



Careers in Dentistry

School of Dental Assisting

Student Manual

Revised: March 2022

Careers in Dentistry

436 Fury's Ferry Rd.

Martinez, Ga. 30907

(706) 863-0405

www.careersindentistryonline.com

Dental Assisting Faculty and staff

Program Head

Dr. Benjamin C. Timmerman DMD.

Faculty

Jari de Leon, DA

Jad.careersindentistry@mail.com

Cynthia Drenthe, DA

Jerry Ann Chambers, DA

Kevin Cassedy, RN, CPR Instructor

Clinic rotation coordinators

Catherine McGee, DA

Careers in Dentistry

Dental Assisting program mission Statements

Our mission is to prepare each student to provide superb dental assisting services in a legal, ethical, and knowledgeable manner.

The Dental Assistant Program facilitates the development of professional, ethical, and competent dental assistants that exhibit the following:

- An awareness of their present and future roles and responsibilities within the profession and the community served.
- The knowledge and clinical skills necessary to provide comprehensive care to patients/clients.
- A commitment to lifelong learning and professional development

The dental assisting program provides the dental assisting student with the knowledge and skills to assist the Dentist with various procedures and provide quality patient care.

Graduates will receive a certificate in Dental Assisting and dental radiograph.

The mission of **Careers in Dentistry** is to educate the students in the dental assisting program, provide quality and professional clinical services, and obey the Dental Practice Acts of Georgia.

Mission Statement

Careers in Dentistry's mission Statement

Mission

CID strives to meet the diverse needs of our community by providing high quality, accessible and educational dental services for our students to start a new career.

Vision

CID will continue to be a catalyst for educational, cultural, and economic progress in our community

Values

Integrity: We live by a code of ethics, which include truth, humility, respect, and fair

Service: We actively support the growth and development of a culture of service in our community by word, example, and collaboration.

Diversity: We believe an appreciation of differences adds to the richness of the learning environment and the personal development of all.

Accountability: We take responsibility for continuous quality improvement, serving the needs of our community, and providing excellent care.

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Careers in Dentistry Dental Assisting Program has been granted authorization by the commission of Georgia Nonpublic Postsecondary Education (GNPEC)

This course does not meet the requirements for deductible expenses on your federal tax return. We are not part of a college or university that provides a bachelor's degree or higher.
(Per IRS Publication 970)

This clinical manual is intended to guide students accepted into this Dental Assisting program during their course of study. This information should be adhered to and followed throughout the course of study,

No transfer credit is given to other institutions due to the short nature of our program.

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Section 1:

The Professional Dental Assistant

Definition of a Dental Assistant:

A dental health professional who works closely with and under the supervision of a dentist. They work with patients by performing tasks before and after the dentist meets with the patient as well as assist the dentist during certain dental procedures.

Dental Assisting Graduates from Careers in Dentistry program will be able to:

- Perform infection control procedures.
- Expose and process dental radiographs.
- Complete a Full series of dental x-rays.
- Educate patients on good oral hygiene.
- Take and pour impressions for study models.
- Charting of patients existing oral dentition.
- Set up treatment rooms and assist Dr. with various procedures.
- Break down treatment rooms
- Order supplies when needed.
- Along with other things not listed above.

As a student, your main objective is to learn the skills necessary to provide quality care for patients who trust your ability, ethics, and your concern for their wellbeing. For this reason, CID Dental assisting program focuses on the skills of practice and the commitment to preserve the patient's oral health.

Professionalism Guidelines

The following guidelines are a set of performance areas relative to professional behaviors. These basic guidelines are to be followed and are cues for appropriate professional behavior and/or appearance for the student enrolled in the Careers in Dentistry program.

Performance Areas

- A. Concern for the Patient
 - 1. Shows concern for physical and psychological comfort of the patient.
 - 2. Observes asepsis protocol throughout clinical procedures.
 - 3. Manages patients in an effective manner
 - 4. Displays enthusiasm when working with patient.

- B. Perseverance
 - 1. Follows task and procedures through until completion.
 - 2. Able and willing to manage cases effectively
 - 3. Manage difficult cases and does not avoid difficult problems.

