



ACCELERATED
DENTAL ASSISTING
ACADEMY

School Catalog

2019

Vol. 1

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Location of Course:

1706 Williamsburg Dr
Jeffersonville IN 47130

Accelerated Dental Assisting Academy

1.844.727.3755

www.adaa.us

Administrative Office:

137 Aspen Square, Suite E
Denham Springs, LA 70726

Mailing Address:

PO Box 1120

Denham Springs, LA 70727

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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, LA 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:	Rebecca Moore
Financial Officer:	Linsay Risher
Director of Student Relations:	Rena Searcy
Jeffersonville Site Instructor:	Savannah Hart, EDDA since 2012

School Licensure Statement

Accelerated Dental Assisting Academy, LLC, is regulated by Indiana Department of Workforce Development, Office of Career and Technical Schools, 10 N Senate Ave, Room SE 308, Indianapolis, IN 46204, octs@dwd.in.gov; <http://www.in.gov/dwd/2731.htm> .

Recruiting Policy

Accelerated Dental Assisting Academy (ADAA) is committed to a policy of nondiscrimination and the American with Disabilities Act. 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 and students have access to all equipment used in dental assisting 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 fire arms are allowed on the school campus at any time. No residential housing is available. See Exhibit A for list of equipment used during course.

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. The following requirements are necessary to enroll in the dental assisting course offered by Accelerated Dental Assisting Academy:

1. Person must be in good health and present a clean neat appearance.
2. Person must be 17 years of age or older
3. High School Senior: Student must be scheduled to receive his/her high school diploma within six (6) months of the course end date. A letter must be submitted by the student's high school counselor or Administrator verifying the student's enrollment and anticipated graduation date.
4. Person must present one of the following:
 - a) Proof of High School Diploma
 - b) Proof of High School Diploma equivalent

Academic Calendar

2019 Course Dates

Fall – September 21- November 23

2020 Course Dates

Spring- February 8-April 18

Summer- June 6-August 15

Fall – September 19 – November 21

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 Easter (4/11/2020), and Independence Day (7/4/2020).

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	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, Partial 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/CPR			8	8
Observation	Observation Day			4	4
Participation	Participation Day			8	8
Total Hours		40	4	48	92

Objectives of each Course

10-week program consisting of 92 clock hours

Day	Course Name	Description
1	Introduction to Dental Assisting and Sterilization	General introduction to dental terminology, equipment, sterilization procedures, and handpiece maintenance. We will also go over job interview skills and how to develop a Resume.
2	Introduction to Radiology	Discussion of the following: Radiology health, intraoral & extraoral x-ray techniques, x-ray safety and darkroom/digital procedures, and RHS prep
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/CPR	FINAL EXAM AND PRACTICAL EXAM, final written exam, x-ray practical, and practical clinical exam. CPR, course will be held after all exams are finished. CPR certifications will be issued by the American Heart Association.
	Observation Day	Shadowing of a practicing dental assistant for one four (4) hour day scheduled between the 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 20 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 instructor or 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

ABSENT # of days	X- ray Quiz	Midter m Exam	Final Exam	Practical Exam	Identificatio n Exam	Observat ion Day	Participatio n Day	Total pts. scored/ Total pts possible	Final Grade
	50	100	100	50	50	20	40		1- 100%
0	40	95	100	40	50	20	40	385/410	94%

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	20 points.
PARTICIPATION DAY	40 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 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:

Lecture

Before returning to class, the student is to review the missed lecture material in the Student Handbook, which contains all testing information. The student must also listen to corresponding videos located on his/her MyAccount portal. The student is responsible for obtaining the missing fields in the lecture notes found in the Student Handbook. Information can be acquired from an instructor.

Instructions for Makeup Work:

Clinic

Prior to the next class, the student is to review and complete all clinic worksheets for the class missed located in the Student Workbook. During clinic, the student must complete the independent section from their clinic guide after completing clinical tasks for current class.

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

A CPR certification is provided by the school. The cost (not in the tuition) is \$55.00 - \$65.00 (market rate) for Healthcare Provider CPR which will be paid directly to the CPR Instructor. It will be available at the end of the 10th class and is needed to be part of a clinical team in Indiana. However, CPR is not mandatory to finish the program. 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.

