

Accelerated Dental Assisting Academy



School Catalog

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Bellaire, TX 77401**

1.844.727.3755

www.accelerateddentalassisting.com

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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.

Description of Facilities

The course (teaching and clinical) will take place in an established dental practice. The office is large enough to accommodate 15 students and will include dental treatment rooms, a laboratory, a large sterilization area, a business office, and facilities for video and lecture presentations.

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 High School Diploma
 - b) Copy of Certificate of High School Equivalency
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. The letter must also verify that attending this course shall not interfere with the high school senior's secondary education.
5. No credit will be given for previous education or transferred to another institution
6. An appointment must be scheduled with an Admissions Representative to tour the facility and fill out the registration paperwork.

Tuition and School Information

The tuition for the DENTAL ASSISTING course is \$3,199.00 with payment options as low as \$2,599.00. The tuition covers all costs for the course, including 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 clinical 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.

Summary of tuition and fees:

- | | |
|----|--|
| 1. | Tuition: \$2599 - \$3199 (includes books, textbook rental, and registration fee) |
| 2. | CPR certification: \$55-\$65 (market rate) Pay directly to CPR instructor. |

Graduation Awards:

- | | |
|----|---|
| 1. | Certificate of Completion in Dental Assisting |
| 2. | Dental Radiology Certificate of Achievement |
| 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% |
| 3. | Must return his/her rented textbooks |

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.

Radiology training and certificate.

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 tuition with payment options as low as \$2599 and \$55-\$65 CPR).

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

Registration Period Summary

Early Bird Registration:	\$2,599	Enroll 10 weeks or more 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.
2. Custom Payment Plan	<p>Accelerated Dental Assisting Academy can design <u>custom</u> payment plans specific to each student's financial needs. Accelerated Dental Assisting Academy does <u>not</u> expect, nor do we require, our students to have the full tuition amount up front. A \$200 deposit is required at the time of enrollment. The \$200 deposit is deducted from the total tuition cost. This \$200 will reserve your seat in the course. We only accept 15 students per course to maintain a low student/teacher ratio.</p> <p>Payment plans can be scheduled weekly, biweekly, or monthly. All plans are designed to have the full tuition completely paid off by the <u>last</u> day of class.</p> <p>Call 1-844-727-3755 to speak with an Admissions Representative to design your custom payment plan today!</p>

Early Bird Registration

Total Amount:	\$2,599
Tuition Includes:	Tuition (\$2,274), enrollment 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), enrollment 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), enrollment 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 Tuition Information:

Tuition 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.
CPR certification:	\$55 - \$65 pay cash or check directly to CPR instructor on the 10 th class.

Program of Study – Dental Assisting

80 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, Clinical review	4	2	2	8
DA106	Crown and Bridge	4		4	8
DA107	Endodontics, Orthodontics, Periodontics, Pedodontics	4		4	8
DA108	Oral Surgery and Dentures	4		4	8
DA109	Office Management, OSHA, and state guidelines	8			8
DA110	Final Written and Practical Exam/CPR			8	8

Total Hours		40	4	36	80
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Objectives of the Program of Study

10-week program consisting of 80 clock hours

Day	Course Name	Description
1	Introduction to Dental Assisting and Sterilization	General introduction to dental terminology, equipment, sterilization procedures, and hand piece 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 Clinical Review	MID-TERM EXAM. Review previous clinic information
6	Crown and Bridge	Crown & bridge instruments and materials, making temporary restorations, and bite registration.
7	Endodontics, Orthodontics, Periodontics, Pedodontics	Endodontics, Orthodontics, Periodontics, and Pedodontics
8	Oral Surgery and Dentures	Oral surgery, Implant, Partials, and Dentures
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 and awarding of certificates and pins. CPR, course will be held after all exams are finished. CPR certifications will be issued by the American Heart Association.

School Licensure Statement:

Accelerated Dental Assisting Academy, LLC, is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Accelerated Dental Assisting Academy is also licensed and approved to operate by the Louisiana Board of Regents, Arkansas Board of Higher Education, Mississippi Community College Board, Alabama Community College System, Georgia Non-Public Education Committee, and North Carolina State Board of Community College. 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 the accreditation by an accrediting agency recognized by the U.S. Department of Education.

Academic Calendar

Course	Start Date	End Date
Spring	02/09/2019	04/13/2019
Summer	06/08/2019	08/10/2019
Fall	09/21/2019	11/23/2019

Holidays that will be observed:

Good Friday, Easter, Thanksgiving, Christmas, Independence Day

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

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.

Breaks:

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

Administrative Office Hours: 844-727-3755

Monday-Friday 8:00 a.m.-5:00 p.m.

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 or GED. This also needs to be uploaded to your MyAccount before the first day of 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"

Dress Code:

Students are required to wear black scrub, 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 purchasing these items.

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)
 - Complete tuition payments
 - Return his/her rented textbook within 10 days of graduation or a \$125 charge will occur for the ownership of the textbook
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 three 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.
 - Students who have an unpaid tuition balance on the last day of class will not receive graduation awards until the balance has been settled. Once tuition has been paid in full, Accelerated Dental will mail the student's graduation awards directly to the student.

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 by the student through downloading and printing the document in the student's personal MyAccount portal located on Accelerated Dental Assisting Academy's webpage.

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.

Housing:

Residential housing is currently not available.

Campus Security Policy:

All students are required to 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 possession at home, in their vehicle or in class at their own risk. No fire arms are allowed on the school campus at any time.

Licensing Requirements for Jobs:

Texas:

Effective September 1, 2006, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law, a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

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.

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. Please reference School #S5381. 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 Texas Workforce Commission Career Schools and Colleges. Reference School #S5381.

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, TX 78778-0001
Phone: 512-936-3100
texasworkforce.org/careerschools

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/withdrawal/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

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The date of termination, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student;
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro-rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program

attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determined that the student has:
 - i. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

If a student wishes to withdraw and not return to the course, he/she must first contact and inform the Financial Department 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.

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.

Owner, Key Staff and Faculty

Owner-Jarrad Bencaz, DDS; Bachelors of Science in Microbiology-LSU, Doctor of Dental Surgery-LSU School of Dentistry

Director, Instructor, Representative-Dental Assisting-Radiance Neal; Associates in Health Science-Rio Salado College, Currently in Pre-Nursing Program-UT Arlington, 8 years of experience as a Registered Dental Assistant

Instructor-Dental Assisting-Avery Scherr; Bachelors in Oceans & Coastal Resources and Biomedical Sciences-Texas A&M, 2 years of experience as a Registered Dental Assistant

Representatives- Shawndee Lee and John Carrigan

The information contained in this catalog is true and correct to the best of my knowledge.

Jarrad Bencaz, Owner

