



Accelerated Dental

School Catalog
2020

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Course Locations:

2302 Bush River Rd
Columbia, SC 29210

1274 Ribaut Rd
Beaufort, SC 29902

Accelerated Dental Assisting Academy

1.844.727.3755

www.adaa.us

Administrative Office:

133 Aspen Square, Suite H
Denham Springs, LA 70726

Mailing Address:

PO Box 1120
Denham Springs, LA 70727

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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:	Carley Parrish
Financial Officer:	Linsay Risher
Career Services:	Ashley Ouber
Beaufort Site Instructor:	Beverly Phillips, RDH – dental experience began in 2017
Beaufort Site Instructor:	Janet Lorin, RDH – dental experience began in 1993
Beaufort Site Instructor:	Kristine Fernandez, RDA-dental experience began 2001
Beaufort Site Assistant Instructor:	Evanna Parker - dental experience began 2018
Columbia Site Instructor:	Chastity Bailey – dental experience began in 1999
Columbia Site Instructor:	Tatianna Wiggins – dental experience began in 2014
Columbia Site Instructor:	Mechele Jones – dental experience began in 1989

School Licensure Statement

Accelerated Dental Assisting Academy, LLC, is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, #300, Columbia, SC 29201, telephone (803) 737-2260, www.che.sc.gov. License #5415. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the US Department of Education.

Recruiting Policy

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

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

Campus Information, Housing, and Security Policy

The school is held in an up-to-date dental office facility with a reception area that is converted to a classroom setting, operatories, and x-ray rooms where instructors 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 16 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 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. See Exhibit A for list of equipment used during the course. All ADAA curriculum and materials will be taught in the English language.

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:

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:

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

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 15
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 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, Sterilization, and CPR/BLS	4		4	8
DA102	Introduction to Radiology	4		4	8
DA103	Impressions	4		4	8
DA104	Four-handed Dentistry and Filling, X-Ray Quiz	4	2	2	8
DA105	Mid Term Exam, Crown and Bridge	4	2	2	8
DA106	Endodontics, Orthodontics, Periodontics, Pedodontics	4		4	8
DA107	Oral Surgery Implants, Partials and Dentures	4		4	8
DA108	Seating a Patient and Charting	4		4	8
DA109	Office Management, OSHA, and State Guidelines	8			8
DA110	Final Written and Practical Exam	4		4	8
Observation	Observation Day			4	4

Participation	Participation Day			8	8
Total Hours		44	4	44	92

Objectives of each Course

10-week program consisting of 92 clock hours

Day	Course Name	Description
1	Introduction to Dental Assisting, 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	Introduction to 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, Partials and Dentures	Oral surgery, Implant, Partials, 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%

ABSENT	Number of classes missed or fractions thereof. If more than 3 the student fails automatically. Each portion of the class (lecture or clinic) equals .5 days missed.
QUIZ	Students are given an x-ray quiz following the class covering x-ray identification and the standard tooth identification numbering system (50 pts).
MID-TERM EXAM	50 questions (possible 100 pts. total)
FINAL EXAM	50 questions (possible 100 pts total)
FINAL PRACTICAL	Hands on section of the test where the student has to transfer with you, show you how to take an x-ray on FRED and how to suction for a tooth that you call out (Possible 50 pts. total).
FINAL IDENTIFICATION	Five station practical examination consisting of x-ray identification, instrument identification and dental materials identification (Possible 50 pts. total).
OBSERVATION DAY	15 points
PARTICIPATION DAY	40 points
HOMEWORK	45 points
CPR/BLS	Certification testing will be administered by American Heart Association or Red Cross
ASSESSMENT METHODOLOGY	Test material is administered by the instructors on site. The tests have been developed by our curriculum team to ensure it is free from information that is offensive, and our Regional Deans monitor test practices with instructors to

	ensure test material is secure and administered properly.
RADIOLOGY	Students will be introduced to the concepts and practicality of radiology. To be able to perform radiological duties, one must sit for the RHS exam given by DANB.
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%

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. Minimum passing attendance is 70% or 68 hours. Minimum passing grade is 70%. After three (3) missed days, a student can be terminated. It is highly recommended to follow the instructions for makeup lecture, clinic, and exams cited below and guided by the instructors. Instructors will also spot check homework missed. Students have available to them, through MyAccount and coursebooks, the tools needed to make up the time and work missed.