- C. Ability to Follow Directions
 - 1. Listens to directions.
 - 2. Follows given instructions
 - 3. Asks for clarification if directions are not clear.

- D. Honesty and Integrity
 - 1. Responds ethically when dealing with patients, classmates, and staff.
 - 2. Displays honesty in classroom and clinic area.
 - 3. Is upright and truthful, and displays integrity in all aspects of dental assisting.

- E. Punctuality
 - 1. Arrives on time
 - 2. Utilizes time efficiently
 - 3. Finishes tasks by specified dates and deadlines.

F. Initiative

1. Performs routine tasks without direct supervision.
2. Initiates appropriate treatment for needs of patients.

G. Personal Appearance

1. Maintains personal cleanliness in all areas of hygiene.
2. Follows protocol in this manual regarding nails, hair, clinical attire, and overall professional appearance.

H. Attitude

1. Assist others willingly without hesitation
2. Responds positively to instructors, peers, and patients without hesitation
3. Controls emotions and performs professionally under stressful conditions.
4. Accepts tasks willingly.
5. Displays enthusiasm while working with patients.
6. Foul language is not allowed at any time

I. Response towards clinical evaluation

1. Views evaluation as a positive force.
2. Does not make excuses or arguments
3. Makes corrections and/or changes that are suggested.
4. Is receptive to new ideas or methods suggested by others.

Section 2:

School Policies

FINANCIAL & TUITION ARRANGEMENTS

Student Name: _____ Class _____

This tuition for the dental assisting course study offered by this institution is \$2,995.00

The above tuition covers all cost for the cost. Dinner is not provided, however, several eating establishments are near our school.

This course will run eleven (11) consecutive weeks, two (2) nights a week, eight (8) classroom hours per week for a total of Eighty (80)-classroom hours of instructions. Our classes are held on Tuesday & Thursdays from 7:00- 11:00PM(occasionally, we may need to modify our class night for special unforeseen reasons if this should occur, it will be discussed prior to the change. In addition, there is approximately sixty - (60) hours of home study plus a voluntary four (4) to (10) hours of "practical" on the job training for a total of approximately one hundred & fifty (150) course work hours.

The Tuition fee includes all the following

1. Textbook: "Modern Dental Assisting", Torrey & Enrich, 10th edition - this book is available for check out
2. Textbook: (Syllabus) "Concepts in Dental Assisting", Richard Erickson, DDS - this is yours to keep
3. Safety Glasses, pen, red/blue dual ended pencils, carry bag - these supplies are checked out and must be returned prior to graduation.
4. Use of all equipment & instrumentation with actual "hands on" training during the course of study
5. A certificate in dental assisting, dental assisting pin, and a letter recommendation outlining your training and experience will be awarded to all students who have attained a 75% or above grade average and your account is paid in full
6. X-Ray training in accordance with the state regulations in a dental offices
7. Training in all phases of general dentistry, including amalgam restorations, oral surgery, orthodontics, periodontics as well as pediatric dentistry. We do our best to schedule guest speakers who can't wait to answer your questions. They are actively working in the dental field.
8. A certification in Adult CPR, is provided after course finals
9. OSHA & HIPPA training in the dental offices
10. Actual clinical experience & live patient practice
11. All training is done by a dental profession in an actual practicing dental office not a classroom

The tuition may be paid in full using one of the following arrangements:

1. \$2,995.00 at the time of registration
 - a. (\$100.00 is a non-refundable application fee
2. \$1000.00 down payment (due at the time of registration), then \$199.50 at the beginning of every week for ten (10) payments.
 - a. (\$100.00 is a non-refundable application fee
3. MYCAA

We do not accept any other forms of financial aid or scholarships due to the short length of our program.

Mandatory Orientation will be held prior to the first day of class. Students will be notified at registration of the date and time of orientation. At orientation, students will be given textbooks, supplies, an office tour, and course expectations.

Each class is filled on a first come first serve basis. Due to the size of our facility, we only accept 12 students in each term. We require the following in order to register: Enrollment forms, down payment, high school diploma, transcript, or GED, and a copy of your ID.

