



# CENTER FOR ADVANCED DENTAL ASSISTING

Center for Advanced Dental Assisting

Intro to Dental Assisting

Course Catalog

2019

Address:

Classes are offered by the school at Kraner Family Dentistry located at 1838 Wentzville Parkway,  
Wentzville, Missouri 63385

Phone: 636-887-3005

Website:

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### Mission Statement

To provide the instruction and support necessary in developing successful Dental Assistants.

### School Objectives

To provide students with an in depth comprehensive educational background in the basic theory and practices of Dental Assisting.

### 10 Week (60 Hour) Program Objective

### Program Description

The Center for Advanced Dental Assisting (CADA) “Intro to Dental Assisting” is a unique high tech, modern Dental Assisting program unlike other Assisting Schools available. Our program will not only teach the necessary skills to enter the field of Dentistry, but will go above and beyond the basics. You will learn the latest technologies available in the dental field, from CAD CAM crown and bridge fabrication, the latest in Cosmetic Dental Care, Digital Photography and its use in Dentistry, etc... Guest lecturers who are at the top of the field in Dentistry will keep you motivated and provide you with experience you cannot find anywhere else. The program consists of both Lecture and Clinical skills, and by utilizing our dental practice, you will get a hands-on approach to dental assisting (with the option to treat your friends and family at no cost to them!) Our program will prepare you for your future in way no other assisting program will!

### Program Details

#### Schedule

The program will be held for 10 Saturdays Spanning 3 months with 60 Hours of both lecture and clinical components. Each weekend course will be Saturday from 8am – 2:30pm will be 6 Contact hours with a 30 minute lunch break. Lecture will follow the Intro to Modern Dental Assisting textbook.

## Program Outline

### Week 1: Intro to the Dental Assisting (6 Contact Hours)

Lecture- An overview of the Dental Profession, what your role in the dental field entails, and the roles of other team members that make up a dental team. Review of the history of the dental profession and the ethics involved in Dental Assisting.

Clinical- Assistants will start treating a patient in a real dental practice. This will entail reviewing medical and dental history forms with the patients, and taking vitals. Introduction into clinical charting. A tour of the equipment necessary to treat a dental patient and their uses.

### Week 2: The Science of Dentistry (6 Contact Hours)

Lecture- The study of dental anatomy and physiology... You will learn the directional overview of the human body, body cavity and region. Learn the importance of how the body functions, and how they can be involved in keeping it as healthy as possible- CPR, taking vital signs, recognizing a dental emergency in the office, etc.... Adult and Pediatric Dentition- begin the study of the human dentition.

Clinical- How to take the information you've learned in dental anatomy and use it to perform complete patient charting. Perform hard and soft tissue examination, and begin to get acquainted with the dental instruments necessary to perform these tasks. Complete a dental chart on each other.

### Week 3: Oral Health and the Prevention of Diseases (6 Contact Hours)

Lecture- This lecture will review the caries process. We will discuss the development of cavities, factors that contribute to the formation of cavities, the areas in which cavities can form, how they can re-occur, explore the methods of cavity detection, and how to implement caries risk assessment.

Clinical- Coronal polishing, as well as placing topical fluoride treatments. Placing disclosing solution on each other prior to prophylaxis. Experience using diagnodent laser cavity detection, and recording the numbers from the device. How to help the patients floss properly.

### Week 4: Infection Control: OSHA requirements (6 Contact Hours)

Lecture- Why microbiology is important to the dental assistant, how it applies to the transmission of diseases, and how infection control relates. You learn about the different types of bacteria, and how they are to be treated in the dental practice. Explaining why dental rooms need surface barriers, describe the 2 methods of surface disinfection,

Clinical- How to clean/disinfect treatment operatory using proper sterilization techniques. Concepts of the sterilization room and its processes.

#### Week 5: Dental Materials (6 Contact Hours)

Lecture- Materials that are used to treat the dental patient today, in a modern setting. We will review history of materials and how they were implemented in the past, and then focus on what the latest materials used today in a modern dental practice

Clinical- Impressions on the dental patients. This includes both alginate impressions, as well as PVS impressions. Single sided Cinch impressions with triple trays to learn how to make temporary crown restorations. You will learn impressions, models, whitening trays and retainers

#### Week 6: Chair-side Dental Assisting (6 Contact Hours)

Lecture- Delivering dental care to the patient. This section will review the names of the dental instruments used to treat the patients, and how they are implemented during a procedure.

