with instructor during designated time slots. During these days, the student must complete all tasks on the Observation/Participation Day Forms and submit all necessary documents to the instructor for grading. Students are expected to follow office policies when attending these days. (ex.: dress code, cell phone policies, etc.)

Scheduling:

Observation and Participation Days must be scheduled in accordance with ADAA provided scheduling form presented by the instructor on the first day of class. If the student is unable to attend his/her scheduled time, he/she must contact his/her instructor at least 24 hours prior to scheduled time to reschedule. The student must call the office to cancel/reschedule and may only reschedule one time. In case of an emergency and not within the 24-hour notice period, student must contact the instructor and provide written documentation at the following class. If a student is a “no show”, they will automatically receive a zero for their grade.

Grading System

	Homework	X-ray Quiz	Midterm Exam	Final Exam	Practical Exam	Identification Exam	Observation Day	Participation Day	Total pts. scored/ Total pts possible	Final Grade
	45	50	100	100	50	50	15	40	450	1-100%

ABSENT

Number of classes missed or fractions thereof. If more than 3 the student fails automatically. Each portion of the class (lecture or clinic) equals .5 days missed.

QUIZ

Students are given an x-ray quiz following the class covering x-ray identification and the standard tooth identification numbering system (50 pts).

MID-TERM EXAM

50 questions (possible 100 pts. total).

FINAL EXAM

50 questions (possible 100 pts total).

FINAL PRACTICAL	Hands on section of the test where the student has to transfer with you, show you how to take an x-ray on FRED and how to suction for a tooth that you call out (Possible 50 pts. total).
FINAL IDENTIFICATION	Five station practical examination consisting of x-ray identification, instrument identification and dental materials identification. (Possible 50 pts. total).
OBSERVATION DAY	15 points.
PARTICIPATION DAY	40 points.
HOMEWORK:	45 points.
CPR/BLS:	Certification testing will be administered by American Heart Association or Red Cross
ASSESSMENT METHODOLOGY	Test material is administered by the Instructors on site. The tests have been developed by our curriculum team to ensure it is free from information that is offensive, and our Regional Deans monitor test practices with instructors to ensure test material is secure and administered properly.
GRADE (1-100%)	The final grade, on a scale of 1 to 100%, based on the performances in the x-ray quiz, midterm, final and practical exam.
Graduation credential	Upon satisfactory completion of the program, the student will be awarded a Certificate of Completion.

MINIMUM PASSING SCORE: 70%

MINIMUM PASSING ATTENDANCE: 70%

Tardiness and Absences

Tardiness:

Instructors take roll at the beginning of each class lecture and clinic. Students arriving to class more than five (5) minutes late are considered tardy. After a student accumulates three (3) tardies, they will receive one (1) absence.

Absences:

It is highly recommended that the student not be absent for any of the classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan on attending all classes. If a student misses more than three (3) classes, the student will be terminated from the course. Refer to refund policy to determine if a refund applies.

Missed Class/Student Makeup Work

Policy:

The student is responsible for inquiring, completing, and turning in all coursework missed during time of absence.

Instructions for Makeup Work:

Before returning to class, the student is to review the missed material in their Student MyAccount, which contains all lecture and homework information. The student can also listen to corresponding videos located on his/her MyAccount portal.

Exams:

If a student misses an exam, the student must abide by the following:

- The student must coordinate a time with their instructor during the week. The student must be able to schedule a time that is convenient for the instructor. Instructor can use their discretion to decide if the student will make up the exam during the week or in the next class day.
- If the student and instructor are unable to schedule a make-up exam appointment during the week, the student must take the exam at the following class. The student will take the written portion at the beginning of lecture and practical portions during lunch.
- If the exam is not made up by the end of the class day immediately following the day of exam, the student will receive a zero for that exam.
- The student is responsible for scheduling a make-up appointment with their instructor. They must do this by contacting the office and speaking with an instructor.