Confidentiality Policy

- Confidentiality is a matter of concern for all students who have access to client information. Confidential information is valuable and sensitive and is protected by law.
- All students in the CID Dental Assisting program will sign a Confidentiality Statement (a copy is in the student manual), which will be on file in the Program Head's office with the student records. This statement will be signed at the start of the program and will remain in effect until the completion of the program and rotations.
- Students will only access information on patient that is needed to deliver care.
- Students will respect the privacy and institutional policies governing the use of any information accessible through the computer and client records.
- Students may NOT divulge the contents of any record
- Students may not remove any record or contents from the office.
- Violation of this policy or any part of it may result in a warning, failure, or immediate dismissal from the CID program.
- This confidentiality policy is enforced in other offices while you are interning with them.
(Should they need a copy, you must request it seven-days prior to date needed)
- Students are not to discuss any patient's information outside of the school.

Careers in Dentistry School of Dental Assisting

Student Confidentiality Statement

As a student in the Careers in Dentistry Dental Assisting Program, I understand that I will be working with Medical and dental records of patients in the CID Dental Assisting clinic. I further understand that medical and dental records are confidential personal documents.

I agree not to discuss the contents of any patient's medical or dental record except with the patient or instructor, and then only when such discussion is relative to patients care or learning experience. I understand that these are records of Careers in Dentistry and I will not remove records from the Dental Assisting program. I understand a violation of the confidentiality policy established by CID Dental Assisting program may be grounds for dismissal from the program.

I have read and understand the CID Dental Assisting clinic's Notice of Privacy Practices and agree to comply with the policies adopted by the program in compliance with HIPAA regulations.

You will be given a copy to sign at the beginning of class starting.
You may request a signed copy.

Communicable Disease Statement

Although there are no documented cases of occupational spread of HIV to dental workers, students enrolled in the Dental Assisting program are at a slight risk of exposure to blood and bodily fluids and the potential does exist for transmission of blood borne and other infectious diseases during patient care activities. The risk of HIV disease transmission from dental patients to members of the dental team is extremely low. Nevertheless, there is one small potential for this to occur.

The Americans with Disabilities Act (ADA) forbids discrimination against patients with HIV, AIDS, Hepatitis, or other blood borne diseases. Students in the Dental Assisting program are required to treat all patients assigned, regardless of the disease state of the patient. Refusal to treat any patient may affect the student's academic success and may result in the student's dismissal from the Dental Assisting program.

No student will be allowed to deliver patient services until he/she has been instructed in infection control procedures as specified by the Occupational Safety and Health Administration (OSHA) and has mastered the material on safety/universal precautions with satisfactory accuracy.

Students who enter the Dental Assisting program are required to read this statement and sign a Communicable Disease Agreement prior to clinic. This agreement becomes part of the student's permanent record and will state that the student:

1. Has been informed of his/her risk for exposure to blood and bodily fluids.
2. Understands the potential for transmission of blood borne disease during direct or indirect patient care.
3. Agrees to service all patients that are assigned to him/her.

The student and a witness must sign the Communicable Disease Agreement.

Careers in Dentistry

School of Dental Assisting

Student Communicable Disease Agreement

As a student in the Dental Assisting Program of Careers in Dentistry, I understand that I will be working with patients in the CID Dental clinic and the office of Dr. Benjamin C. Timmerman who may be afflicted with communicable diseases such as HIV, AIDS, hepatitis, and other illnesses. I further understand that the medical status of these patients is considered confidential information.

I acknowledge that I have been informed of my risk for exposure to blood and bodily fluids and understand the potential for transmission of blood borne diseases during patient care activities.

I agree to provide care to all patients assigned to me regardless of their health status. I understand that refusal to provide care to any patient without consent of the Dental Assistant Dept. Head may result in my dismissal from the Dental Assisting Program.

You will be given a copy to sign at the beginning of class starting.
You may request a signed copy.

