



ACCELERATED
DENTAL ASSISTING
A C A D E M Y

School Catalog

2019

1.844.727.3755

www.adaa.us

703 First St.

Kennett, MO 63857

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. Person must present one of the following:
 - a) Copy of General Educational Development (GED)
 - b) Copy of High School Equivalency Test (HiSET)
 - c) Copy of High School Diploma
4. 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.
- * Accelerated Dental Assisting Academy will not grant any credit for previous education, training, and/or work experience.

Cost of Program and School Information:

The total cost of program for the DENTAL ASSISTING course is \$3,199.00 with payment options as low as \$2,599.00. Upon enrollment, the academy will charge a registration fee of \$100.00 which is included in the minimum \$200.00 deposit. The total cost of the program covers tuition for the course (\$2,274.00-\$2874.00 depending on time of enrollment), the \$100.00 registration fee and \$225.00 book fee (including the textbook rental). Additional state licensing fees or permits may be required by the state (see below). The only other cost not in the tuition is \$55.00 - \$65.00 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 future dental team. However, CPR is not mandatory to finish the program. The course will run ten (10) consecutive weeks, eight 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.

Summary of tuition and fees:

1. Total Cost of Program: \$2599 - \$3199 (includes books, textbook rental, and registration fee)
2. CPR certification: \$55-\$65 (market rate) Pay directly to CPR instructor.
3. State required fees (pay directly to state)
 - **Missouri:** no fees required

Graduation Awards:

1. Dental Assisting Certificate of Completion
2. Dental Radiology Exam Certificate of Completion
3. CPR certification

To receive graduation awards students must accomplish the following task:

1. Must attend a minimum of 70% of class days

2. Must attain an overall grade average of 70%

The tuition fee includes all of the following:

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

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.

Use of all dental equipment and instrumentation with actual "hands on" training during the course of study. There are NO hidden or additional expenses (\$3199 total cost of program with payment options as low as \$2599 and \$55-\$65 CPR).

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

Registration Period Summary

Early Bird Registration:	\$2,599	Enroll 10 or more weeks prior to course start date
Basic Registration:	\$2,799	Enroll 3-9 weeks prior to course start date
Final Registration:	\$3,199	Enroll 1-2 weeks prior to course start date

Payment Options:

1. **Paid in Full** Total tuition payment due at time of registration.

Early Bird Registration

Total Amount:	\$2,599
Tuition Includes:	Tuition (\$2,274), registration fee (\$100), textbook rental (\$80), student handbook (\$85), student workbook (\$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:	\$2,799
Tuition Includes:	Tuition (\$2,474), registration fee (\$100), textbook rental (\$80), student handbook (\$85), student workbook (\$60), and all lab expenses and learning materials.
Enrollment Period:	3-9 weeks prior to course start date.

Final Registration

Total Amount:	\$3,199
Tuition Includes:	Tuition (\$2,874), registration fee (\$100), textbook rental (\$80), student handbook (\$85), student workbook (\$60), and all lab expenses and learning materials.
Enrollment Period:	1-2 weeks prior to course start date.

Important Cost of Program Information:

Charges and 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.
Missed payments:	<p>a. If a student has pending past due payments, he/she will not be permitted to attend class until he/she has paid a minimum of 25% of the past due balance and rescheduled a new payment plan.</p> <p>b. If a student has 4 consecutive declined payments and is not communicating with Accelerated Dental's financial department, he/she will be withdrawn from the course. Accelerated Dental's refund policy will be applied in this situation.</p>
CPR certification:	\$55 - \$65 pay cash or check directly to CPR instructor on the 10 th class.
State required fees	Pay fees directly to state departments Missouri: no fees required

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

Objectives of the Program of Study

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	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/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.
11	Observation Day	Shadowing of a practicing dental assistant for one four (4) hour day
12	Participation Day	One eight (8) hour day of performing tasks as a dental assistant in the dental office

School Licensure Statement:

Accelerated Dental Assisting Academy, LLC, is approved to operate by Missouri Department of Higher Education, Louisiana Board of Regents, Georgia Nonpublic Postsecondary Education Commission, Arkansas State Board of Career Education, Mississippi Commission on Proprietary Schools and College Registration C-681, and Alabama Community College System.

Institutional Philosophy:

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 Statement:

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.

First Day Items for Students:

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

1. A copy of your high school diploma, GED or HiSET. This must be received on or before the first day of class or you will not be able to attend class.
2. Supplies:
 - Materials for taking notes (notepad, pen, pencil, highlighter)
 - 1 pack of index cards (4x6 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"
2. Student Handbook: "Accelerated Dental Assisting Handbook"
3. Student Workbook: "Accelerated Dental Assisting Workbook"

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)

2. Graduation awards will be available to students for pick up on the 2nd Monday (9-10 days) after the final day of class. Students who have not met the two graduation requirements listed above, will be subject to the following:

- Attain less than an overall grade average of 70% will not receive graduation awards.
- Attend less than 70% of all classes will not receive graduation awards.