The tuition fee includes:

Student Handbook: “Accelerated Dental Assisting Handbook”, Mishaux Ramirez, RDH (\$85 fee)

Student Workbook: “Accelerated Dental Assisting Workbook” (\$60 fee)

Student Textbook on Radiography: “Dental Radiography Principles and Techniques”, Iannucci & Howerton, 5th edition (2017); Elsevier Publishing (\$100 fee)

RHS Prep Curriculum: “RHS Prep”, Eden Equiza, EFDA (\$200 fee)

Textbook Rental: “Modern Dental Assisting”, Torres & Ehrlich; 11th.Ed (2014); Elsevier Publishing (\$80 fee)

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.

Registration Period Summary

Early Bird Registration:	\$2,899	Enroll 10 weeks prior to course start date
Basic Registration:	\$3,099	Enroll 3-9 weeks prior to course start date
Final Registration:	\$3,499	Enroll 1-2 weeks prior to course start date

Early Bird Registration:

Total Amount:	\$2,899
Tuition Includes:	Tuition (\$2,274), enrollment fee (\$100), textbook rental (\$80), student handbook (\$85), student workbook (\$60), radiography textbook (\$100), RHS Prep Curriculum (\$200), 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:	\$3,099
Tuition Includes:	Tuition (\$2,474), enrollment fee (\$100), textbook rental (\$80), student handbook (\$85), student workbook (\$60), radiography textbook (\$100), RHS Prep curriculum (\$200), and all lab expenses and learning materials.
Enrollment Period:	3-9 weeks prior to course start date.

Final Registration:

Total Amount:	\$3,499
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Tuition Includes:	Tuition (\$2,874), enrollment fee (\$100), textbook rental (\$80), student handbook (\$85), student workbook (\$60), radiography textbook (\$100), RHS Prep curriculum (\$200), 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 <u>custom</u> payment plans 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. This \$200 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.
ADAA Loan	Internal loan giving students an opportunity to extend their payments 6-10 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 lending institution specializing in educational loans. 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.
CPR Certification:	\$55-\$65 (market rate), pay cash or check directly to CPR instructor on the 10 th class.

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. Official HS Transcript or Documentation of GED scores (if unable to upload to student "MyAccount" prior to course start date).
2. Supplies:
 - Materials for taking notes (notepad, pen, pencil, highlighter)
 - 1 pack of index cards (5x7 inch)

- 1 pack colored pencils
- 1 glue stick
- 1 pair of scissors

The following items will be handed out to students on the morning of the first day:

1. Textbook: "Modern Dental Assisting" Torres & Ehrlich, 11th edition (2014)
2. Student Handbook: "Accelerated Dental Assisting Handbook" Mishaux Ramirez, RDH
3. Student Workbook: "Accelerated Dental Assisting Workbook" Mishaux Ramirez, RDH

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 unlimited 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 for 50 years or until the school closes. Student records of grades, enrollment agreement, and attendance will be kept a minimum of 6 years. Student information includes name, address, records relating to financial payments and refunds, records of attendance, dates of completion or termination, record of grievances and resolution, and copies of correspondence relating to recruitment and enrollment. Progress reports are not generated. Students can view grades in real time thru their MyAccount portal. Our student records are housed through a licensed and secured software program that is backed up daily. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Indiana Department of Workforce Development, Office of Careers and Technical Schools. 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. Student records are available for review by the student at any time in My Account Portal as well.

Counseling Services

There are no counseling services available to students.

Student Grievances

If a student has a complaint, they are to first speak to the instructor or contact the Regional Dean at the Academy's main office at 844-727-3755. If the instructor does not fully resolve the issue, the student must then file a written and signed complaint either by email (anewstart@accelerateddentalassisting.com) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. 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. In Indiana, The Student Protection Fund (IC22-4.1-21-15 & IC 22-4.1-21-18) requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

Probation/Termination Policy

The school's termination policy is based on professionalism. Due to the short term of our program, there is no probation policy in place. Instead, our Regional Deans monitor grades of students during the course. If a student is failing, the Regional Dean is having encouraging conversations with student to offer assistance and a plan of action. 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 approval by the ADAA President or Regional Dean to attend another location.

Withdrawal Procedure

Those wishing to withdraw for illness may resume their courses of study in the next class series with no penalty. They may repeat the already completed sessions, if desired, at no additional charge with proper documentation of illness and approval. All other withdrawal reasons must be submitted through an approval process. Once approved, the student may then be transferred to the next class series with no penalty.