Guidelines about Appearance

Students should maintain a professional, well-groomed appearance. Faculty members reserve the right to dismiss a student from the clinic with a grade of "failure" if personal appearance and conduct are not in compliance with professional standards. We will give a warning for the 1st offense; 2nd offense we will have a written write up; 3rd offense: To be determined by the Clinical Instructor

Hair

- ❖ Hair must be clean, neat and secured away from face and off the shoulders so that it does not enter the field of operation
- ❖ Hair coloration is limited to natural colors
- ❖ Only small plain barrettes or hairbands may be worn

Make-up

- ❖ Make-up should be applied lightly
- ❖ No visible tattoos are allowed in clinic and must be covered with make-up during direct patient care or when visiting clinic area

Jewelry

- ❖ Only small stud –style earrings will be allowed in clinic during direct patient care. Only one pair of stud earrings is allowed for professional attire. No dangling or large earrings will be allowed.
- ❖ No visible body piercing ornaments or jewelry will be allowed in clinics or during direct patient care.
- ❖ A watch may be worn.
- ❖ A wedding band may be worn.

Odors

- ❖ Effective personal hygiene must be practiced at all times. Deodorant must be used.
- ❖ No perfume is to be worn while in uniform or in clinic.
- ❖ Each student should use a breath deodorant (mouthwash) and brush his/her teeth prior to direct patient care.
- ❖ Hand washing is a must prior to entering clinic area.
- ❖ Students who smoke are urged to quit. Students who smoke must brush teeth and use mouthwash before providing direct patient care. Uniforms, breath and hands must be free of smoke and odor. Students who do not comply will be asked to leave.
- ❖ Please remember to use deodorant at all times

Nails

- ❖ Fingernails must be well manicured, short, and clean.
- ❖ No artificial nails are allowed as they harbor bacteria.
- ❖ Only natural colors of polish are allowed.
- ❖ Cuticles and skin around on the hands must not be torn, chapped or irritated.
- ❖ The use of hand lotion to keep hands healthy is a must.

Other

- ❖ No gum chewing is allowed in classrooms, lab, or clinic.

Attendance Requirements

1st offense: verbal warning; 2nd offense: written warning; 3rd offense: To be determined by the Clinical Instructor

Attendance:

- ❖ Registration in the class is required.
- ❖ If a lecture or clinic session is canceled due to the instructor's absence the session will be rescheduled.
- ❖ If a lecture or clinic session in progress is canceled due to unforeseen circumstances, the session will be rescheduled.

Absences:

- ❖ Punctual attendance is part of a professional responsibility and is required at all classroom laboratory, and clinic sessions. In the event a class is missed, the student must notify the Dental Assisting program prior to class and is responsible for all material covered during class absence.

Students are to call the Clinic Managers Catherine McGee
At (706) 863-0405 or Jari at (706) 832-0829
before 5pm, Mon-Thurs to report absence or tardiness.

- ❖ No more than 2 classes should be missed during the program
- ❖ A doctor's note or person note is required the day you return to class.

Tardiness:

- ❖ A student is considered late (tardy) if the instructor has begun the lecture before his/her arrival and the student has not received prior permission to enter the classroom or clinic session late.
- ❖ A student is considered tardy if he/she leaves before class is dismissed without prior permission from the instructor of the class.

Cellular phones: The use of cell phone is not permitted during classroom or clinic sessions; if we see this, we will ask you to step out of the office; it will be your responsibility to find out what has been missed. Please be respectful.

Dismissal from Program:

Students dismissed from or withdrawing from the program for any reason may be allowed to retake the course at a later date at the discretion of the instructors. In those cases, tuition will be ½ of normal tuition (\$1450.00)

Grading Policy and Graduation Requirements

- Students are given weekly quizzes(6), a written midterm exam, and a written and practical final exam. To determine the final course grade, the quizzes (6) are averaged, then added together with the midterm and final exam grade. That number is then divided by 3 to determine the final course grade. A final course grade of 75% or higher and completion of CPR is required to receive your certificate.*Please Note, all accounts must be paid in full in order to receive your Dental certification as well as your pin, CPR certification – NO EXCPETION*

