

Volume #5



ADAS
ADIRONDACK DENTAL
ASSISTING SCHOOL

Catalog

Important:

Disclosure Statement: Each student should read and review this approved catalog for factual information about the Adirondack Dental Assisting School, Inc.

This catalog was last revised 6-11-2015

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Welcome

Adirondack Dental Assisting School , Inc. would like to introduce you to a new, innovative and unique course in dental assisting. We offer a course designed to give you the best basic foundational knowledge and skills necessary to start a new career, **with a minimum investment of time and money** on you part.

We offer this opportunity from the perspective of practicing dentists and experienced dental assistants in the setting of an actual dental office. While we endeavor to give you exposure to a wide range of techniques, materials, and dental knowledge, we will focus on the skills we in the dental industry see as “core necessities” for job acquisition.

Job opportunities for trained dental assistants are quite good in today’s marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants. After completing our course, students will have an advantage over untrained applicants because a dentist will need to invest less in training, however, students must realize that they will need further training and practice before being completely proficient. If one examines the want ads for dental assistants, virtually all jobs require experience. With our course, one can receive foundational training in the field of dental assisting with a minimal investment of time and at a reasonable cost.

Welcome to Adirondack Dental Assisting School, Inc.!

History

This course of study came into being as a result of conversations between dentists. Every dentist recognizes the importance of a good dental assistant in helping him/her provide a good service to his or her patients, reduce stress on both the patient and doctor, and keep the practice growing and profitable. Given the shortage of trained dental assistants, the existing obstacles for a person to go to school for training, and the unwillingness of dentists to train someone “from scratch”, **Adirondack Dental Assisting School, Inc.** came into being. The basic framework for this curriculum is patterned after a successful assisting program in another state.

Legal Status

Adirondack Dental Assisting School, Inc. is a private coeducational school registered as a corporation with the Secretary of State. President is Dr. Frederick Dreher. The name of the corporation is Adirondack Dental Assisting School, Inc.. The school assumes full responsibility for any agreement reached between the student and the school.

Certificate of Approval:

Adirondack Dental Assisting School, Inc. is licensed and regulated by the New York State Education Department-BPSS Bureau of Proprietary School Supervision, 89 Washington Avenue Room 560 EBA, Albany, N.Y. 12234 Tel. (518) 474-3969, Fax (518) 474-6543, E-mail: BPSS@nysed.gov.

Institutional Philosophy

The philosophy of Adirondack Dental Assisting School, Inc. is based on the belief that people can be trained in a relatively short period of time to enter the world of professional dental assisting. We believe that our course will prepare any motivated individual to get their first job. We also believe the amount of on the job experience, not classroom hours, is the best teacher. Therefore, it is our purpose to equip each student with the basic skills necessary to enter the workplace and begin to gather experience. We also feel that our many years in the profession not only qualifies us to teach these skills, but also gives us the opportunity to impart what “golden nuggets” we have discovered along the way.

Faculty and Staff:

Frederick Dreher DDS

Adirondack Dental Assisting School-President
Licensed Director

Karen Ostrander RDH-Registered Dental Hygienist

Adirondack Dental Assisting School-Director & Licensed Teacher
24 years experience in the field of Dentistry
Associates Degree in Applied Science-Dental Hygiene-Hudson Valley Community College
Bachelors Degree in Psychology-Russell Sage College
Licensed Agent

Crystal White-Dental Assistant

Adirondack Dental Assisting School-Licensed Teacher & Agent
Graduate of the Adirondack Dental Assisting School, Inc.
7 years experience in the field of Dentistry

Lyndsey Mosely-Dental Assistant

Adirondack Dental Assisting School-Agent & Licensed Teacher
Graduate of the Adirondack Dental Assisting School, Inc

Kendra Wilkins-Dental Assistant

Adirondack Dental Assisting School-Licensed Teacher
Graduate of the Adirondack Dental Assisting School, Inc.

