



Accelerated Dental

School Catalog
2021

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Course Locations:

43 West Williamsburg Rd
Sandston, VA 23150-2040

481 Garrisonville Rd #105
Stafford VA 22554

Program of Study: Dental Assisting

Accelerated Dental Assisting Academy

1.844.727.3755

www.adaa.us

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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.

Purpose:

To create an affordable opportunity for men/women to obtain training to become a dental assistant and to provide dentists with well-trained candidates for employment.

School Certification Statement

Accelerated Dental Assisting Academy, LLC, has been certified to operate by the State Council of Higher Education for Virginia, 101 North Fourteenth Street, 9th floor, Richmond, Virginia, 23219 telephone (804) 225-2600, www.schev.edu. Certification is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the US Department of Education. Our course and certification of completion offered in Virginia is approved by the governing body of the school, and the Louisiana Board of Regents, the appropriate state agency in Accelerated Dental Assisting Academy's home state, has granted approval for the school to offer the course and certificate of completion at the level for which credit is being awarded for that course in Virginia, and any coursework offered by the school in Virginia may be transferred to another Accelerated Dental Assisting Academy school located outside Virginia as part of an existing certificate program offered by the school.

History

Our owner, Dr. Jarrad Bencaz, currently owns two dental practices in the Livingston Parish area. There are five doctors, nine hygienists, and several other office staff in Dr. Bencaz's Denham Springs, LA practice. Because of our size, we require many hardworking, experienced dental assistants to help our patients. Over the past few

years, we have noticed the shortage of high quality, experienced dental assistants. Most applying for jobs have no prior training and very little understanding of the actual job they will be doing. Many dental offices now do not wish to hire applicants without any prior training. This is one major reason why we have decided to pursue this vision of developing Accelerated Dental Assisting Academy. We believe we have found a way to offer the training necessary to potential dental assistants who wish to begin a very rewarding career.

Our company's desire is to add an extremely focused and hands-on system of learning. As of now, most dental assisting schools are expensive, held in a classroom setting, and usually cover an extensive amount of information unrelated to the practical workplace. We believe potential employees are more productive when they are good at a specific job and are focused on learning a specific skill in a timely manner. So, with this in mind, we place students under the care of an educated mentor, and train them in an actual work environment. We do this with strategic methods and use the most updated procedures to train each student. We believe that "on site" training will prepare our students faster and more effectively. So that is why every class will not only simulate a work environment, but it will actually be held inside a dental office.

When we decided to open these schools, we wanted to break down the two largest barriers for the students: time and money. First, we operate our schools on the weekends. The hours of operation are from 8:00 a.m. to 5:00 p.m. for ten consecutive weeks. This allows students to maintain full time jobs during the week, and it condenses the long, drawn out nine-month program to a very comprehensive and focused two-and-a-half-month course. We try to maintain our program as an affordable option for them to get the necessary training to gain an edge in the hiring process.

We are currently operating nine schools in Louisiana, six in Mississippi, six in Arkansas, five in Alabama, three in Missouri, two in North Carolina, one in Texas, one in Washington, two in Michigan, one in Indiana, two in South Carolina, and seven in Georgia. We are in the process of adding locations in Virginia, South Dakota, California, and Florida. Our five-year plan is to have sixty schools operating across the country.

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. 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. ADAA will not grant any credit for previous education, training, and/or work experience. 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

Fall: September 26 - December 12

2021 Course Dates

Spring: January 16 - March 20

Summer: May 15 - July 24

Fall: September 18 - November 20

Class Hours, Faculty Accessibility 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.

Students have access to instructional staff and Regional Deans via the main number which is monitored during office hours and after hours by on-call staff. Instructors can be reached Monday thru Saturday, 8am-5pm CST via the home office phone number 844-727-3755. For emergencies, the Regional Dean can also be reached via the monitored office line of 844-727-3755 and have 24 hours to return the call.