90-100%	A
80-89%	B
75-89%	C
74% or lower	Failing

Exam Policies

- ❖ All exams are based on all the learning objectives in the classroom and clinical hands-on objectives students perform. Anything assigned such as reading, content that is covered in class, or clinic procedures may be on a test.
- ❖ An exam grade will be determined by dividing the number of correct student responses by the number of valid test items as determined by the faculty.
- ❖ Exams must be taken at scheduled times and may only be taken once.
- ❖ No student will be allowed to enter an exam already in progress if arrival is beyond the first fifteen minutes of the exam time.
- ❖ If a student will not be present the day of an exam due to extraordinary circumstances (i.e., illness, death in family, accident), **prior to the scheduled exam time** the student must:
 1. Call the Dental Assisting Faculty and relate the circumstance causing the absence.
 2. Take a make-up exam at the earliest opportunity, after providing documentation of the event that caused the student to miss the scheduled exam.
- ❖ If either of the above is disregarded, the maximum grade possible on the rescheduled exam is 75.
- ❖ Exams will be made-up at the discretion of the instructors
- ❖ A student who fails an exam should make an appointment with a faculty member for individual assessment of study and test taking skills. Recommendations will be made to improve these skills.

Procedure for Academic Dishonesty during an Exam

- ❖ The faculty will:
 - ❖ Take the student's exam and answer sheet.
 - ❖ Ask the student to wait outside until the exam is over.
 - ❖ Inform the student that a conference will be held with the dept. Head at which time disciplinary procedures will be initiated.
- *Please Note, all accounts must be current in order to take your midterms*
 - *If it is not current for your midterm exam- your grade will not be given*
- *Please Note, all accounts must be paid in full in order to receive your Dental certification as well as your pin, CPR certification – NO EXCPETION*

Transcript Requests

Students will be given a copy of their transcript upon graduation from the program. If additional copies are needed, please contact the office at (706)863-0405. Please allow 7 business days for processing the request. You will be notified when the transcript is ready to be picked up. For students requesting the transcript be mailed, it will be mailed within 7 business days. An ID will be required in order for your transcript to be release to you or your designated person.

Student Clinical Rotations

Careers in Dentistry recommends that students obtain 20 hours of hands on chairside experience during the week outside of school in the clinical/office setting. The Clinical Rotation Manager must check off students once their rotation has ended. Students must turn in their rotation sheets signed to the instructor so that the time may be recorded.

*After completion of the CID program, CID recommends (but not mandatory) students obtain 8-12 hours extra of clinical experience.

Students may begin rotating through Dr. Benjamin Timmerman's office after midterm exams are completed. CID recommends either a 4-hour rotation or an 8-hour rotation at a time, depending on available time. Only one student is allowed at a time to be in the rotation/clinical setting. If you do any Clinical rotations outside of Dr. Timmerman's, it is your responsibility to get your days/hours and a signature as proof of hours interning. These must be turned into the Clinical assistant in order for these hours to count.

Students must schedule their rotations with the Clinic Rotation Managers Monday thru Thursday-8:00am -5:00pm. The office # is (706) 863-0405.

Student's must:

- Wear their blue scrubs and closed toe shoes.
- Have their hair pulled back and abide by all appearance guidelines.
- Follow all professional guidelines provided in the student manual.
- Abide by patient confidentiality agreement that was signed by student at orientation.
- Follow Dentist's instruction and abide by Dental Assistant's instruction.
- No cell phones allowed.
- No gum chewing is permitted.
- Name tags must be worn at all times
- Be sure that you have your rotation hours signed off by the dentist or a staff member.

Any student who does not follow these guidelines will be asked to quietly leave and will not receive credit

Section 3:

GNPEC

(Nonpublic Post-Secondary Education)

Grievance Policies and Grievance Procedures

- ❖ All personal problems should be left outside the doors of Careers in Dentistry. Any personal problem may be discussed with a CID instructor/Faculty member.
- ❖ Address your grievance to the source individual first, whether it is a classmate, faculty member, or Dept. Head.
- ❖ Academic problems are discussed with the lead instructor of the course.
- ❖ If a student has a problem with a particular faculty member, they are to see the instructor before or after class. If an agreeable solution cannot be reached, the problem should be taken to the Dept. Head
- ❖ Make sure the problem is addressed within two (2) weeks of the incident. Please allow seven (7) days for a response
- ❖ If neither method is helping and the resolution has not been resolved then you may appeal with the GNPEC- Georgia Nonpublic Postsecondary Education Commission submitting a complaint online at www.gnpec.georgia.gov/student-resources
- ❖ We take any problem seriously; please do not hesitate to bring any issues to us.

*

We will do our best to address them immediately.