Dory Adriance-Dental Assistant-CDA

Adirondack Dental Assisting School-Licensed Teacher
Graduate of HVCC Certification Program

General Information

Location:

Adirondack Dental Assisting School, Inc. is located at 410 Rowland Street, Ballston Spa, N.Y. Our school is run in the office of Dr. Frederick Dreher, general dentist. Our mailing address is: 410 Rowland Street, Ballston Spa, N.Y. 12020. Our facility is handicapped accessible.

Directions to our School: From I-87 N and S (Northway) Exit 13 N, Left at next traffic signal onto Old Post Road, follow to first stop sign, make Right turn onto Northline Road. Follow to second traffic signal and make right turn onto Rowland Street. Our school is located 1mile ahead on the Right side.

Course Information:

Our course runs for ten consecutive weeks on Fridays or Saturdays from the hours of 8:00am to 5:00pm with an hour for lunch. Morning sessions (8:00 to 12:00) are lecture, and afternoon sessions (1:00 to 5:00) are for clinical, hands-on laboratory experience. Breaks are given for ten minute periods approximately every one to one and one-half hours. Dress code is informal and casual. However, it is recommended that students go ahead and buy a uniform since some of the material we work with in a dental office can permanently stain or damage clothing. Also we like for students to get used to “being and looking like” dental assistants. Hospital scrubs are the preferred dental office attire.

Procedure to Review Licenses and/or Approvals:

Students and prospective students may review and/or copy licenses, or approvals relating to Adirondack Dental Assisting School, Inc., upon request to the School Director, Monday through Friday, from 8:30am to 5:00pm., by appointment.

Dissemination of Consumer Information:

A representative of **Adirondack Dental Assisting School, Inc.** will be available to disseminate consumer information upon request between the hours of 8:00am to 5:00pm Monday through Friday, by appointment.

Facilities and Equipment:

The Adirondack Dental Assisting School, Inc. facility includes a business office with computer, phones, and records, a reception area which doubles as a classroom, six fully equipped treatment rooms, one laboratory, sterilization area, one private conference room, office and two rest rooms. The equipment includes one developer for radiographs, two autoclave sterilizers, one ultrasonic cleaner, seven x-ray machines, two amalgam mixers, and four curing lights. There are plaster stones for models and dies, impression materials, and cements. The lab also includes a vacuum former, a lab vibrator, one model trimmer, a lathe and various dental hand pieces (drills). There is an up to date OSHA program already in place with accompanying MSDS sheets and other regulatory necessities. We feel a practicing dental office is the perfect place for students to maximize their time and experience.

School Hours of Operation:

Friday and Saturday hours of operation will be between 8:00am and 5:00pm with a one hour lunch break at noon. Breaks for refreshments and restrooms will be given every hour to one and one-half hours (at the discretion of the instructor) for 10 minutes.

Class Schedule and Enrollment:

Students that are interested in enrolling for the course, must first tour our school, in person, per New York State. At that time, you will have an interview with the Director of the school and have any questions answered in person. You may register for the course and reserve your place in the class with a \$100 nonrefundable registration fee. Proof of enrollment requirements is also due at this time. (Proof of high school diploma or GED/TASC) Enrollment is continuous right up until the start of the first scheduled class. Friday and Saturday class hours are 8:00am-5:00pm.

School Holidays

Christmas, New Years Day, Independence Day, Memorial Day, Labor Day, Easter, depending if falling on the weekend.

Training Aids

Instructors are supplied with teaching manuals, appropriate charts, diagrams, a human skull for anatomy, audiovisual equipment (a TV w/VCR) and all the dental equipment and supplies necessary for laboratory and operatory training.

Admissions

Admissions Requirements:

- 1) Any person who has attained a high school diploma or G.E.D./TASC High School Equivalency Certificate is eligible to attend Adirondack Dental Assisting School, Inc.-subject to personal interview. All applicants must exhibit a proper willingness and enthusiasm to learn the art of dental assisting. All prospective students will be required to show proof of a High School Diploma or GED/TASC at the time of enrollment. If a student is a recent High School Graduate, a letter from a counselor stating that the student has passed can be accepted. The student will be required to show proof of the diploma prior to graduation.
- 2) Students must be at least 18 years old.
- 3) Admissions at Adirondack Dental Assisting School, Inc.- are conducted throughout the year. Those applicants who apply during the course of class training will be given first consideration to be enrolled in the next course. New classes will start approximately every ten weeks.