Tuition and School Information

The tuition for the DENTAL ASSISTING course is \$3,259.00 with payment options as low as \$2,659.00. The tuition covers all costs for the course, including the \$100.00 registration fee, \$60 BLS/CPR class fee, and \$225.00 book fee (which includes textbook rental, digital handbook, and digital workbook). The course will run ten (10) consecutive weeks, eight (8) classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training consisting of four (4) hours of observation and eight (8) hours of participation. The full course totals ninety-two (92) clock hours. Each course is held inside a practicing dental office, and students will be using hands-on learning with dental office equipment. Each course will have a maximum of 15 students. **IF a student would like a printed version of the curriculum, the cost will be \$103.50. The student will need to contact the Financial Department to pay this fee and arrange for the curriculum to be shipped to the student.**

The tuition fee includes:

Digital Student Handbook: "Accelerated Dental Assisting Handbook", Mishaux Ramirez, RDH

Digital Student Workbook: "Accelerated Dental Assisting Workbook"

Textbook Rental: "Modern Dental Assisting", Torres & Ehrlich; 11th.Ed (2014); Elsevier Publishing.

All training and visual aids, materials and dental supplies used throughout the course.

All training is done by dental professionals in a practicing dental office, not a classroom.

Job Interview preparation and coaching.

Radiography training and certificate.

Use of all dental equipment and instrumentation with actual "hands on" training during the course of study.

Training in ALL aspects of general dental assisting, including dental specialties.

Registration Period Summary

Early Bird Registration:	\$2,659	Enroll 10 weeks prior to course start date
Basic Registration:	\$2,859	Enroll 3-9 weeks prior to course start date
Final Registration:	\$3,259	Enroll 1-2 weeks prior to course start date

Early Bird Registration:

Total Amount:	\$2,659
Tuition Includes:	Tuition (\$2,274), enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60) and all lab expenses and learning materials.
Enrollment Period:	10 or more weeks prior to course start date.
Enrollment Benefits:	<ol style="list-style-type: none"> 1. Tuition is more affordable. 2. Extremely flexible custom payment plan options 3. Ensure a seat in the course. (Only 15 seats available per course) 4. Able to begin participation in Career Service Program.

Basic Registration:

Total Amount:	\$2,859
Tuition Includes:	Tuition (\$2,474), enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60) and all lab expenses and learning materials.
Enrollment Period:	3-9 weeks prior to course start date.

Final Registration:

Total Amount:	\$3,259
Tuition Includes:	Tuition (\$2,874), enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60) and all lab expenses and learning materials.
Enrollment Period:	1-2 weeks prior to course start date.

Payment Options

Paid in Full

Total tuition payment due at time of registration.

Custom Payment Plan

Accelerated Dental Assisting Academy can design a custom payment plan specific to each student's financial needs. A \$200 deposit is required at the time of enrollment. The \$200 deposit is deducted from the total tuition cost and this will reserve your seat

in the course. This payment option is designed to be interest-free and have the cost of the program paid in full by the last day of class. Payment plans can be scheduled weekly, bi-weekly, or monthly to ensure your payment plan meets your financial needs.

ADAA Student Loan

This loan is funded by Accelerated Dental. It gives students an opportunity to extend their payments up to 12 months. This option does have interest. This loan would need to be satisfied regardless of success or lack of success at the academy.

Meritize Loan

Meritize is a third party lending institution specializing in educational loans. This loan gives students an opportunity to extend payments up to 3-5 years. This loan requires a hard credit check and does charge interest. This loan would need to be satisfied regardless of success or lack of success at the academy.

Tuition charges/receipts:

All payments will be automatically charged to the card given at Registration. A confirmation receipt will be sent to the student’s Email per transaction.

Scholarships

There are no scholarship opportunities available for students.

Dress Code

Students are required to wear black scrubs, black lab coat or scrub jacket, and closed toe shoes. Black scrubs and lab coats are also mandatory for observation and participation days in the dental office. These items will not be purchased by Accelerated Dental Assisting Academy. Each student is responsible for the purchase of these items.

First Day Items

Students are to bring the following items to class on the morning of the first day:

1. A copy of your high school diploma or GED (if unable to upload to student “MyAccount” prior to course start date).
2. Supplies:
 - Materials for taking notes (notepad, pen, pencil, highlighter)
3. Charged Laptop. (If a student needs to borrow one from ADAA, please call 844-727-3755 before the first day of class.)