GNPEC Student Disclosure Form

Name of school: Careers in Dentistry

Address of school: 436 Furrys Ferry Road Augusta, Georgia 30907

1. Enrollment Agreement & Catalog

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the term and conditions of these documents are not subject to amendment or modification by oral agreements.

2. School Outcomes

I have read and received a copy of the school's self-reported, unaudited retention, graduation, and placements rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.

3. Employment

I understand that upon successful completion of my training program, this school will provide placement assistants. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

4. Refund Policy

I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that the policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.

5. Complaint procedure

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

6. Authorizations and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia code (20-250.6). Although authorized, I understand that this institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of Education; therefore, I am not eligible for Federal Student Aid. Additionally, as the case with all postsecondary institutions, both accredited and unaccredited, there are no guarantee that my credits will transfer to another institution.

* You will be given a separate GNPEC Student Disclosure Form that must be signed & dated prior to class beginning.

* You will be given a copy of the GNPEC Student Disclosure Form at the beginning of class starting.



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Recommended Student Supply list

1. 3 ring binder
2. Plastic sleeves
3. Dividers
4. Yellow highlighter
5. Pen (blue or black)- no red
6. Pencil

Items that will be checked out for your use while currently enrolled
(These items must be signed back in before graduation packet given)

1. Purple/Blue bag with the following supplies
 - a. Alginate
 - b. Measuring cup, spatula, mixing bowl
2. Blue Pencil box with the following supplies
 - a. Mirror
 - b. Explore
 - c. Red/Blue pencil
 - d. Typodont (available for in office use)
 - e. Textbook
 - f. Instrument/Bur Identification book



Careers in Dentistry

School of Dental Assisting

I, _____ on today's date of: Tuesday, September 8, 2020, I have read and understand the Careers in Dentistry Student handbook.

I have access to this student handbook either on-line or at the school. Should I have any questions I will review the handbook and speak to my clinical instructor or department head. I

_____ understand that the blue bag kit including the copy of student handbook, instrument identification, text book, Typodont, blue box including safety glasses, mirror and explore as well as the Lanyards are property of Careers in Dentistry & due back to the school of Careers in Dentistry as the assigned due dates that will be given toward the end of the class. Please note, failure to return these items can result of not receiving your graduation packet.

Print name _____

Student Signature: _____

CID Instructor signature: _____

Date: _____

Administration only:

Communicable Disease Agreement signed: Initial: _____ Date: _____

Confidentiality Agreement signed: Initial: _____ Date: _____

Grievance Policy signed: Initials: _____ Date: _____

GNPEC Student Disclosure Form signed: Initials _____ Date: _____

Student handbook agreement form signed: Initials: _____ Date: _____

ADDITIONAL ADD IN NOTES

1. If you need a copy of your transcript and/or Certificate, please allow seven days for this to be completed.
2. You must come by the school and pick this information up with proof of identify,
 - i.e. Driver's license (recommended)
 - i. A date & time will need to be scheduled for pick up
3. At this time this program does not offer the following certifications
 - a. No N2O certifications
 - b. No Expanded duty certifications
 - c. No sealant certifications
4. We are not a university. You will graduate with a Certified Dental Assistant Certification- not a diploma. Transfer credit is not guaranteed to be accepted by another school.
5. To protect the integrity of our program, we require all phones & tablets to be placed in the phone holder/counter at the front counter during quizzes/exams (graded papers). Refusal will result in a grade of a zero for that graded quiz/exam.

I, _____ (student name), have been notified of the "additional add in notes" in the Careers In Dentistry student handbook. I have access to the student handbook both paper copy/on line.

Student Signature: _____ Class: _____

Today's date: _____

Learning Resources

- Concepts in Dental Assisting, 5th Edition.....students to keep
- Modern Dental Assisting textbook.....returned to CID
- Modern Dental Assisting companion disk.....returned to CID
- All PowerPoint slides.....available for printing
- Any and all equipment and supplies needed to perform various procedures

Careers in Dentistry is taught after hours in a fully practicing dental office.

Facilities consist of a classroom area capable of seating 12 students and 4 exam rooms. Each exam room is equipped with all equipment and supplies needs to perform the various procedures taught in the course.