- 4) If a student has no high school diploma, he or she must take an ATB test and be at least 18 years old to be eligible to attend. The primary ATB test used at the Adirondack Dental Assisting School, Inc. is the CPAT exam. We may also use Wonderlic or Tabe. The minimum scores needed to pass the entrance exam are: CPAT total 124, Wonderlic 248/254 or Tabe Form 9 or 10 Total score 1,600.

Admission Procedures:

- 1) **Adirondack Dental Assisting School, Inc.** prefers a personal interview with each applicant prior to acceptance, and encourages the parent, spouse, or other family member, as is appropriate, to attend the interview. This gives everyone an opportunity to become familiar with each other and serves as a question and answer period for students, family, instructors, and faculty alike.
- 2) Admissions representatives are available by appointment only.

Attendance Policy:

-Students are expected to attend and be on time for all classes. Tardiness is considered disrespectful to both classmates and instructors. Students who have a pattern of tardiness will be advised and will be disciplined on an individual basis.

-Students are required to complete all assignments regardless of class attendance, and are required to maintain, at minimum, an attendance average of 85%, for the total instructional hours enrolled from program inception to the point where progress in being measured. Any missed class time must be made up. Students are required to complete at least 85% of course work in order to graduate from the program. Missed class time that is made up is counted towards the 85% graduation requirement. Students who miss more than 15% of the instructional hours, will be placed on attendance probation, and any further absenteeism may result in termination with appropriate pro-rated refunds. A student who is absent more than 20% of the total contact hours in a program may automatically be terminated from the current class. However, the student may, at the sole discretion of the Director, be allowed to pick up the course of study at the next session. Tests missed because of absence must be made up upon the day the student returns to school, unless other arrangements have been made by the instructor and approved by the Director.

The school has no provision for excused absences. Make-up work shall not be authorized for the purpose of removing an absence. A student will be charged one hour of absence for each hour of tardiness or any part thereof. If inclement weather forces the school to close, a student's completion date will be extended to make up for clock hours missed. Scheduled school holidays, summer and Christmas breaks, are not counted as absences.

Leave of Absence Policy:

A Leave of Absence will NOT be granted for this course. Due to the brief nature of this course, a leave of absence is not practical. Students are permitted to miss a maximum of 2 original classes that will be made up outside of class. Please be advised that, since this course is very accelerated, any missed time from class can negatively impact a student's learning and progress with the course. It is very easy to get behind in course work. Students are encouraged to attend all classes if possible, with the exception of illness. If a student misses more than 2 classes, they will be asked to repeat the course at additional cost.

Appeals:

A student can appeal an unsatisfactory grade and/or attendance classification to the Director by explaining in writing any circumstances relevant to the situation. The Director will evaluate the circumstances presented by the student and student's program record will be amended to reflect the results of the appeal. The student's status will be revised, as is appropriate.

Termination and Re-admittance:

-A student who is absent more than 20% of the total contact hours in a program may be terminated automatically.

-A student may be placed on attendance or academic probation or terminated due to:

- #1 Unsatisfactory course work.
- #2 Failure to maintain the attendance requirement.
- #3 Failure to progress within the school's maximum time frame.
- #4 Failure to abide by the school's rules and regulations.

-A student whose enrollment was terminated for unsatisfactory progress or nonconformance with the rules and regulations of the school may only be re-admitted, with the approval of the School Director, under the following conditions:

- #1 One grading period must elapse before being readmitted; and
- #2 The problem which caused the dismissal must be satisfactorily resolved; and
- #3 The student must demonstrate the potential to succeed.

-A student who re-enrolls after being terminated for unsatisfactory progress will be placed on probation for the next grading period.

-A student whose enrollment was terminated for violation of the attendance policy may not re-enter before the start of the next grading period.

-A student in good standing, who voluntarily withdraws, may apply for readmission at any time.