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 can also listen to corresponding videos located on his/her MyAccount portal.

Exams:

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

- The student must coordinate a time with their instructor during the week. The student must be able to schedule a time that is convenient for the instructor. 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 16 students. All training is done by dental professionals in a practicing dental office, not a classroom. All training and visual aids, materials, and dental supplies used throughout the course are included in the tuition cost. Job interview preparation and coaching is available to students and is also included in the cost of tuition.

.Tuition/Cost of Program

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)
- DANB RHS Review online (\$130 fee)
- BLS/CPR certification fee (\$60 fee)

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

Early Bird Registration	\$2,959	Enroll 10 weeks prior to course start date
Basic Registration	\$3,159	Enroll 3-9 weeks prior to course start date
Final Registration	\$3,559	Enroll 1-2 weeks prior to course start date

Early Bird Registration:

Total Amount:	\$2959
Tuition Includes:	Tuition (\$2,444), enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60), DANB RHS Review online (\$130), and all lab expenses and learning materials.
Enrollment Period:	10 or more weeks prior to course start date
Enrollment Benefits:	<ul style="list-style-type: none"> • Tuition is more affordable. • Extremely flexible custom payment plan options • Ensure a seat in the course (Only 15 seats available per course). • Able to begin participation in Career Service Program.

Basic Registration:

Total Amount:	\$3,159
Tuition Includes:	Tuition (\$2,644), enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60), DANB RHS Review online (\$130), and all lab expenses and learning materials.
Enrollment Period:	3-9 weeks prior to course start date

Final Registration:

Total Amount:	\$3,559
Tuition Includes:	Tuition (\$3,044), enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60), DANB RHS Review online (\$130), 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 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.

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.

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. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the South Carolina Commission on Higher Education. 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 through their MyAccount portal. Our student records are housed through a licensed and secured software program that is backed up daily. 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 in the 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@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.

In the event that a solution cannot be reached, the person may file a written complaint with the South Carolina Commission on Higher Education. The complaint should include any evidence bearing on the issues and documentation that a reasonable effort was made to resolve the complaint directly with the school. Mail the complaint and required documentation to: SC Commission on Higher Education, Academic Affairs, Attn: Student Complaint, 1122 Lady Street, Suite 300, Columbia, SC 29201 or email: submitcomplaint@che.sc.gov.

Probation/Termination Policy

The school's termination policy is based on professionalism. Our Regional Deans monitor the grades and absences of students during the course. By week 7, if a student has a 72% or lower grade in the course, the Regional Dean will have encouraging conversations with the 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. If a student has 2.0 absences, the Regional Dean begins contact with the student via phone, email, and text messages to discuss their status and potential consequences of future absences. 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. 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 the ADAA President or Regional Dean to attend another location. Due to the short term of the course, there is no suspension policy. 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

* 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.

** 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

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 SC

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 dentist offices where they work. Dental assistants in SC, under the supervision of a licensed dentist, perform basic supportive dental procedures specified by the state dental practice act: <http://www.ldr.state.sc.us/POL/Dentistry/>. General information about the occupation is available from the US Bureau of Labor Statistics: <http://www.bls.gov/ooh/healthcare/dental-assistants.htm> and O*Net: <http://www.onetonline.org/link/summary/31-9091.00>

South Carolina does not require that dental assistants graduate from an accredited program or pass a state exam. However, many dentists require the Certified Dental Assistant designation (CDA) for those employed as dental assistants.