The students will be given and/or given access to the following items on the morning of the first day of class:

1. Textbook: “Modern Dental Assisting”
2. Digital Student Handbook: “Accelerated Dental Assisting Handbook”
3. Digital Student Workbook: “Accelerated Dental Assisting Workbook”
4. Optional charged laptop (used during class). *If a student borrows a laptop from Accelerated Dental, then the student is responsible for that laptop. This laptop shall stay in the classroom at ALL times. In

the event the laptop is damaged or missing the student will be charged \$200 to the card Accelerated Dental has on file.

Drug and Alcohol Policy

Accelerated Dental Assisting Academy is a drug/alcohol free Academy. The consumption, possession, and/or distribution of alcohol and other drugs are prohibited on school campus. Also, being under the influence of alcohol or other drugs on school campus is prohibited. Any student who is found to have violated the Academy's alcohol and drug policy will be terminated and not allowed to return to the Academy.

Code of Conduct

General Standards:

- Be honest and unbiased when serving patients.
- Exhibit competence and respect for the profession.
- Strive to gain personal knowledge and skills required by the profession.
- Respect the authority, experience, and relationships with fellow students, faculty, staff, patients and the doctors.
- Honor all office policies as required by fellow faculty, staff, and of the doctor's office.

Responsibilities to Patients:

- Provide all patients with the highest quality of care in a timely and professional manner.
- Demonstrate respect, fairness, and quality to all patients in all situations.
- Maintain confidentiality of all patient information, in strict accordance with all laws and regulations. (HIPAA)
- Maintain a professional attitude and extend the utmost respect while serving all patients.

Responsibilities to Public:

- Student will not misrepresent his/her level of education, ability or skills in any misleading manner.
- Substance abuse and/or working under the influence of any mind-altering substance is strictly prohibited.
- Student shall act in a professional manner at all times.
- Student shall practice good hygiene standards due to close proximity of workspace.

Other Responsibilities:

- Cell phones shall be stored in a book bag, purse or left in a vehicle during all school activities to include lecture, clinical, observation and participation days.
- Foul/inappropriate language is strictly prohibited, including offensive slang.
- Coverage of tattoos and piercings subject to specific office standards.
- Fingernails must be groomed and kept short enough not to puncture gloves.
- Chewing gum is prohibited.
- Hair must be groomed and pulled back for procedures.

-Food/drink must be consumed in designated areas at designated times as deemed appropriate by specific office standards.

Student MyAccount

Students will have access to a portal on the school website that will give access to view the following information:

- Student welcome letter: Requirements for the first day of class.
- Course schedule: Dates course classes are held and holidays.
- Grades: Students can view grades and progress
- Payments: Students can view payment balance.
- Videos: Videos from lecture.
- Transcript: Student has access to print a copy of transcript indefinitely.
- Course Catalog: Policies and expectations.

Student Records

Student transcripts will be maintained by the school indefinitely or until the school closes, at which then they will be transferred to the licensing body. Student records of grades and attendance will be kept a minimum of 8 years. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school, but student records are available for review by the student at any time accessible in their personal MyAccount portal located on Accelerated Dental Assisting Academy's webpage.

Counseling Services

There are no counseling services available to students.

Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email (anewstart@adaa.us) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns.

It is important that the student files the complaint within 30 days of the course end date. Accelerated Dental desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

If not able to resolve all matters with ADAA, a student MAY REGISTER A COMPLAINT AGAINST THE SCHOOL with the Illinois Board of Higher Education which may intercede. Gather all documents you have collected

during your attempt to resolve with ADAA and submit to the IBHE. The website to register a complaint is www.ibhe.org. Under Information for students, there is a link "Institutional Complaint System Online" to begin the process. A student may also submit a complaint in writing to the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education, 1 N Old State Capitol Plaza, Suite 333, Springfield IL 62701, 217-782-2551.