-Students that elect to re-enroll in our program, will be expected to pay for the course and all fees again, with the exception of the textbook (provided that it is still in their possession, for use during the course).

-Exceptions to reenrollment and repaying for the course, may be made under certain extreme circumstances and at the discretion of the director: An immediate family member, that lives with you, passes away (mother, father, sister, brother, or child) or the student or someone, that you are a caregiver for, has a serious medical condition. The school reserves the right to require proof of these circumstances in writing, upon request.

Academic Standards

Grading:

Students will receive a percentile grade for each quiz, written and practical exam. Grades will be calculated from 4 categories, average of all the quizzes=25%, midterm=25%, written final exam= 25% and final practical exam= 25%. A perfect final score is 100%. Listed below is the grading distribution.

| | | <u>Letter Grade Equivalent</u> |
|----------------|------------|--------------------------------|
| Weekly Quizzes | 25% | 90-100%=A |
| Midterm Exam | 25% | 80-89%=B |
| Final Exam | 25% | 70-79%=C |
| Practical Exam | <u>25%</u> | 60-69%=D |
| | 100% total | 0-59%=F |

Grading Period:

There are two grading periods in the course: one at the end of the first six weeks (after the mid-term exam); the second at the end of the course (10 weeks). Written progress reports will be given to each student at mid-term and at the completion of the course.

Satisfactory Progress:

-Satisfactory progress will be determined by accumulated percentage. Students must maintain at least 70%(C) Should a student at the completion of the first grading period fail to obtain at least 70%(C), the student will be placed on probation. A student on probation will be allowed to retake an exam, which will be averaged with the original exam. If the probationary student fails to bring his/her grade to a 70%(C) level at the end of a 2 week probationary period, the student will be terminated. A student terminated for unsatisfactory progress may apply to repeat the course at the next course offered, after a minimum of one grading period has passed. Students will be required to pay to repeat the course if dismissed or terminated for academic failure.

-Requirements for graduation include 80 hours (class lecture and lab combined)

-Recommended Training-It is **strongly** recommended that students complete a CPR training course prior to seeking employment. Future employers and patients expect that we are trained to respond in the case of an emergency in the dental office. This training is NOT provided by the school. For information about how to obtain CPR training: Please see the Director of the school.

Graduation Requirements:

A certificate of completion will be awarded to those students who have maintained a score of at least 70%(C) have compiled a satisfactory attendance record as outlined by the school and are in good standing financially with the school at the time of graduation. They must have an attendance record of at least 85% of classes complete.

STUDENT SERVICES:

Advising:

The staff and faculty of the school are available, by appointment, to assist students with school or dental profession related problems or questions.

Placement:

Upon graduation, job placement assistance is available to all students at no additional cost. Students are assisted and/or advised with regard to resume preparation, interview techniques and employment opportunities. Adirondack Dental Assisting School, Inc. will do its best in helping students find a rewarding job. *Adirondack Dental Assisting School, Inc. cannot, however, guarantee employment.*

STUDENT CONDUCT

Students must adhere to the highest standard of conduct, which will reflect credit upon themselves and the school. Students must conduct themselves in a manner which will not in any way interfere with the learning process of other students, the instructor's classroom presentation, or the progress of the class in general.

Rules and Regulations

Attendance:

You are expected to be on time for class. Tardiness is considered disrespectful to both classmates and instructors. Students who have a pattern of tardiness will be advised and will be disciplined on an individual basis. Students are required to complete all assignments regardless of class attendance, and are required to maintain, at minimum, an attendance average of 85%. The school has no provision for excused absences.

Reasons for termination:

The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:

- 1) Failure to abide by the school regulations.
- 2) Failure to maintain the attendance requirement.
- 3) Unsatisfactory course work. (You have to work very hard to fail the class, instructors are here for you; they are willing to help. You will be notified if your grades are falling. You must ask for help if you need it. Extra help is given by appointment)
- 4) Failure to pay tuition when due.
- 5) Cheating. (If caught cheating, you will be expelled.)
- 6) Falsifying school records.
- 7) Entering the school under the influence of alcohol, drugs, or narcotics of any kind.
- 8) Carry a concealed or potentially dangerous weapon.
- 9) Willful neglect, damage, or abuse of school property.
- 10) Not participating in lab-time properly.