If a student wishes to withdraw and not return to the course, he/she must first contact and inform their Regional Dean at 1.844.727.3755 or email anewstart@adaa.us and complete a Withdraw Request Form. He/she will then be dropped from the course after completing an Exit Interview Form and the refund policy will be enforced. (See Refund Policy section)

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 a Certificate in Dental Assisting:

- 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.

In the event the course is **canceled** due to low enrollment (less than 5 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. Once decided, students must confirm their decision by signing a revised enrollment agreement with admissions or an exit interview.

Graduation Awards

- Certificate in Dental Assisting
- CPR/BLS Certification
- Certificate in Radiology (pending approval by ISDH/Medical Radiology Services)

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

Licensing Requirements for a job in IN

Dental assistants have many tasks, ranging from patient care and taking x-rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dentists' offices where they work. Dental assistants in Indiana, under the supervision of a licensed dentist, perform basic supportive dental procedures.

Medicaments for the control or prevention of dental caries: To qualify to apply medicaments for the control or prevention of dental caries (i.e. apply topical fluoride), a dental assistant must:

Be employed in a dental practice for a minimum of one year AND complete an educational program approved by the Indiana State Board of Dentistry that includes the following instruction in prevention of dental caries: a) 9 hours of didactic instruction meeting board curriculum requirement, b) 2 hours lab work, c) performance of the task on 5 patients under the observation of a licensed dentist or hygienist, d) an affidavit certifying competency signed by the supervising dentist, OR

Graduate from an educational program accredited by the Commission on Dental Accreditation (CODA) that included instruction meeting the above requirements, AND display certificate of completion of education program publicly in dental office.

Coronal Polishing: To qualify to polish the coronal surfaces of the teeth, a dental assistant must:

Be employed in a dental practice for a minimum of one year and complete an educational program approved by the Indiana State Board of Dentistry that includes the following instruction in coronal polishing: a) 5 hours of didactic instruction meeting Board Curriculum requirement b) 2 hours lab work c) performance of the task on five patients under the observation of a licensed dentist or dental hygienist, d) an affidavit certifying competency signed by the supervising dentist, OR

Graduate from an educational program accredited by the Commission on Dental Accreditation (CODA) that included instruction meeting the above requirements, AND

Display certificate of completion of education program publicly in the dental office.

Radiography Requirements in IN:

A dental assistant MUST obtain a limited dental radiographic license from the Indiana State Dept of Health/ Division of Medical Radiology Services. To obtain this license one must:

- 1a. Successfully complete a CODA-accredited educational program in radiography, or
- 1b. Successfully complete an Indiana State Dept of Health approved educational program in radiography, AND THEN
2. Be certified by a licensed practitioner or licensed dental hygienist in an approved educational program as proficient in performing the procedures included in the limited dental curriculum, AND THEN
3. Pass one or more of the following examinations: a) The National DANB CDA exam, b) the National DANB Radiation Health and Safety (RHS) exam, c) An exam approved by the ISDH, Division of Medical Radiology Services, AND THEN

4. Apply to the Indiana State Department of Health/Division of Medical Radiology Services for a limited Radiographic license.

Certified Dental Assistant: The dental assisting program at Accelerated Dental Assisting Academy is not CODA-accredited. For a list of accredited dental assistant programs, visit Commission on Dental Accreditation, American Dental Association (<http://www.ada.org/en/coda>). To become a DANB CDA recognized nationally, 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

To perform expanded functions under the direct supervision of a licensed dentist, a dental assistant must earn status as an Expanded Duty Dental Assistant (EDDA). Acceptable credentials are: a) Diploma from a CODA-accredited dental assisting program or b) two years of continuous fulltime employment as a chair-side dental assistant.

Enrollment or completion of the Accelerated Dental Assisting Academy program does not guarantee employment. Graduates may expect to be employed at entry-level wage. Entry-level wages vary with employers; contact potential employers for specifics.

Indiana – Refunds and Cancellations

If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

Six-Business Day Cancellation

If a student for any reason is unable to enter the course, all monies paid will be refunded if requested within six (6) business days after signing an enrollment agreement and making an initial payment.

Misrepresentation

A student is entitled to a refund of all monies paid if the student’s enrollment was procured as a result of misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

Refunds for Students Who Enrolled Prior to Institution Visit

Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.

Refunds for Students Who Withdraw After Instruction Begins

The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

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.

Student Protection Fund: IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office of Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed “Student Complaint Form.” This form can be found on OCTS’s website at <http://www.in.gov/dwd/2731.htm>.