Termination Policy

The school's termination policy is based on professionalism. We expect all of our students to conduct themselves in a manner respectful to other students and faculty members. Should someone's enrollment be terminated, the school's refund policy will be followed, except that the student will not be allowed to repeat the course unless granted by ADAA administration to attend another location.

Withdrawal Procedure

If a student wishes to withdraw and not return to the course, the student must first contact and inform the Financial Department at 1.844.727.3755 (option 2). The student will then be dropped from the course after completing an Exit Interview Form and the refund policy will be enforced. (See Refund Policy section)

Those wishing to withdraw from the current course and resume in the next course, must submit an application to the Financial Department. Upon approval, the student may then be transferred to the next class series with no penalty. If the student is not approved, the student must withdraw and re-enroll in the next class.

TEXTBOOK RENTAL POLICY: Each student will be assigned a textbook on the first day of class. This book is rented and *MUST* be returned by the final day of class in the same condition as it was received. If a student withdraws or transfers from the course, they are responsible for returning their book. A refund/withdraw/transfer will NOT be processed until the textbook is returned. If a student does not return their book OR the book is returned damaged, a charge of \$125.00 will be added to their financial account. This charge will be assessed if the book is not returned within ten (10) days of the withdrawal date, transfer date, or end of class. Each instructor is responsible for making sure each student returns their textbook in the same condition in which it was received and for reporting this information to their ADAA Regional Dean.

Prior Credits and Transfer of Credits Earned

Prior credits from another post-secondary institution will not be accepted. Accelerated Dental Assisting Academy makes no claim or guarantee that credit earned will transfer to another institution.

Requirements for Graduation

Policy:

1. Students must successfully complete the following requirements to receive their graduation awards:

- Attain an overall grade average of 70%*
- Attend 70% of all classes (7 or more classes)*
- Return his/her rented textbook within 10 days of graduation or a \$125 charge will occur for the ownership of the textbook

*Those students whose grade average is below 70% or students who have missed more than 3 classes will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of \$1500.

Student Transcripts

Transcripts can be obtained by the student through downloading and printing the document in the student's personal MyAccount portal located on Accelerated Dental Assisting Academy's webpage. ADAA maintains transcripts for 50 years and the student has access to MyAccount indefinitely.

Graduation Awards

- Certificate in Dental Assisting
- Dental Radiography Certificate
- CPR/BLS Certification

Job Placement Assistance

Accelerated Dental Assisting Academy has several ways to assist graduates in finding jobs upon graduation from our course. Although we make diligent efforts to assist graduates in finding employment in the Dental Assisting Field, we make no guarantee of actual job placement. Ways in which we assist graduates in finding employment are:

- Review and critique resume
- Provide guidance on sample interview questions and coach graduate on interview process
- Coach students on overcoming objections in the job searching process
- Provide lists of graduates along with contact information provided by student to Dental Offices who inquire of graduates looking for employment

Licensing Requirements for a job in IL

Illinois does not have any education or training requirements for entry level Dental Assisting or Radiography. For **Expanded Functions** (coronal polishing and intracoronal temporization of a tooth), a dental assistant must work a minimum of 2000 hours (direct clinical and patient care experience) under the supervision of a dentist, and successfully complete an approved coronal polishing course prior to taking coronal scaling course, and successfully complete a structured

training program in coronal scaling and intracoronal temporization of a tooth provided by an educational institution (see DANB.org for details). Also, graduated students that would like to sit for the DANB CDA exam recognized nationwide, see the following:

CDA: To become a DANB CDA, graduates of this program must complete the requirements shown in Pathway II below. For more information about becoming a DANB CDA and for a list of state boards of dentistry, visit the Dental Assisting National Board, Inc. (DANB) (<http://www.danb.org>)

Options for eligibility to take the DANB CDA certification exam are listed below.

