



# **Accelerated Dental**

## **Assisting School**

**School Catalog**

2020

Boone, NC only

Vol. 1

Published 8/17/2020

## **Course Locations:**

373 Boone Heights Dr  
Boone, NC 28607

### **OTHER LOCATIONS:**

915 Kildaire Farm Road  
Cary, NC 27511

7860 Brier Creek Parkway  
Raleigh NC 27617

## **Accelerated Dental Assisting Academy**

1.844.727.3755

[www.adaa.us](http://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                               | 5-6   |
| Academic Calendar, Holidays, Class Hours                      | 6     |
| Program of Study – Course Outline                             | 7     |
| Program Objectives  | 8     |
| Grading System and Observation/Participation Day Requirements | 9-10  |
| Tardy/Absence/ Missed Exam Policy                             | 11-12 |
| Tuition and School Information                                | 12-13 |
| Registration Period   | 13    |
| Payment Options   | 13-14 |
| Scholarships  | 14    |
| Dress Code  | 14    |
| First Day Items   | 14-15 |
| Drug Policy   | 15    |
| Code of Conduct   | 15-16 |
| Student MyAccount/Student Records                             | 16/17 |
| Counseling Services   | 17    |
| Student Grievances  | 17    |
| Termination and Withdrawal Policy                             | 18    |
| Prior Credit/Transfer   | 18    |
| Requirements for Graduation and Award                         | 19    |
| Job Placement Assistance                                      | 19    |
| Licensing Requirements for Job                                | 20-22 |
| Refunds and Cancellations                                     | 22-23 |

## 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

|                                   |  |
|-----------------------------------|--|
| <b>President/CEO:</b>             | David Roux BA Degree in Kinesiology, Louisiana College, Pineville, 2009. |
| <b>Regional Dean/Manager:</b>     | Emily Jenks  |
| <b>Regional Dean/Manager:</b>     | Lexi Laroux  |
| <b>Admissions Representative:</b> | Shawndee Lee   |
| <b>Admissions Representative:</b> | Carley Parrish   |
| <b>Financial Officer:</b>         | Misty Ballard, Linsay Risher   |
| <b>Licensing Coordinator:</b>     | Angie LeBlanc  |
| <b>Career Coach:</b>              | Ashley Ouber   |
| <b>Boone Site Instructor:</b>     | Charley Leonard  |
| <b>Cary Site Instructors:</b>     | Malinda Justice  |

## School Licensure Statement

Accelerated Dental Assisting Academy, LLC, is licensed by the North Carolina State Board of Community Colleges, 5001 Mail Service Center Raleigh, NC 27699 (919) 807-7061. The North Carolina State Board of Community Colleges is not an accrediting agency. Our radiology course is also approved by the North Carolina State Board of Dental Examiners, [www.ncdentalboard.org](http://www.ncdentalboard.org).

## 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 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 20 and student/teacher ratio is 15:1 (we bring in another instructor when class is above 15). Students will wear name tags when in class. 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 possessions at home, in their vehicle or in class at their own risk. No firearms are allowed on the school campus at any time. No residential housing is available. All ADAA curriculum and materials are taught in the English language.

## **Entrance/Admission Requirements**

Students will apply online at [www.adaa.us](http://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. A person must be in good health and present a clean, neat appearance. The following requirements are necessary to enroll in the dental assisting course offered by Accelerated Dental Assisting Academy:

### **Age Requirement:**

A person must be 17 years of age or older.

### **Educational Requirement:**

A person must have successfully completed high school or have completed a high school equivalency course and provide **one of the following at the time of**

**enrollment.** If a student fails to comply at time of enrollment, as a last resort, a student has 48 hours after enrolling to give proof of ordering the transcript and a maximum 14 days for ADAA to receive a copy of the transcript. A high school student must provide a current transcript and letter from the school at time of enrollment. ADAA has the right to terminate any student who doesn't meet this requirement. The refund policy applies.:

- Copy of Official High School Transcript or College Transcript
- Copy of General Educational Development (GED), or
- Copy of High School Equivalency Test (HiSET)

### **Educational Requirement for High School Seniors:**

High School Seniors may attend the course prior to graduation if they meet the following standards:

- 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.