Pagers/phones: You must have your phones, and pagers off during class time. Please tell family members that your cell phone or pager will be turned off during class. They can leave you a message on our phone or pager and you will return their call during break or lunch.

Snacks and drinks are allowed, but please discard and keep area neat. Please empty your drinks into sink before throwing away. You are allowed to bring tape recorders, lap trays, or pillows.

If you are sick and cannot attend school, you must present a doctor's note. (*Any and all time you are not in school is counted against your 15% allowance.*)

If you leave early, you must inform the instructor of the reason and time you are leaving. The instructor must record this on your attendance record.

Smoking: Please keep outside area clean and discard cigarette butts.

Everything is due by week 9! Any make-up quizzes due to absences, mid-term corrections, sterilization/disinfection paper.

We have two bathrooms, one in front and one in back. Remember that we will be working in each others' mouths, please brush your teeth for after lunch. As a courtesy, the school provides students with toothbrush, toothpaste and floss to use at school.

End of day:

All students must do the following:

Students are required to clean, disinfect all operatories before leaving.
Please fold your chair and put it in the break room.

You are responsible for obtaining phone numbers from other students for information missed when you are not in school.

It is up to you to make arrangements to take any missed quizzes or tests.
Please see the Director to schedule an appropriate time to do this.

Program Cost

Tuition is due and payable in advance. However, students may elect to arrange for monthly/weekly payments while attending school. Extended payment plans may be considered through bank financing, based upon the applicant's personal credit position. The cost for the Foundational Dental Assisting Program is:

Hours: 80

Tuition: \$3,097.00

Textbook: \$150.00

Supplies: \$350.00

Registration Fee: \$100.00

Total Cost of Program \$3,697.00

There are no additional fees for materials or supplies.

Refund Policy :10 weeks=One Quarter

Equipment consists of, but is not limited to: masks, gloves, all disposable supplies needed to learn about dental assisting, models of the human dentition, dental assisting pin at graduation, use of all of our dental equipment-chairs, x-ray machines, and lab supplies.

The **total cost** may be paid out using any of the following options:

- 1) Prepay discount of 5% given to students that pay tuition **in full** at LEAST two weeks prior to the first day of class instruction. Tuition is then \$3,512.00. A discount of \$185.00 will be given.

- 2) \$1,322.00 down payment, then \$240.00 at the beginning of each class (10 payments) *This option will cost \$25.00 extra.*
- 3) \$847.00 down payment, then \$290.00 at the beginning of each class (10 payments). *This option will cost \$50.00 extra.*

The following supplies are recommended, *but are **not** a requirement* for the Dental Assistant School course:

- 1 set of hospital scrubs or uniform
- A comfortable pair of white tennis shoes or nursing shoes

The school will provide the following items:

- Certificate of Achievement
- Dental Assisting Pin
- Set of Models of the Human Dentition
- All equipment use and materials needed
- Text Books
- A Name tag will be provided to you
- 3-Ring binder/Student Handbook

Assistance Programs:

The school is approved as a vendor for three assistance programs.

- 1) **ACCESS VR**-A New York State Education Department funded program that assists disabled person retrain for a new career. If you have a disability and think you may be eligible for assistance, contact ACCESS VR directly for more information. If approved by ACCESS VR, they may assist in all or partial payment of our program cost.
- 2) **New York State WIA (Workforce Investment Act)**-This is a New York State funded program by the One Stop Centers through New York State unemployment. To find out if you are eligible for assistance, you must visit the One Stop Center in your county of residence. If approved, NYS WIA may assistant in payment of all or part of our program cost.
- 3) **MyCAA-Department of Defense Program**-This is a program for spouses of active military workers. The goal of the program, is to provide training for a portable career. To find out if you are eligible for assistance please go to the website: <https://aiportal.acc.af.mil/aiportal> , to apply. If approved, the department of defense may assist in partial payment of our program cost.