Exams/Possible Points:

X-ray Exam	50 points
Midterm	100 points
Final Exam (written)	100 points
Final Exam (practical)	50 points
Final Exam (identification)	50 points
Observation day	20 points
Participation day	40 points

Student Transcripts

Transcripts can be obtained at no charge by the student through downloading and printing the document in the student's personal MyAccount portal located on Accelerated Dental Assisting Academy's webpage. For an Official Transcript (mailed by the school and signed by the school's authorizing official) please call 844-727-3755. These will be mailed to the student at no cost to the student.

Dress Code Policy:

Students are required to wear black scrubs, black lab coats and closed-toe shoes. Black scrubs, black lab coats and closed-toe shoes are also mandatory for observation and participation days in the dental office. Accelerated Dental Assisting Academy does not provide scrubs, lab coats or shoes. Each student is responsible for obtaining their own. The first failure to abide by the dress code policy will result in a written and verbal warning. The second dress code violation will result in class dismissal.

Class Hours:

Classes are held on either Fridays or Saturdays (depending on location of school)

Lecture hours: 8:00 a.m. – 12:00 noon

Lunch: 12:00 noon – 1:00 p.m.

Clinical/Lecture hours: 1:00 p.m. - 5:00 p.m.

Due to the short term of the course, we might not be able to observe all holidays.

Breaks:

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

Holidays that will be observed:

Good Friday, Easter, Thanksgiving, Christmas, Independence Day

Housing:

Residential housing is currently not available.

Campus Security Policy:

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.

Licensing Requirements for Jobs:

Missouri:

No licensing requirements are needed to obtain a job as a dental assistant in the state of Missouri.

Recruiting Policies:

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, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability, physical, mental, emotional or learning disability, handicap or any other factor provided for by state and federal laws and regulations.

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 mandatory and 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 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.

Tardiness/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. After three missed classes, the student will be terminated from the course. Refer to refund policy to determine if a refund applies.

Missed Class/Student Make-Up Work

Policy:

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

Instructions for Make-up 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 and/or classmate.

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.

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.

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 complaint either by email (david@accelerateddentalassisting.com) 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 deal with 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 Accelerated Dental Assisting Academy is unsuccessful in resolving the matter, the student's complaint should then be directed to the Missouri Coordinating Board for Higher Education P.O. Box 1469 Jefferson City, Missouri 65102. Complaints should only be pursued after the

student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

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.

Withdrawal Procedure:

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. He/she will then be dropped from the course 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.

Refunds, Cancellations & Graduation Requirements

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.

Three-Business Day Cancellation

If a student for any reason is unable to enter the course, all monies paid will be refunded if requested within three (3) business days after signing an enrollment agreement and making an initial payment.

Cancellation after 3-Business Day Cancellation Period, but before Commencement of the Course

Tuition or fees collected in advance of entrance and if student does not begin classes or withdraws on the first day of class, 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 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

Contractual obligations beyond twelve (12) months are prohibited. 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:

- 1.** After a student has completed less than 15% of the course (1 class), the institution shall refund 80% of the tuition, less the registration fee (\$100) and used books (\$225).
- 2.** After a student has completed greater than 15% and less than 25% of the course (2 classes), the institution shall refund 70% of the tuition, less the registration fee (\$100) and used books (\$225).
- 3.** After a student has completed 25% (3 classes) but less than 50% of the course (4 classes), the institution shall refund 45% of the tuition, less the registration fee (\$100) and used books (\$225).
- 4.** After a student has completed 50% or more of the course (5 or more classes), the institution will retain 100% of the stated course price.

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. He/she will then be dropped from the course and the refund policy will be enforced.

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.

Grading System

ABSENT # of days	X-ray Quiz	Midterm Exam	Final Exam	Practical Exam	Identification Exam	Observation Day	Participation 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:	Certification testing will be administered by American Heart Association
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.

MINIMUM PASSING SCORE: 70%

MINIMUM PASSING ATTENDANCE: 70%

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.
- Payments: Students can view payment balance.
- Videos: Videos from lecture.
- Transcript: Students has access to print a copy of their transcript.
- Course Catalog: Policies and expectations.

Job Placement Assistance

Accelerated Dental Assisting Academy has several ways to assist graduates in finding jobs upon graduation from our courses. 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
- Provide lists of graduates along with contact information provided by student to Dental Offices who inquire of graduates looking for employment

Counseling Services

There are no counseling services available to students.

Scholarships

There are no scholarship opportunities available to students.