Clinical- Assisting the Drs. in the passing exchange of instruments, and learn how to position them to successfully perform the roles of the assistant. This will be a review of the types of materials used to treat a patient. This course will also focus on the fabrication of temporary restorations.

#### Week 7: The New Patient Record and Data Capture (6 Contact Hours)

The topics of this lecture will include the patient record, how vital signs are taken and used. Oral Diagnosis and treatment, medical emergency management and CPR.

They will learn how to implement patient charting both on paper and electronically using Eaglesoft Dental Software. You will also learn the technique of taking Bitewing X-rays, Peri-apical x-rays, FMX and Pano x-rays.

### Week 8: Comprehensive Patient Care (6 Contact Hours)

Lecture- How to provide quality patient care. How the specialties play a role in patient care, and when they will help the Dr. guide patients to the proper specialist. This will entail filling out referral information, contacting different dental practices to relay the information necessary.

Clinical- Instruments necessary for multiple specialties, including Oral Surgery, Orthodontics, Periodontics, Pediatric Dentistry, Endodontics. All aspects of Invisalign treatment

### Week 9: Cosmetic Dentistry (6 Contact Hours)

Lecture- How to be an asset to a modern dental practice that performs cosmetic dentistry on their patients. What aspects are necessary to provide the patient and excellent cosmetic result. Lab communication, patient communication, Photography, and modern dental material selection.

Clinical- The art of digital photography. This includes both intra-oral photography, as well as extra-oral photography. They will learn how to not only take the photos needed, but how to import into the computer

### Week 10: Communication Skills and the Dental Professional (6 Contact Hours)

Lecture- Guest speaker lecture by Roz Fulmer... learn to carry yourself in the business setting, and learn communication skills to not only be the most valuable assistant possible, but also learn how to seek out a dental practice that fits your goals and vision for your future.

Clinical- Personality profile test. Communication skills with the patients, and help educate them on their dental condition. Roz, who has 30 years experience in the dental field will teach Interviewing techniques

Total Contact Hours is 60

### Cost Information

Tuition for the Dental Assisting Course (CIP 51.0601) is \$3,500.00

Security Deposit \$180.00(nonrefundable after the cancellation period)

Enrollment fee \$25.00 (nonrefundable after the cancellation period)

Registration and Books for the Dental Assisting Course is \$150 Intro to Modern Dental Assisting textbook.

Supplies for the Dental Assisting Course is \$150(book)

Other Equipment Required: Black Scrub tops and pants

\*All Students must have Black Scrubs; estimated cost is \$20 to \$60 depending on their personal taste.

### Admission and Enrollment

Applicants must be 18 years of age or older, (high school degree or equivalent- GED) must have current Hepatitis B vaccine.

### Enrollment Procedure

Prospective Students wishing to apply to admission must submit a completed signed application for admission.

Prospective Students must demonstrate the ability to pay for the program and make satisfactory arrangements for payment of tuition.

### Enrollment Agreement Cancellation and Refund Policy

Any STUDENT(s) may cancel this enrollment agreement by giving WRITTEN notice to the SCHOOL prior to midnight of the third business day excluding Saturdays, Sundays and legal Holidays from the date of enrollment to receive a full refund. The refund policy is as follows: the refund will be pro-rated and will be rounded downward to the nearest ten (10) percent of that period, less an administrative fee not to exceed \$100.00. If a student terminates after fifty (50) percent of the enrollment period, the school will retain the entire tuition cost. A schedule of refund charges is listed below. \*\*Security Deposit (\$180.00) is NONREFUNDABLE\*\* after the cancellation period. The Security deposit is credited towards the total cost of the program and due at time of enrollment. The enrollment process (including fee) will hold your place within the course.