Most dental assisting programs are offered by community colleges, take about one year to complete, and lead to a certificate or diploma. Programs offered by private vocational schools are shorter (2-3 months) and are less comprehensive than those offered by community colleges. Programs that last two years, also offered in community colleges, are less common and lead to an associate's degree.

Dental assistants who do not have formal education in dental assisting may learn their duties through on-the-job training. A dental assistant or dentist in the office teaches the new assistant dental terminology, the names of the instruments, how to complete daily tasks, how to interact with patients, and other activities necessary to help keep the dental office running smoothly.

CDA: The dental assisting program at Accelerated Dental Assisting Academy is not CODA-accredited, therefore a student must follow Pathway II below. For a list of accredited dental assistant programs, visit Commission on Dental Accreditation, American Dental Association (<http://www.ada.org/en/coda>). 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:

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

Pathway II:

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

Pathway III:

- 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
- 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:

- Diploma from a CODA-accredited dental assisting program or
- Two years of continuous full time employment as a chair-side dental assistant.

To legally operate dental x-ray equipment and perform radiographic procedures in a South Carolina dental office, a dental assistant must hold a certificate documenting training acceptable to the SC Department of Health and Environmental Control (DHEC).

Acceptable certificates include:

- Diploma from a CODA-accredited dental assisting program, OR
- Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) certification OR the DANB Radiation Health and Safety (RHS) certificate of competency, OR
- Certificate in radiation safety from the SC Dental Association (SCDA).

Therefore, a student may take the RHS exam OR they can take an online in-state radiation competency course after working for a doctor for at least 3 months. ADAA will provide access to the DANB RHS Review online prep course as part of our program.

Access Certification for Monitoring of Nitrous Oxide Sedation information on the website of the SC Board of Dentistry:

<http://www.llr.state.sc.us/Pol/Dentistry/PDF/Policy/MonitNitrousOxideSedationPolicy.pdf>

After successful completion of ADAA, each student should possess the knowledge needed to perform basic supportive functions (under supervision of a licensed dentist upon hire), and ADAA will provide access to the DANB RHS Review online for each student to prepare to sit for the RHS Exam or if the student wants to prepare while working with a dentist for 3 months and then taking the online competency exam by SC. If a student needs assistance registering for the exam, ADAA will happily help!

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.

Refunds and Cancellations

Cancellation within 72 hours of signed enrollment

A student shall be allowed a full refund of all monies paid if ADAA is notified within 72 hours of cancellation of the enrollment agreement being signed (midnight of the third day, excluding Saturdays, Sundays, and legal holidays). Student must contact the admissions office at 844-727-3755 and speak directly to the financial department. The day they speak to the financial representative is the date of withdraw, an exit interview is performed, and a refund is performed.

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

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

Refunds for Students Who Withdraw After Instruction Begins

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

- The date on which the student is terminated for a violation of a published school policy which provides for termination.

- 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.

All refunds will be issued within 40 days of withdrawal or termination.

Example of \$2,959 Refund Table

(\$2,444.00 Tuition + \$355.00 Book Fee +\$60 BLS class + \$100 Registration Fee = \$2,959.00)

Weeks Enrolled	% Refund	Amount Institution Retains - Amount student owes if not paid in full	Refund (if paid in full minus \$100 registration)	Amount of refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$244.40+\$100+\$355+\$60=\$759.40	\$2199.60	Amt pd minus \$759.40
2	80%	\$488.80+\$100+\$355+\$60=\$1003.80	\$1955.20	Amt pd minus \$1003.80
3	70%	\$733.20+\$100+\$355+\$60=\$1248.20	\$1710.80	Amt pd minus \$1248.20
4	60%	\$977.60+\$100+\$355+\$60=\$1492.60	\$1466.40	Amt pd minus \$1492.60
5	50%	\$1222.00+\$100+\$355+\$60=\$1737.00	\$1222.00	Amt pd minus \$1737.00
6	40%	\$1466.40+\$100+\$355+\$60=\$1981.40	\$977.60	Amt pd minus \$1981.40
Over 6	0%	\$2959.00	\$0	\$0