### **Criminal History:**

Criminal history may affect a student's future hireability in the dental field as every employer has different requirements. ADAA has the right to refuse enrollment due to criminal history.

## **Academic Calendar**

### **2020 Course Dates**

Spring: February 8-April 18  
Summer: July 11-September 12  
Fall: October 3 - December 12

### **2021 Course Dates**

Spring: January 16 - March 20  
Summer: May 15 - July 24  
Fall: September 18 - November 20

## **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 New Years Day, Good Friday, Easter, Thanksgiving, Christmas, and 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, Sterilization, and CPR/BLS | 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                             | 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, Sterilization, and CPR/BLS | General introduction to dental terminology, equipment, sterilization procedures, and handpiece maintenance. Basic Life Support course will be held as well. CPR certifications will be issued by the American Heart Association.     |
| 2   | Radiology  | Discussion of the following: Radiology health, intraoral & extraoral x-ray techniques, x-ray safety and darkroom/digital procedures, and RHS exam preparation.   |
| 3   | Impressions  | Alginate impressions, model pouring and trimming.  |
| 4   | Four-handed Dentistry and Filling, X-Ray Quiz                | 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 the 1st and 3rd 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 requires. These observation days are best scheduled between the 1st – 3rd classes, but must be completed by the end of the course (class 10). 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 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 the 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 the ADAA provided scheduling form presented by the instructor on the first day of class. If the student is unable to attend the scheduled time, he/she must contact the 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. Both student and instructor must provide flexibility to work with one another's schedules.

In case of an emergency and not within the 24-hour notice period, the 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 | Xray 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%      |

|                               |   |
|-------------------------------|---|
| <b>ABSENT</b>                 | 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.   |
| <b>QUIZ</b>                   | Students are given an x-ray quiz following the class covering x-ray identification and the standard tooth identification numbering system (50 pts).   |
| <b>MID-TERM EXAM</b>          | 50 questions (possible 100 pts. total)  |
| <b>FINAL EXAM</b>             | 50 questions (possible 100 pts total)   |
| <b>FINAL PRACTICAL</b>        | 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).   |
| <b>FINAL IDENTIFICATION</b>   | Five station practical examination consisting of x-ray identification, instrument identification and dental materials identification (Possible 50 pts. total).  |
| <b>OBSERVATION DAY</b>        | 15 points   |
| <b>PARTICIPATION DAY</b>      | 40 points   |
| <b>HOMEWORK</b>               | 45 points   |
| <b>CPR/BLS</b>                | Certification testing will be administered by American Heart Association or Red Cross   |
| <b>ASSESSMENT METHODOLOGY</b> | 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. |
| <b>GRADE (1-100%)</b>         | 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%**

## **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 considered failed. All financial obligations must be met regardless of the success or lack of success at Accelerated Dental Assisting Academy.

## **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 MyAccount, which contains all homework and lecture information. The student must 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. The 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 makeup 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 makeup appointment with their instructor. They must do this by contacting the office and speaking with an instructor. Both student and instructor need to offer flexibility to coordinate what is convenient for both student and instructor schedules.

## **School Information**

ADAA will provide Basic Life Support class on the first day of class which is a certification that will be needed in the field. The dental assisting 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 20 students. All training is done by dental professionals in a practicing dental office, not a classroom. Students receive training in ALL aspects of general dental assisting, including dental specialties. All training and visual aids, materials, and dental supplies used throughout the course are included in the tuition cost. Students will also receive radiography training and a certificate. Job interview preparation and coaching is available to students and is also included in the cost of tuition.

## **Tuition/Cost of Program**

The total cost of tuition for the DENTAL ASSISTING course is \$2,859.00. There is a \$100 registration fee which is included in the minimum \$200 deposit.