Students from out of New York State:

There is no additional charge for out-of-state residents.

Refund and Cancellation Policy:

A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee which is \$100.00. You may cancel the enrollment contract by written or oral notice. The enrollment agreement is not binding until signed by the school director or designated school official. An applicant who has not visited the school, toured the school facilities and inspected the equipment prior to signing the enrollment contract, has an additional three days to withdraw without penalty and request a full refund of any monies paid.

B. Thereafter, a student will be liable for:

1. the non-refundable registration fee of \$100.00 plus
2. the cost of any textbooks or supplies accepted plus
3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of weeks in the program. Total tuition liability is limited to the week during which the student withdrew or was terminated, and any previous weeks completed.
4. After the student enters school, he/she may voluntarily cancel or terminate by contacting the school. Charges to students who terminate after entering school will be as follows:
 - a. Our course is 10 weeks, which makes up one quarter:

Schedule of Refunded Charges:

If termination occurs, school may keep:

- Prior to or during the first week=0%
- During the second week=25%
- During the third week=50%
- During the fourth week=75%
- After the fourth week=100%

- C. The student refund may be more than that stated above if the accrediting agency or federal refund policy results in a greater refund.
- D. 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.
- E. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and or non-conformance with the rules and regulations of the school.
- F. Refunds to students who fail to enter school will be made as follows:
 - a. An applicant who is not accepted by the school will receive a full refund
 - b. An enrollee will receive a full refund if educational service is discontinued by the school preventing the student from completing.

- c. An enrollee will receive a full refund if the 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.

G. A full refund of all tuition and fees is due and refundable in each of the following cases:

- a. If class is postponed from its starting date.
- b. If the program of instruction is discontinued by the school and this prevents the student from completing the program
- c. If the student’s enrollment was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

In the event of a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

| <u>Student Liability and Refund</u> | | | |
|--|-------------------|---|---|
| <u>Due by Week</u> | | | |
| | % Retained | Student Liability Payment Plan #1 Fee \$25 Weekly Payment \$240.00 | Refund Due Payment Plan #1 Down Payment \$1,322.00 |
| Week 1 | 0% | \$275.00 | \$1,287.00 |
| Week 2 | 25% | \$1,199.25 | \$602.75 |
| Week 3 | 50% | \$2,123.50 | \$81.50 |
| Week 4 | 75% | \$3,047.75 | \$0 refund, student owes \$765.75 |
| Week 5 | 100% | \$3,722.00 | \$0 refund, student owes balance |
| Week 6 | 100% | \$3,722.00 | \$0 refund, student owes balance |
| Week 7 | 100% | \$3,722.00 | \$0 refund, student owes balance |
| Week 8 | 100% | \$3,722.00 | \$0 refund, student owes balance |
| Week 9 | 100% | \$3,722.00 | \$0 refund, student owes balance |
| Week 10 | 100% | \$3,722.00 | \$0 refund, student owes balance |

| | Student Liability | Refund Due | % Retained |
|---------|---|--|-------------------|
| | Payment Plan #2 \$50 Fee Weekly Payment \$290.00 | Payment Plan #2 Down Payment \$847.00 | |
| Week 1 | \$300.00 | \$837.00 | 0% |
| Week 2 | \$1,224.25 | \$202.75 | 25% |
| Week 3 | \$2,148.50 | \$0 refund, student owes \$431.50 | 50% |
| Week 4 | \$3,072.75 | \$0 refund, student owes \$1065.75 | 75% |
| Week 5 | \$3,547.00 | \$0 refund, student owes balance | 100% |
| Week 6 | \$3,547.00 | \$0 refund, student owes balance | 100% |
| Week 7 | \$3,547.00 | \$0 refund, student owes balance | 100% |
| Week 8 | \$3,547.00 | \$0 refund, student owes balance | 100% |
| Week 9 | \$3,547.00 | \$0 refund, student owes balance | 100% |
| Week 10 | \$3,547.00 | \$0 refund, student owes balance | 100% |
| | | | |