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 & 4/4/2021), Independence Day (7/4/202 & 2021), and Thanksgiving (11/26/2020 & 11/25/2021).

Student Interaction

We ensure student interaction with faculty and administration from lead (before enrollment) to course completion (as alumni) by text, phone, and social media. We offer

support and encouragement throughout the entire process. We feel this can be a life changing decision and want to help our students feel empowered and supported.

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
VCU (Floating Day)	REQUIRED attendance to offsite (Virginia Commonwealth University campus) Radiation Health and Safety Course (monthly courses are held by VCU and date of required class will				

	be disclosed to students before course begins. ADAA pays for the course)				
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.
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
	VCU Floating Day	REQUIRED attendance to Virginia Commonwealth University Radiation Health and Safety Course (monthly courses are held by VCU and the date of required class will be disclosed to students before course begins. ADAA pays for course. Mandatory to receive Radiation Certificate)

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.

VIRGINIA COMMONWEALTH UNIVERSITY REQUIRED COURSE

The state of Virginia requires a dental assistant to complete a radiation safety course and exam given by an institution that maintains a CODA-accredited dental assisting, dental hygiene, or dentistry program, OR earn a certification from the American Registry of Radiologic Technologists, OR successfully complete the DANB RHS review course and then pass the DANB RHS (Radiation Health and Safety) exam. ADAA has implemented a way for our students to satisfy this requirement quickly so that upon completion of our dental assisting program, a student will have the radiological requirements needed which should make them hireable candidates in the dental field. Virginia Commonwealth University, School of Dentistry, holds a 4 hour RHS course monthly at the medical campus: 1101 East Leigh St, Richmond VA 23298, usually 8:30-12:30 on Saturday. ADAA will cover the cost of this course (\$250) in its tuition. ADAA will also assist each student enrolled in our dental assisting course with registering for this course before the semester ends and working it in with our course schedule. A list of the 2020 dates of the course offering will be provided to students before class begins. THIS is a REQUIRED course in order to receive an ADAA Certificate of Completion in Dental Assisting. The VCU RHS course provides a certificate of completion to those who pass the 4-hour course. There is one "free" retake of the VCU course at which time if a student still does not pass the course, ADAA will work with the student to pay for the course again. If a student fails to pass the course, ADAA will hold the certificate of completion in Dental Assisting until proof of this requirement has been satisfied.

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.
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 and obtaining a certification certificate at VCU RHS course, the student will be awarded a Certificate of Completion in Dental Assisting. Satisfactory completion includes attending and completing a 4hr outside RHS course held at Virginia Commonwealth University.

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.

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 to be part of a clinical team in Virginia. However, CPR is not mandatory to finish the program. The cost of \$60 will be collected by ADAA. 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. 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. There is a mandatory Radiation Health and Safety 4-hour course held at Virginia Commonwealth University School of Dentistry in Richmond in which ADAA will cover the cost and assist in registering the student. The VCU course cost is \$250.

Tuition/Cost of Program

For full tuition costs and options, see below. There is a \$100 registration fee.

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)
- VCU Radiation Health and Safety (\$250)

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	\$2,909	Enroll 10 weeks prior to course start date
Basic Registration	\$3,109	Enroll 3-9 weeks prior to course start date
Final Registration	\$3,509	Enroll 1-2 weeks prior to course start date

Early Bird Registration:

Total Amount:	\$2909
Tuition Includes:	Tuition (\$2,274), non-refundable enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60), VCU RHS course (\$250), 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:	\$3,109
Tuition Includes:	Tuition (\$2,474), non-refundable enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60), VCU RHS course (\$250), and all lab expenses and learning materials.
Enrollment Period:	3-9 weeks prior to course start date

Final Registration:

Total Amount:	\$3,509
Tuition Includes:	Tuition (\$2,874), non-refundable enrollment fee (\$100), textbook rental (\$80), digital student handbook (\$85), digital student workbook (\$60), BLS class (\$60), VCU RHS course (\$250), and all lab expenses and learning materials.
Enrollment Period:	1-2 weeks prior to course start date

Payment Options

Accelerated Dental Assisting Academy strives to provide an affordable option to gain a needed skill in the popular field of dentistry. ADAA offers three (3) payment options where by the end of the course, the student has no financial indebtedness; however, for those that do need extra time making payments, we offer a third party option, the Meritize program, which will be a loan that can extend past the course/graduation date and will need to be satisfied no matter the success or lack of success of the academy.