### **Program Fees (included in tuition total):**

- Digital Student Handbook: "Accelerated Dental Assisting Handbook", Mishaux Ramirez, RDH (\$85 fee)
- Digital Student Workbook: "Accelerated Dental Assisting Workbook" (\$60 fee)
- Textbook Rental: "Modern Dental Assisting", Torres & Ehrlich; 11th.Ed (2014); Elsevier Publishing (\$80 fee)

- BLS/CPR certification fee (\$60)

**Optional Fee (NOT included in tuition total):**

- If a student would like a printed version of the curriculum, the cost is \$103.50. The student will need to contact the Financial Department to pay this fee and have the curriculum shipped to the student.

## Tuition/Registration Period Summary

**Registration:**

|                           |   |
|---------------------------|---|
| <b>Total Amount:</b>      | \$2,859   |
| <b>Tuition Includes:</b>  | 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. |
| <b>Enrollment Period:</b> | Enrollment up to 1 week 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 custom payment plans specific to each student’s financial need. A \$200 deposit is required at the time of enrollment. The \$200 deposit is deducted from the total tuition cost and 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. Plans can be scheduled weekly or bi-weekly to ensure your payment plan meets your financial needs. If a balance is due at the end of the course, graduation certificates will be held until the balance is paid in full. Employers can request confirmation of graduation directly from ADAA.

### **ADAA Student Loan**

This loan is funded by Accelerated Dental. This loan gives students an opportunity to extend their payments up to 12 months. This option does have finance charges. This loan would need to be satisfied regardless of success or lack of success at the academy. Graduation certificates will be held until this loan is satisfied; employers can request confirmation of graduation directly from ADAA.

### **Meritize Loan**

Meritize is a third-party lending institution specializing in educational loans. This loan gives students an opportunity to extend their payments up to 3-5 years. This loan requires a hard credit check and charges 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 (scrub jackets) 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. Materials for taking notes (notepad, pen, pencil, highlighter).
2. Charged Laptop (If a student needs to borrow one from ADAA, please call 844-727-3755 before the first day of class).

**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" Torres & Ehrlich, 11th edition (2014)
2. Digital Student Handbook: "Accelerated Dental Assisting Handbook" Mishaux Ramirez, RDH
3. Digital Student Workbook: "Accelerated Dental Assisting Workbook" Mishaux Ramirez, RDH
4. Optional charged laptop (used in 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 of fellow students, faculty, staff, patients and the doctors.
- Honor all office policies as required by fellow faculty, staff, and 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 work space.

#### **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 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 to the school. Student records are available for review by the student at any time.

## **Student Services**

Our enrollment department discusses basic subjects such as the program expectations, initial costs, dental assistant job information, statistical information in the area, regulations for FL, and helps determine if the student feels comfortable that this is a good fit for them as a career.

Our financial department helps students with payment options for the tuition, explaining basic loan information, basic financial information and advice such as how to plan to make payments and how to budget tuition with other financial obligations.

Our Regional Deans help enrolled students with academic advising by maintaining attendance logs, holding weekly meetings with instructors to discuss student involvement and preparedness, monitoring homework and test grading, and reaching out to students to help encourage them along the way.

Our career services department helps students by encouraging them, teaching them how to job search and apply for jobs, build resumes, and prepare for interviews.

## **Counseling Services**

There are no counseling services available to students.

## **Student Grievances**

If a student has a complaint, he/she is to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. The student must also file

a written and signed complaint either by email ([anewstart@adaa.us](mailto: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 Accelerated Dental Assisting Academy is unsuccessful in resolving the matter, the student's complaint should then be directed to the North Carolina Community College System 5001 Mail Service Center Raleigh, NC 27699 (919) 807-7061. 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 a student'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 an ADAA administrator to retake at another location. If a student has 4 consecutive declined payments and is not communicating with Accelerated Dental's financial department, the student will be withdrawn from the course. Accelerated Dental's refund policy will be applied in this situation.