SESSION NUMBER	RETAINED BY SCHOOL	SCHOOL ADMINISTRATIVE FEE	TOTAL RETURNED TO STUDENT MINUS FEE
Session 1	(\$875.00)	\$100.00	\$2,625.00
Session 2	(\$1,400.00)	\$100.00	\$2,100.00
Session 3	(\$1,750.00)	\$100.00	\$1,750.00

Session 4	(\$2,100.00)	\$100.00	\$1,400.00
Session 5	(\$2,625.00)	\$100.00	\$875.00
Session 6,7,8,9,& 10	NO REFUND		

Tuition Payments

**Payment in full is due prior to the end of the program**

\* If the student withdraws from the school after the cancellation period but within 7 days of the start of the course, the school will retain the \$25 enrollment fee.

Student Progress Information

The official Transcript for each student will be both emailed, and physically mailed at the completion of the course.

Program requirements can only be met by passing all the required quizzes/tests given by the school, and by performing to a satisfactory level each week in the Clinical Dental Office setting. If the student does not pass the instructional portion they will be given additional quizzes until they show they comprehend the materials. They will need to show they are putting forth the proper effort to do so. For each week, the quizzes will only be given 2 additional times after the first failure. If the students do not pass the next 2 quizzes they will be dismissed from the program. The student may be eligible for a refund based on the refund schedule.

Quizzes- T/F, multiple choices. The clinical aspect of the course will be graded by both the Lead Administrators, along with the instructors overseeing the student’s performance.

Definitions of Measures of Progress

71% is required for passing. Students will have until the end of the session to make up any quizzes they have not passed. The end of session exam will also require a 71% to pass. Students will be given 2 additional tests if necessary. After 3 total attempts students will not be awarded the certificate of passing the class and will be required to retake the entire 10 week class. 30% discount on tuition for the second session they attend, and will be required to pass all quizzes in the same manner as they did the first time they attended the school.

Credit for Previous Training



Center for Advanced Dental Assisting's Into to Dental Assisting does not accept credit from a previous education, training, or work experience.

### Grading Methods

A Pass/Fail system applies to all coursework. Whether the student passes or fails the program is based on attendance, completion and participation in all assignments, observations and performance evaluations given during the course. A passing grade is 71% or better in all course requirements.

### Academic Progress

Student progress is monitored each week. Students are required to achieve a minimum 71% on all evaluations and must attend at least 90% of all required contact hours. Students failing to achieve 71% will have two opportunities to retake the evaluations and achieve the minimum score. Failure to obtain a passing grade after two retakes will result in dismissal from the program. Students failing to attend at least 90% of all required contact hours, must contact the program director to make up missed time. Students will have up to fourteen weeks to complete all program requirements or be dismissed from the program. Students will have only ten (10) weeks to complete the course.

Program Grading Scale is as follows:

<b>100 – 90</b>	<b>= A</b>
<b>89 – 80</b>	<b>= B</b>
<b>79 – 70</b>	<b>= C</b>
<b>69 – 60</b>	<b>= D</b>
<b>59 &amp; below</b>	<b>= F</b>

### Academic Probation

Failure to maintain satisfactory academic progress, including less than the equivalence of a passing grade (71%), failing to attend 90% of class meetings without making written arrangements to make up time or content missed or failing to attend 90% of the class meetings will result in a written course of action. The initial probationary period will be one month. During that period the student is required to meet all the academic obligations. Tutoring is available for reviewing the course content missed while absent. The student will be responsible for tutoring fees at the rate of \$50 per session.

### Academic Program Termination and Re-Entry

If at the end of the academic probationary period the student has failed to make satisfactory academic progress, or failed to meet the terms of the probation, the student's participation will be terminated. The student will be notified in writing of their termination from the program director. The student may reapply for the program in the future, and if admitted, must begin the course over and must meet requirements for all course work. Any student that is dismissed from the program will be given a maximum of two (2) attempts to complete the course. Students that are wishing to re-enroll must

complete all the necessary enrollment paperwork and may be subject to tuition and fees and will only be eligible during a scheduled admission period.

### Physical Facility

The Course will be taught at both Kraner Family Dentistry (clinical setting) and at Fairfield Inn and Suites for the Lecture, which is located just a few minutes away on the same street as the Dental Practice. The Dental Office is a modern, high tech facility, located at 1838 Wentzville Parkway, Wentzville MO 63385.

The Business room in the Hotel will allow for a comfortable setting where you will learn the required lecture materials and have open discussion about the materials taught.