| | Student Liability Payment in Full | Refund Due Payment in Full \$3,512.00 | % Retained |
|---------|--|--|-------------------|
| Week 1 | \$250.00 | \$3,262.00 | 0% |
| Week 2 | \$1,128.00 | \$2,384.00 | 25% |
| Week 3 | \$2,006.00 | \$1,506.00 | 50% |
| Week 4 | \$2,884.00 | \$628.00 | 75% |
| Week 5 | \$3,512.00 | \$0 | 100% |
| Week 6 | \$3,512.00 | \$0 | 100% |
| Week 7 | \$3,512.00 | \$0 | 100% |
| Week 8 | \$3,512.00 | \$0 | 100% |
| Week 9 | \$3,512.00 | \$0 | 100% |
| Week 10 | \$3,512.00 | \$0 | 100% |
| | | | |

Class Size:

The teacher/student ratio will be a maximum of 12 students per one instructor in a lecture class and a maximum ratio of 12 students per three instructors in lab class.

Statement of Non-Discrimination:

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical handicap.

Family Education Rights and Privacy Act

Under the Family Educational Rights and Privacy Act, each student is given the right to inspect and review his/her records, and to request that errors in those records be changed to ensure that they are not inaccurate, misleading, or otherwise in violation of the students privacy or other rights. The detailed policy and procedures that the institution uses in this regard can be obtained from the School Director. These include our right to refuse to provide such records if the student has an unpaid financial obligation to the school.

Under Federal rules, the school is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed. ***If you do not wish this information to be released, you must contact the School Director within thirty days of signing the Enrollment Contract.*** This basic information is called Directory Information, and this school includes the student's name, address, telephone number, date and place of birth, program of study, participation in activities, dates of attendance, certification and diploma awarded, photograph, and place of employment.

Students who feel that the institution has not complied with their rights under the law may file a complaint under Section 99.64 with the U.S. Department of Education.

Foundational Dental Assisting

Program Information

Adirondack Dental Assisting School, Inc. has designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting. This program will allow people access to the job market quickly without incurring a burdensome debt and loss of time at their current job or profession. This program will only be offered in the **English** language.

The course runs for ten consecutive weeks on Fridays or Saturdays from the hours of 8:00am to 5:00pm, with an hour for lunch. *Morning sessions (8:00 to 12:00) are lecture, and afternoon sessions (1:00 to 5:00) are for clinical, hands-on laboratory experience. Instructors are available by appointment for tutoring.*

Breaks are given for ten minute periods approximately every one to one and one-half hours. Dress code is informal and casual. However, it is recommended that students go ahead and buy a uniform since some of the materials we work with in a dental office can permanently stain or damage clothing. Also we like students to get used to “feeling and looking like” dental assistants. Hospital scrubs are the preferred dental office attire.

Eighty clock hours are required for the successful completing of this course. It is highly recommended that students complete an approved CPR course during non-school hours, at their own cost. The program title for this course is CPR for the Professional Rescuer.

***Please Note:** In order to become a LICENSED DENTAL ASSISTANT in the state of New York, more training is necessary. This certificate of completion will not make a graduate eligible to become licensed as a Certified Dental Assistant by the New York State Education Department, Office of Professions. However, you are able to work in the state of New York as a dental assistant without being licensed.

Foundational Dental Assisting. The following is a description of each session and the number of clock hours for each module:

Foundational Dental Assisting

101 Module 1: Introduction to Dentistry, Dental Assisting, Structures of the Head and Neck, Dental Anatomy, and Tooth Morphology

(Text Chapters 1-4)

Prerequisite: none

Clock Hours: 4 Lecture, 4 Lab

102 Module 2: Disease Transmission and Pathology, Infection Control, Hazards Management, Emergencies

(Text Chapters 5-9)

Prerequisite: Module 1

Clock Hours: 4 Lecture, 4 Lab

103 Module 3: Dental Operatory, Dental Hand Instruments, Rotary Instruments, Oral Evacuation and Instrument Transfer

(Text Chapters 10-13)

Prerequisite: Modules 1,2

Clock Hours: 4 Lecture, 4 Lab

104 Module 4: Dental Examination, Dental Radiography

(Text Chapters 14-16)