Example of \$2,899 Refund Table

(\$2,274.00 Tuition + \$525.00 Book Fee + \$100 Registration Fee = \$2,899.00)

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+\$525=\$552.40	\$2346.60	Amt Pd minus \$552.40
2	75%	\$568.50+\$100+\$525=\$893.50	\$2005.50	Amt Pd minus \$893.50
3-4	50%	\$1137.00+\$100+\$525=\$1462.00	\$1437.00	Amt Pd minus \$1462.00
5-6	40%	\$1364.40+\$100+\$525=\$1689.40	\$1209.60	Amt Pd minus \$1689.40

Over 6	0%	\$2899	\$0	\$0
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Example of \$3,099 Refund Table

(\$2,474.00 Tuition + \$525.00 Book Fee + \$100 Registration Fee = \$3,099.00)

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+\$525=\$872.40	\$2226.60	Amt Pd minus \$872.40
2	75%	\$699.75+\$100+\$525=\$1324.75	\$1774.25	Amt Pd minus \$1324.75
3-4	50%	\$1237.00+\$100+\$525=\$1862.00	\$1237.00	Amt Pd minus \$1862.00
5-6	40%	\$1484.40+\$100+\$525=\$2109.40	\$989.60	Amt Pd minus \$2109.40
Over 6	0%	\$3099	\$0	\$0

Example of \$3,499 Refund Table

(\$2,874.00 Tuition + \$525.00 Book Fee + \$100 Registration Fee = \$3,499.00)

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+\$525=\$912.40	\$2586.60	Amt Pd minus \$912.40
2	75%	\$718.50+\$100+\$525=\$1343.50	\$2155.50	Amt Pd minus \$1343.50
3-4	50%	\$1437.00+\$100+\$525=\$2062.00	\$1437.00	Amt Pd minus \$2062.00
5-6	40%	\$1724.40+\$100+\$525=\$2349.40	\$1149.60	Amt Pd minus \$2349.40
Over 6	0%	\$3499	\$0	\$0

Those wishing to withdraw for illness may resume their course of study in the next class series with no penalty. They may repeat the already completed sessions, if desired, at no additional charge with proper documentation of illness and approval. All other withdrawal reasons must be submitted through an approval process. Once approved, the student may then be transferred to the next class series with no penalty. If a student wishes to withdraw and not return to the course, he/she must first contact and inform their Regional Dean at 1.844.727.3755 and complete a Withdraw Request form. He/she will then be dropped from the course and the refund policy will be enforced.

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 ADA Regional Dean.

EXHIBIT A

Course Equipment

Students will be provided with a proper lecture environment within an operational dental office. An average class size consists of fifteen students which allows each student to get specialized attention. A classroom setting includes:

Classroom:

- (1-2) Large Tables (enough to accommodate all fifteen students)
- (15) Chairs (one for each student)
- (1) TV (for visibility of lectures to all students)
- (1) Fully equipped kitchen with bathroom for students who wish to bring their own lunch

Students will also be provided with a proper clinical setting, located in a fully functional dental office. The equipment is owned by the dental office. Each student will have full access to the dental operatories and will be under the supervision of the instructor. There is more than enough equipment to accommodate all fifteen students. Each student will pair with two other students for five groups of three during clinical time.

Clinical:

- (3) Fully functional dental operatories
- (1) OSHA compliant Sterilization rooms
- (3) Fully operational Digital X-ray machines
- (2) X-ray Sensors
- (1) X-ray Shields
- (3) Computers (if digital x-rays)

Dental instrument setups including:

- (15) mirrors
- (15) explorers
- (15) air-water tips
- (15) prophyl angles
- (15) prophyl paste

One in each operatory:

handpieces with burs
cotton forcep
amalgam carrier
plugger
burnisher
carver
dycal applicator
spatulas

curing light
safety goggle
cord packer
hemostat
temporary matrice
matrix band holders with bands
face shield or 15 facemasks

In Storage:

15 boxes of gloves
30 syringes of whitening gel
40 sheet of bleach tray material

Dental Laboratory:

(1) Working study models for hands-on training of students
(5) Mixing bowls
(5) Spatulas
(15) Impression Trays
(1) Container of Dental Stone
(5) Bags of Alginate
(1) Impression Vibrator
(1) Model Trimmer
(1) Polishing Wheel
(5) Buffalo Knives
(1) Vacuum Machine