### Faculty

**Dr Greg Kraner** has over 40 years in the dental field, and has taught his employees for the 40 year period how to chair side assist. **Dr. Matt Kraner** has over 10 years in the Dental Field, and has also taught numerous assistants, many of which had no dental background at all when they applied to his dental practice for employment. Both Drs. Greg and Matt Kraner are very active with Dental CE, and continuously improve their clinical skills, as well as business skills to run the Dental Practice. All of these skills will be taught to the students in the program. **Dr. Jeff Sindelar**, also with 10 plus years in the Dental Field, who has been teaching assistants during that time. He also teaches CAD CAM dentistry to Dentists who are interested in learning the concepts of Digital Dentistry.

### Equipment

Equipment to teach the students- Digital X-ray machines, both intra-oral for Bitewing, and Peri-Apical x-rays taken, and PANO machine for extra-oral radiography. Chair side assisting instrumentarium will be used to show the students how to chair-side assist with the Dr. (4 handed chair-side assisting) Canon D30 Extra-Oral camera for Digital photography. Schick intra-oral camera used to show the students how to take photos of the patients they are assisting. All sterilization equipment necessary to fully sterilize the instruments used—ultrasonic cleaner, autoclave, assistina, Diagnodent for laser cavity detection, etc.

### Library

Center for Advanced Dental Assisting does not have an onsite Library. Students must purchase the required books listed in the cost information section prior to the start of the course.

## Placement Assistance

Those who enroll and complete Intro to Dental Assisting at the Center for Advanced Dental Assisting will have help with Job Placement through Breakthrough Dental Management.

Information as to where assistants are needed

Help with finding employment that matches your vision for where you would like to work.

Although we will actively help you with availability and write official letters of recommendation, there is no guarantee that the students will find employment through our program once the course is complete.

## Student Policies

### Attendance Policy

Attend all 10 weeks of the program to achieve the certificate of passing the class. If the students need to miss one of the days during the course, the lecture materials will be provided for home study, and the clinical part of the course will be taught on a pre-scheduled make-up day. The pre-scheduled make-up day will be during the week, not on a Saturday. There will be 1 make-up day scheduled for the first 5 weeks, and 1 make-up day scheduled for the following 5 weeks to allow students to make-up clinical lessons they missed. We will strongly encourage the students to attend all classes, as the program is only going to be 10 weeks, it is essential that they participate to the full extent.

### Tardiness and Makeup Work

Tardiness and leaving class early is subtracted from the total time of the program and counts against the minimum required attendance. Arrangements must be made with the Program Director to make up any assignments not completed on schedule. All assignments must be made up within one week of class periods missed. Any missed hours will need to be made up by completing and observation of or participation in extra classes equal to the number of hours missed.

### Dress Code

Scrubs/tennis shoes are required. Hair pulled back so that it is not in the face of the patients. If the Center finds that a student is not complying with the dress policy they will be issued a warning by the instructor. – This warning will be signed by both parties involved. If dress code continues to be in violation by that student they will be placed on Probation. This will be signed by both parties involved. After the probationary period starts, any further dress code violations will result in that student being terminated from the program. Student may be eligible for refund based on refund schedule.

### Conduct

I understand the following in regards to the Conduct Policy: I will be respectful of both fellow students, and all instructional personnel. I will be required to arrive for the program on time, and stay till the

program ends each week. I will be required to take initiative to learn the materials presented, to be engaged in the process, and put forth the effort to excel in the dental field. If the Center finds that I am not complying with the conduct policy I will be issued a warning by the instructor. – This warning will be signed by both parties involved. If conduct violations continue I will be placed on Probation. This will be signed by both parties involved. Students who withdraw or are dismissed from the program may be eligible for a refund per the refund policy; such refund will be provided within 30 days.

### Grievances

Situations may occur where a student believes the fair and consistent application of a school policy may not be followed to his or her satisfaction. Any student that wishes to file a grievance may do so by requesting a grievance form through the program director. Any student wishing to file a grievance must do so within fourteen days after the completion of the course schedule he or she has enrolled in. The school will offer a resolution within 5 days of the grievance being filed.

Any student that is dissatisfied with the resolution offered by the school may contact the Missouri Department of Higher Education at (573) 751-2361 for information on filing a formal complaint against the school.

### Transcripts

The official Transcript of passing the course will be both emailed, and physically mailed at the completion of the course.