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, its successors, or its assigns permanently. Admission records and fiscal records will be maintained a minimum of three (3) years; student academic progress, status, and transcripts will be retained permanently. Student information includes name, address, records relating to financial payments and refunds, records of attendance, dates of completion or termination, record of grievances and resolution, and copies of correspondence relating to recruitment and enrollment. Progress reports are not generated. Students can view grades in real time thru their MyAccount portal. Our student records are housed through a licensed and secured software program that is backed up daily. 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 My Account Portal as well.

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) 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 and the student will not be subjected to unfair actions as a result of initiating a grievance. A final outlet for grievances will be the State Council of Higher Education for Virginia, 101 North Fourteenth Street, 9th Floor, Richmond VA 23219, phone (804) 225-2600, www.schrev.edu.

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.

Termination Policy

The school's termination policy is based on professionalism. Due to the short term of our program, there is no probation policy in place. Instead, our Regional Deans monitor grades of students during the course. If a student is failing, the Regional Dean is having encouraging conversations with student to offer assistance and a plan of action. We expect all of our students to conduct themselves in a manner respectful to other students and faculty members. 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. 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.

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 outside ADAA will not be accepted. Accelerated Dental Assisting Academy makes no claim or guarantee that credit earned will transfer to another institution; however, credit earned at an ADAA school may transfer to another ADAA school location. A Regional Dean will implement this process of transferring from one ADAA location to another. The Certificate of Completion earned at the end of the dental assisting course will be recognized by all ADAA schools nationwide. This certificate should represent at a minimum that the graduate has gained basic entry level dental assisting skills. The certificate may not be recognized by other post- secondary institutions. Credits nor certificate cannot be transferred to any other person than the person that earned the credits or certificate.

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)*
- **Attend and complete a 4hr Radiation Health and Safety course at Virginia Commonwealth University prior to ADAA course completion.**
- 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, 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
- Virginia Commonwealth University will issue a certificate of completion in Radiation Health and Safety course.

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 VA

Dental Assistant (DA1)

A dental assistant in VA may perform basic supportive dental procedures specified by the state dental practice act under the direction of a licensed dentist. *Accelerated Dental Assisting Academy offers preparation for this type of entry level dental assisting.*

Dental Assistant (DA2)

If an ADAA student would like to become a DA2, they must follow Pathway II of DANB CDA certification paths, which is:

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

Once the required work hours are met, please see the DANB website for more information at www.danb.org.

Radiography Requirements:

In Virginia, a dental assistant must:

1. Satisfactorily complete a radiation safety course and exam given by an institution that maintains a CODA-accredited dental assisting, dental hygiene, or dentistry program, OR
2. Earn certification from the American Registry of Radiologic Technologists (ARRT), OR
3. Successfully complete the DANB RHS Review course offered by the DALE Foundation AND pass the national DANB Radiation Health and Safety (RHS) exam.

ADAA students will be directed on how to obtain their radiography credentials by attending a 4-hour radiology course at the Virginia Commonwealth University. This will be a requirement before receiving a certificate of completion in dental assisting.

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

Three-Business Day Cancellation

I understand that if for any reason I am unable to enter the program, all monies paid will be refunded if requested within three business days (excluding Sundays and holidays) after signing an enrollment agreement and making an initial payment.

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.

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 decision by signing a revised enrollment agreement or completing an exit interview.

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:

1. The date on which the student is terminated for a violation of a published school policy which provides for termination.
2. 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 30 days of withdrawal or termination.