Example of \$3,159 Refund Table

(\$2,644.00 Tuition + \$355.00 Book Fee + \$60 BLS class +\$100 Registration Fee = \$3,159.00)

Weeks Enrolled	% Refund	Amount Institution Retains - Amount student owes if not paid in full	Refund (if paid in full minus \$100 registration)	Amount of refund (if not paid in full) *Amt pd minus amt retained
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1	90%	$\$264.40 + \$100 + \$355 + \$60 = \$779.40$	\$2379.60	Amt pd minus \$779.40
2	80%	$\$528.80 + \$100 + \$355 + \$60 = \$1043.80$	\$2115.20	Amt pd minus \$1043.80
3	70%	$\$793.20 + \$100 + \$355 + \$60 = \$1308.20$	\$1850.80	Amt pd minus \$1308.20
4	60%	$\$1057.60 + \$100 + \$355 + \$60 = \$1572.60$	\$1586.40	Amt pd minus \$1572.60
5	50%	$\$1322.00 + \$100 + \$355 + \$60 = \$1837.00$	\$1322.00	Amt pd minus \$1837.00
6	40%	$\$1586.40 + \$100 + \$355 + \$60 = \$2101.40$	\$1057.60	Amt pd minus \$2101.40
Over 6	0%	\$3159.00	\$0	\$0

Example of \$3,559 Refund Table

(\$3,044.00 Tuition + \$355.00 Book Fee + \$60 BLS class + \$100 Registration Fee = \$3,559.00)

Weeks Enrolled	% Refund	Amount Institution Retains - Amount student owes if not paid in full	Refund (if paid in full minus \$100 registration)	Amount of refund (if not paid in full) *Amt pd minus amt retained
1	90%	$\$304.40 + \$100 + \$355 + \$60 = \$819.40$	\$2739.60	Amt pd minus \$819.40
2	80%	$\$608.80 + \$100 + \$355 + \$60 = \$1123.80$	\$2435.20	Amt pd minus \$1123.80
3	70%	$\$1019.70 + \$100 + \$355 + \$60 = \$1534.70$	\$2130.80	Amt pd minus \$1534.70
4	60%	$\$1217.60 + \$100 + \$355 + \$60 = \$1732.60$	\$1826.40	Amt pd minus \$1732.60
5	50%	$\$1522.00 + \$100 + \$355 + \$60 = \$2037.00$	\$1522.00	Amt pd minus \$2037.00
6	40%	$\$1826.40 + \$100 + \$355 + \$60 = \$2341.40$	\$1217.60	Amt pd minus

				\$2341.40
Over 6	0%	\$3559.00	\$0	\$0

CANCELLATION OF CLASS DUE TO LOW ENROLLMENT

It is at the discretion of the hosting dentist whether we cancel a course due to low enrollment. However, in the event the course is cancelled 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. A full refund would be given in the event there are more than 2 consecutive reschedules of a course start date by ADA. 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.

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
- (15) Charged laptops for online learning modules - used during class

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 room
- (3) Fully operational Digital X-ray machines
- (2) X-ray Sensors
- (1) X-ray Shield

(3) Computers (if digital x-rays)

Dental instrument setups including:

(15) mirrors

(15) explorers

(15) air-water tips

(15) prophylaxis angles

(15) prophylaxis paste

One in each operatory:

handpieces with burs

cotton forcep

amalgam carrier

plugger

burnisher

carver

dycal applicator

spatulas

curing light

safety goggles

cord packer

hemostat

temporary matrices

matrix band holders with bands

face shield or 15 facemasks

In Storage:

(15) boxes of gloves

(30) syringes of whitening gel

(40) sheets of bleach tray material

Dental Laboratory:

(1) Working study model 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