## **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.

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 must report 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:**

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
- Graduation awards will be available to students for pick up on the 2nd Monday (9-10 days) after the final day of class.\*\*

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

\*\* Those students who have any outstanding financial obligations to Accelerated Dental Assisting Academy, will have their certificates held until their financial obligations are satisfied.

## **Graduation Awards**

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

## **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 NC**

To legally operate dental x-ray equipment and perform dental radiographic procedures in North Carolina, a dental assistant must meet the requirements shown below.

### **Radiography Requirements:**

A dental assistant must:

1. Pass the national DANB Certified Dental Assistant (CDA) exam, OR
2. Pass a radiological equivalency exam recognized by the North Carolina State Board of Dental Examiners. The equivalency exam may be taken by an assistant who can show evidence of seven hours of instruction in the production and use of dental x-rays and an educational program of not less than seven hours in clinical dental radiography, OR
3. Successfully complete a CODA-accredited dental assisting program, OR
4. Qualify as a DA II

**Dental Assistant I (DAI):**

A Dental Assistant I (DA I) in North Carolina is an individual who may perform basic supportive dental procedures under the direct control and supervision of a licensed dentist. To qualify to monitor patients under nitrous oxide, a DA I must:

- Successfully complete a North Carolina Board-approved seven-hour course in nitrous oxide-oxygen conscious sedation.

To be classified as a Dental Assistant II, an assistant shall meet one of the following criteria:

1. completion of:
  - a. an ADA-accredited dental assisting program and current certification in CPR; or
  - b. one academic year or longer in an ADA-accredited dental hygiene program, and current certification in CPR; or
2. completion of the Dental Assistant certification examination(s) administered by the Dental Assisting National Board and current certification in CPR; or
3. completion of:
  - a. a 3-hour course in sterilization and infection control;
  - b. a 3-hour course in dental office emergencies; and
  - c. current certification in CPR.
  - d. after completing Sub-Items (3)(b), (c), and (d) of this Rule, dental assistants may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist, except as listed in Sub-Item 3(e) of this Rule.
  - e. dental assistants may take radiographs after completing radiology training consistent with G.S. 90-29(c)(12).
  - f. full-time employment and experience as a chairside assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist.

**CDA:** (If interested in being recognized nationwide as a 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, 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

*ADAA will prepare our students to become a DA1 with the added benefit of having satisfied the 3 hr course in sterilization and infection control, dental office emergencies, and certification in BLS/CPR, as well as radiology training consistent with G.S. 90-29(c)(12). After 3000 hours of chairside assisting with a licensed dentist, our students should be able to transition to a DA2.*

## **Refunds and Cancellations**

If the cost of the program is 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.

### **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 on or Before First Day of Class**

If tuition and fees are collected in advance of the starting date of a program and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.

### **Refunds for Students Who Withdraw After Instruction Begins**

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

- 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.
- 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 \$2,859 Refund Table**

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

| <b>Weeks Enrolled</b> | <b>% Refund</b> | <b>Amount Institution Retains - Amount Student owes if not paid in full</b> | <b>Refund (If paid in full)</b> | <b>Amount of Refund (if not paid in full) *Amt pd minus amt retained</b> |
|-----------------------|-----------------|---|---------------------------------|--|
| 1                     | 75%             | \$618.50+\$100+\$225+\$60=\$1003.50   | \$1855.50                       | Amt Pd minus \$1003.50   |
| 2                     | 75%             | \$618.50+\$100+\$225+\$60=\$1003.50   | \$1855.50                       | Amt Pd minus \$1003.50   |
| 3 or more             | 0%              | \$2859.00   | \$0                             | \$0  |

### **CANCELLATION OF CLASS DUE TO LOW ENROLLMENT**

In the event the course is canceled due to low enrollment, 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. Upon a decision, student confirms which option they chose by signing a revised enrollment agreement or completing an exit interview.