Example of \$2,909 Refund Table

(\$2,274.00 Tuition + \$225.00 Book Fee + \$60 BLS class + \$250 VCU RHS class + \$100 Registration Fee = \$2,909.00)

Weeks En-rolled	% Re-fund	Amount Institution Retains - Amount Student owes if not paid in full	Refund (If paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	75%	\$568.50+\$100+\$225+\$60+\$250=\$1203.50	\$1705.50	Amt Pd minus \$1203.50
2	75%	\$568.50+\$100+\$225+\$60+\$250=\$1203.50	\$1705.50	Amt Pd minus \$1203.50
3	50%	\$1137.00+\$100+\$225+\$60+\$250=\$1772.00	\$1137.00	Amt Pd minus \$1772.00
4	50%	\$1137.00+\$100+\$225+\$60+\$250=\$1772.00	\$1137.00	Amt Pd minus \$1772.00
5	50%	\$1137.00+\$100+\$225+\$60+\$250=\$1772.00	\$1137.00	Amt Pd minus \$1772.00
6	25%	\$1705.50+\$100+\$225+\$60+\$250=\$2340.50	\$568.50	Amt Pd minus \$2340.50
7	25%	\$1705.50+\$100+\$225+\$60+\$250=\$2340.50	\$568.50	Amt Pd minus \$2340.50
Over 7	0%	\$2909	\$0	\$0

Example of \$3,109 Refund Table

(\$2,474.00 Tuition + \$225.00 Book Fee +\$60 BLS class + \$250 VCU RHS class + \$100 Registration Fee = \$3,109.00)

Weeks En-rolled	% Re-fund	Amount Institution Retains - Amount Student owes if not paid in full	Refund (If paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	75%	\$618.50+\$100+\$225+\$60+\$250=\$1253.50	\$1855.50	Amt Pd minus \$1253.50
2	75%	\$618.50+\$100+\$225+\$60+\$250=\$1253.50	\$1855.50	Amt Pd minus \$1253.50

3	50%	\$1237.00+\$100+\$225+\$60+\$250=\$1872.00	\$1237.00	Amt Pd minus \$1872.00
4	50%	\$1237.00+\$100+\$225+\$60+\$250=\$1872.00	\$1237.00	Amt Pd minus \$1872.00
5	50%	\$1237.00+\$100+\$225+\$60+\$250=\$1872.00	\$1237.00	Amt Pd minus \$1872.00
6	25%	\$1855.50+\$100+\$225+\$60+\$250=\$2490.50	\$618.50	Amt Pd minus \$2490.50
7	25%	\$1855.50+\$100+\$225+\$60+\$250=\$2490.50	\$618.50	Amt Pd minus \$2490.50
Over 7	0%	\$3109	\$0	\$0

Example of \$3,509 Refund Table

(\$2,874.00 Tuition + \$225.00 Book Fee +\$60 BLS class + \$250 VCU RHS class + \$100 Registration Fee = \$3,509.00)

Weeks En-rolled	% Re-fund	Amount Institution Retains - Amount Student owes if not paid in full	Refund (If paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	75%	\$718.50+\$100+\$225+\$60+\$250=\$1353.50	\$2155.50	Amt Pd minus
2	75%	\$718.50+\$100+\$225+\$60+\$250=\$1353.50	\$2155.50	Amt Pd minus
3	50%	\$1437.00+\$100+\$225+\$60+\$250=\$2072.00	\$1437.00	Amt Pd minus
4	50%	\$1437.00+\$100+\$225+\$60+\$250=\$2072.00	\$1437.00	Amt Pd minus
5	50%	\$1437.00+\$100+\$225+\$60+\$250=\$2072.00	\$1437.00	Amt Pd minus
6	25%	\$2155.50+\$100+\$225+\$60+\$250=\$2790.50	\$718.50	Amt Pd minus
7	25%	\$2155.50+\$100+\$225+\$60+\$250=\$2790.50	\$718.50	Amt Pd minus
Over 7	0%	\$3509	\$0	\$0