Prerequisite: Modules 1-3

Clock Hours: 4 Lecture, 4 Lab

105 Module 5: Mid-Term Exam, Alginate Impressions and Diagnostic Casts, Pharmacology and Pain Control, Rubber Dam, Dental Cements

(Text Chapters 17-20)

Prerequisite: Modules 1-4

Clock Hours: 4 Lecture, 4 Lab

106 Module 6: Amalgam Restorations, Cosmetic Restorations, Custom Trays and Elastomeric Impressions

(Text Chapters 21-23)

Prerequisite: Modules 1-5

Clock Hours: 4 Lecture, 4 Lab

107 Module 7: Crown and Bridge Restorations, Complete and Partial Removable Dentures, Pediatric Dentistry

(Text Chapters 24-26)

Prerequisite: Modules 1-6

Clock Hours: 4 Lecture, 4 Lab

108 Module 8: Periodontics, Endodontics, Oral Surgery

(Text Chapter 27-30)

Prerequisite: Modules 1-7

Clock Hours: 4 Lecture, 4 Lab

109 Module 9: Resumes, Job Interview Techniques, Course Review

(Text Chapters 1-30)

Prerequisite: Module 1-8

Clock Hours: 4 Lecture, 4 Lab

110 Module 10: Final Written Exam, Final Practical Exam, Graduation and Awarding of Certificates and Pins.

Prerequisite: Module 1-9

Clock Hours: 4 Lecture, 4 Lab

Policy for Granting Credit for previous education and training: The Adirondack Dental Assisting School, Inc. will not give credit for previous education and training.

Financial Aid or Assistance:

Currently, **Adirondack Dental Assisting School, Inc.**, has no financial aid packages available. However, **Adirondack Dental Assisting School, Inc.** offers a payment plan that allows a student's tuition to be paid over the course of the training.

Certificate/Transcripts

There is no charge for the original copy of your certificate; however, additional copies of the diploma will be \$10.00. Official transcripts of students records are issued only on written request; the first copy is at no cost; additional copies are \$2.00 each. Transcripts must be requested 24 hours in advance.

Please note: Transcripts will be withheld until all fees and charges have been met.

******Externships, while not a required part of the course in dental assisting, may be available to interested students. Students will be notified of existing opportunities if they become available.**

******While placement service may be provided, it is understood that this school cannot promise or guarantee employment to any student or graduate.**

Certificate of Approval:

Adirondack Dental Assisting School, Inc. is licensed and regulated by the New York State Education Department-BPSS Bureau of Proprietary School Supervision, 89 Washington Avenue, Room 560EBA , Albany, N.Y. 12234 Tel. (518) 474-3969, Fax (518) 474-6543, E-mail: BPSS@nysed.gov.

Grievance Policy

From time to time, differences in interpretation of school policies will arise among students, faculty and/or the administration.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director of the school should be contacted. Normally, the informal procedure of “discussing” the difference will resolve the problem. However, occasionally, more formal (written) procedures are required. When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to the Director. The Director will then review the grievance, meet with the parties involved, and will notify all parties of the decision, in writing, within seven (7) working days.

Complaints:

If the Director’s decision does not resolve the grievance to the satisfaction of all parties, the student or staff member, as appropriate, should contact the New York State Education Department-Bureau of Proprietary School Supervision, 89 Washington Avenue, Room 560EBA, Albany, N.Y. 12234. Tel. (518) 474-3969, Fax (518) 474-6543 E-mail: BPSS@nysed.gov to report complaints.

Refund Requests: Students must contact the Director of the Adirondack Dental Assisting School, Inc. to request a refund.

Withdraw Policy:

Please note: The failure of a student to notify the director in writing of withdraw may delay refund of tuition due pursuant to Section 5002 of the Education Law.

Statistics for Admissions, Enrollment, and Graduates:
Reporting Period July 1st 2013-June 30, 2014

Total Applications: (Diploma) 53, (ATB) =56

Total Applications Accepted: 56

Non Completers: 6

Graduates: (Diploma) 48, (ATB) 2 =50