All learning resources are updated as the course program changes.

Cancellations & Refunds

Students Name: _____ Class: _____

1. A graduation certificate, letter of recommendation, and a dental assisting pin will only be awarded to those students attaining a 75% or above grade average. Those students whose grade average is below 75% will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of \$1,500.00 (minus a \$100.00 non-Refundable application fee)
2. A full refund will be made of all deposits or payments if cancellation is made three (3) calendar days before the start of the first class. (If you have already picked up your uniform - this must be turned into the office of Careers In Dentistry before a refund will be made (minus the \$100.00 non - Refundable application fee).
3. After the three (3) calendar days, refunds are based on a percentage of the course completed. The percentage is adjusted weekly. For example, if a student completes the first week of class, all but 10% will be refunded (minus the \$100.00 non- refundable application fee).

Before this is refunded all checked out items including your uniform must be returned to the office of Careers In Dentistry before a refund is issued.

You will be required to sign a Cancellation & Refund document

We would love to hear how you found out about our course

- () Internet () Newspaper
() Word of mouth () Facebook
() Former student - Name: _____
() Other: _____

Print Name: _____

Student signature: _____ Date: _____

Withdrawal Agreement

I, _____, hereby withdraw from Careers in Dentistry for the 02-2020 class. Careers in Dentistry was informed of my intent to withdraw on _____. I understand that my account must be current for the weeks I was enrolled and any refunds, if due to me, will not be paid until all checked out items, including my uniform are returned to the office. If I owe a balance on my account, I understand that it must be paid in full within 10 days of this agreement. I have received a copy of my financial ledger and signed cancellations & refunds policy.

Total Course Fee \$2995 (\$299.50 per week)

Weeks Enrolled _____

Total Due (Weeks Enrolled X \$299.50) _____

Amount Paid _____

Balance Due _____

Refund Due _____

Student Signature _____

Date _____

Staff Signature _____

Placement Services

Careers in Dentistry students are informed on any offices we know to be hiring. Resume writing is a part of instruction and your resume will be evaluated and suggestions made for any changes. Careers in Dentistry does not guarantee jobs to graduates.

Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our *state-of-the-art* practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive in excess of 8 hours of instruction in radiology. Our students have been trained in many of the "expanded duties" as well. Details of the student's extensive clinical training are outlined below.

I. Dental Theory and Terminology

- A. Dental and oral anatomy, tooth identification and numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology
- D. Equipment operation, chair positioning, assistant equipment usage
- E. Treatment options available, depending on oral conditions

II. Receptionist - Front Desk Office Management

- A. Phone techniques and appointment book control
- B. Billing: accounts receivable and accounts payable, collections
- C. Filing insurance forms and pre-treatment estimates
- D. Insurance terminology

III. Four-Handed Dental Assisting

- A. Instrument transfer techniques, chair-side assisting and patient suctioning
- B. Chair-side doctor-patient-assistant positioning
- C. Tub and tray systems of instruments and materials
- D. Familiarity and use of instruments and materials in assisting for:
 - 1. Operative Dentistry-amalgam and composite restorations
 - 2. Oral Surgery - instruments, procedures and post-op protocol
 - 3. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
 - 4. Endodontics - instruments, medicaments and materials: how and why they are used
 - 5. Periodontics - disease origin and usual treatment methods
 - 6. Pedodontics - commonality and differences in treating children vs. adult patients

IV. Radiology

- A. X-ray theory and technique, use of Rinn[®] holders and other methods
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Developing x-rays using the automatic processor
- D. Darkroom care and maintenance
- E. X-ray identification, interpretation, safety and precautions

V. Impressions and Model Trimming

- A. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
- B. Wax bites, counter impressions,
- C. Model pouring and trimming

VI. Cements and Liners

- A. Introduction to various cements and liners used in dentistry
- B. Practice mixing cements and liners

VII. Sterilization Techniques

- A. Sterilization theory and terminology, autoclave operation
- B. Instrument and equipment sterilization / disinfection
- C. Treatment room disinfection and asepsis techniques
- D. Handpiece care and maintenance

VIII. Job Interview and Placement Assistance

- A. Proper image, dress, and resume