Pathway I:

1. Graduation from a CODA-accredited dental assisting or dental hygiene program, AND
2. Current CPR from a DANB-accepted provider

Pathway II:

1. High school graduation or equivalent, AND
2. Minimum of 3,500 hours of approved work experience, AND
3. Current CPR from a DANB-accepted provider

Pathway III:

1. Former DANB CDA status, or graduation from a CODA-accredited DDS or DMD program, or graduation from a dental degree program outside the U.S. or Canada, AND
2. Current CPR from a DANB-accepted provider

STUDENT SUCCESS DATA

Accelerated Dental Assisting Academy will provide a disclosure per IBHE rules 1095.240 once we have held one full 12month reporting period that indicates student information such as how many enrolled, graduated, graduates whom obtained employment, and average starting salary for school graduates. (ADAA first semester will be October 2020 or February 2021)

Refunds and Cancellations

Three-Business Day Cancellation

I understand that if for any reason, I am unable to enter the program, all monies paid will be refunded if requested within three business days (excluding Sundays and holidays) after signing an enrollment agreement and making an initial payment.

Cancellation after three-Business Days Cancellation Period, but before Commencement of the Course

Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$100 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the notice of cancellation.

Refunds for Students Who Withdraw/Terminated After Instruction Begins

The official date of termination or withdrawal of a student shall be determined in the following manner:

- 1) The official date of withdrawal of a student shall be determined by the date the student contacts the institution and completes the Withdraw Request Form.
- 2) The date on which the student is terminated for a violation of a published school policy which provides for termination.

All refunds will be issued within 30 days of withdrawal or termination.

Example of \$2,659 Refund Table

(\$2,274.00 Tuition + \$225.00 Book Fee + +\$60 BLS class +\$100 Registration Fee = \$2,659.00)

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (If paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$227.40+\$100+\$225+\$60=\$612.40	\$2046.60	Amt Pd minus \$612.40
2	75%	\$454.80+\$100+\$225+\$60=\$953.50	\$1705.50	Amt Pd minus \$953.50
3	50%	\$1137.00+\$100+\$225+\$60=\$1522.00	\$1137.00	Amt Pd minus \$1522.00
4	25%	\$1705.50+\$100+\$225+\$60=\$2090.50	\$568.50	Amt Pd minus \$2090.50
5-10	0%	\$2659	\$0	\$0

Example of \$2,859 Refund Table

(\$2,474.00 Tuition + \$225.00 Book Fee +\$60 BLS class+ \$100 Registration Fee = \$2,859.00)

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (if paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$247.40+\$100+\$225+\$60=\$632.40	\$2226.60	Amt Pd minus \$632.40
2	75%	\$618.50+\$100+\$225+\$60=\$943.50	\$1855.50	Amt Pd minus \$943.50
3	50%	\$1237.00+\$100+\$225+\$60=\$1622.00	\$1237.00	Amt Pd minus \$1622.00
4	25%	\$1855.50+\$100+\$225+\$60=\$2240.50	\$618.50	Amt Pd minus \$2240.50
5-10	0%	\$2859	\$0	\$0

Example of \$3,259 Refund Table

(\$2,874.00 Tuition + \$225.00 Book Fee + \$60 BLS class + \$100 Registration Fee = \$3,259.00)

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (if paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	$\$287.40 + \$100 + \$225 + \$60 = \$672.40$	\$2586.60	Amt Pd minus \$672.40
2	75%	$\$718.50 + \$100 + \$225 + \$60 = \$1103.50$	\$2155.50	Amt Pd minus \$1103.50
3	50%	$\$1437.00 + \$100 + \$225 + \$60 = \$1822.00$	\$1437.00	Amt Pd minus \$1822.00
4	25%	$\$2155.50 + \$100 + \$225 + \$60 = \$2540.50$	\$718.50	Amt Pd minus \$2540.50
5	0%	\$3259	\$0	\$0

A graduation certificate will only be awarded to those students completing the program with a 70% or above grade average. Those students whose grade average is below 70% or students who have missed more than 3 classes will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of \$1500.

In the event the course is canceled due to low enrollment (less than 4 students), students will have the option to transfer to another location, transfer to a future start date, or withdraw from the course and receive a full refund. Students will be notified by phone, email and text.

We do not participate in Federal Title IV student financial aid; therefore, Title IV refund guideline's do not apply.

Any student called up for active duty or active service and therefore unable to complete the course, will be issued a full refund once documentation has been forwarded to the financial department.