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 Coach:
Sandston Site Instructor(s):

Ashley Ouber
Kimberly Neal – dental experience began in 1998
Amy Tioivaio- dental experience began in 1994

Staff Minimum Qualifications & Position Duties

Instructors

1. Education
 - a. High school diploma or equivalency
 - b. Dental training education
2. Work Experience
 - a. Must have a minimum of two years of clinical experience as a dental assistant
 - b. Must have completed the ADAA Instructor Orientation and Training Modules
3. Position Duties
 - a. Lead students on guided tours of the facility
 - b. Prepare the dental office for class
 - c. Prepare to adequately teach the class lecture and manage the clinical portion of class
 - d. Review class checklists and complete each task accordingly
 - e. Lead Powerpoint lecture
 - f. Lead clinical training sessions
 - g. Gather students' course documents and mail them to administration
 - h. Mentor students in the dental profession
 - i. Manage, resolve and/or report classroom situations and student disturbances
 - j. Schedule observation days with each student and critique their participation
 - k. Grade exams and manage attendance
 - l. Record grades and attendance on the school website
 - m. Observe students' performance throughout the course and complete a student evaluation survey on each student.

Regional Managers

1. Education
 - a. High school diploma or equivalency
 - b. Bachelor's Degree
2. Work Experience
 - a. Must have a minimum of 2 years of management experience

- b. Must have completed the ADA A Regional Dean Training Modules
- 3. Position Duties
 - a. Lead, manage and hold instructors accountable
 - b. Establish goals and plan of action for continual operational improvement
 - c. Assist in the development of course operations including systems, policies and procedures
 - d. Assist in the launch of a new school location by leading instructors in orientation. Employee will travel to the new site and begin building rapport with instructors and dental practice.
 - e. Implement the instructor training process with all new sites
 - f. Prepare each location to host course by executing the Pre-Semester Checklist
 - g. Manage all operations during the course by executing the During-Course Checklist
 - h. Responsible for resolving student complaints, financial issues, graduation challenges, and any other student related problems
 - i. Oversee the course graduation process
 - j. Responsible for filing all student documentation
 - k. Communicate weekly with instructors via email, text and phone. Build rapport and develop relationships

Enrollment Representative

- 1. Education
 - a. High school diploma or equivalency
- 2. Experience
 - a. Must have a good moral background, with no criminal history, and cannot be terminated by any wrongful doing of any prior employers.
- 3. Position Duties
 - a. Answer incoming lead phone calls
 - b. Contact “Web-to-lead” prospects
 - c. Contact “Facebook-to-lead” prospects
 - d. Implement lead nurturing systems
 - e. Manage the company’s lead email accounts
 - f. Manage social media interactions
 - g. Utilize Salesforce by tracking and logging all lead nurturing interactions
 - h. Be knowledgeable in the dental assisting field and be able to answer any questions a prospective student may have in regards to our course
 - i. Consistently display the company’s core values in every interaction. Reflect the company’s brand commitment in every interaction.

President

1. Education
 - a. High school diploma
 - b. Bachelor's Degree
2. Work Experience
 - a. Minimum of 5 years of management work experience including leading, managing and holding others accountable
3. Position Duties
 - a. Responsible for leading, managing and holding complete staff accountable
 - b. Develop and Implement all company operations
 - c. Oversee the quantification and implementation process for all systems and Procedures
 - d. Problem resolution
 - e. Manage company finances
 - f. Work with a Consultant to grow as a business leader
 - g. Attend dental conferences to build relationships and advance knowledge in the dental field
 - h. Responsible for creating and implementing order within the company
 - i. Establish a reputation within his/her realm of influence as being a company of integrity and commitment to serving our students, instructors and partners

Owner

Visionary and financial backer. Involved in major decisions regarding the direction of the company and how to implement that vision with financial stewardship.