Any student wishing to obtain an official transcript must do so in writing and be signed by the student. Such requests must be either mailed to or dropped off at the Dental Office. There is a processing fee of \$10.00 per request.

### Withdrawal Policy

From time to time a student may wish to withdraw from a course for whatever reason. In the event such action is taken, the student must obtain a withdrawal form from the program director. Any withdrawal form submitted will be collected by the program director. If the form is submitted within the refund policy period, any such refund will be calculated according to the refund policy.

Student Acknowledgments

1. I hereby acknowledge receipt of the school's student handbook, which contains information describing the program offered. Student Initials \_\_\_\_\_.
2. I have carefully read and received an exact copy of this enrollment agreement. Student Initials\_\_\_\_\_.
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct and satisfactory academic progress as described in the student handbook and that my financial obligation to the school must be paid in full before a certificate may be awarded. Student Initials\_\_\_\_\_.
4. I understand that the school does not guarantee job placement to graduates upon program completion. Student Initials\_\_\_\_\_.
5. I understand that complaints that cannot be resolved by direct negotiation with the school in accordance with its written grievance policy may be filed with the Coordinating Board for the Higher Education by calling (573)751-2361. Student Initials\_\_\_\_\_.

CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school official. I also understand that if I default upon this agreement I will be responsible for the payment of any collection fees or attorney fees incurred by the school.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REPRESENTATIVE'S CERTIFICATION**

I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment meets all requirements for acceptance as a student in the \_\_\_\_\_ program as described in the student handbook. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Center for Advanced Dental Assisting  
Intro to Dental Assisting  
1838 Wentzville Parkway, Wentzville, MO. 63385  
Enrollment Agreement

\*By completing this enrollment agreement, you are reserving your place in the course\*

Student Information: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #'s H: \_\_\_\_\_ W: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PROGRAM INFORMATION**

\_\_\_\_\_ Dental Assisting

Program Start Date: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_

Time Class Starts: \_\_\_\_\_

Time Class Ends: \_\_\_\_\_

Classes Meet: \_\_\_\_\_ day of the week

Total Clock Hours: \_\_\_\_\_

TUITION, FEES & SUPPLIES

Tuition: \$3,500.00 (includes \$180.00 security deposit)

Instruction Materials: \$120.00 (includes course textbook)

Supplies & Practice Materials: \$150.00

Black Scrubs: Required for this course and will need to be purchased by the student before the start of the first class. Approximate cost - \$20-60

REFUND POLICY

Any STUDENT(s) may cancel this enrollment agreement by giving WRITTEN notice to the SCHOOL prior to midnight of the third business day excluding Saturdays, Sundays and legal Holidays from the date of enrollment to receive a full refund. The refund policy is as follows: the refund will be pro-rated and will be rounded downward to the nearest ten (10) percent of that period, less an administrative fee not to exceed \$100.00. Any refunds are for tuition ONLY after the cancellation period. If a student terminates after fifty (50) percent of the enrollment period, the school will retain the entire tuition cost. A schedule of refund charges is listed below. **\*\*Security Deposit (\$180.00) is NONREFUNDABLE\*\***after the cancellation period. The Security deposit is credited towards the total cost of the program. The enrollment process (including fee) will hold your place within the course. Any refunds are for tuition ONLY after the cancellation period.

SESSION NUMBER	RETAINED BY SCHOOL	SCHOOL ADMINISTRATIVE FEE	TOTAL RETURNED TO STUDENT MINUS FEE
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Session 2	(\$1,400.00)	\$100.00	\$2,100.00
Session 3	(\$1,750.00)	\$100.00	\$1,750.00
Session 4	(\$2,100.00)	\$100.00	\$1,400.00
Session 5	(\$2,625.00)	\$100.00	\$875.00
Session 6,7,8,9, or 10	NO REFUND		

PAYMENT SCHEDULE

All payments are due in full before the beginning of the program. The enrollment fee (\$25.00) and security deposit (\$180.00 and is credited towards the total tuition fee) will be collected at the time of enrollment.

Date                      Fee                      Amount Paid                      Amount Remaining                      Due Date                      Date Paid in full

<u>Date</u>	<u>Fee</u>	<u>Amount Paid</u>	<u>Amount Remaining</u>	<u>Due Date</u>	<u>Date Paid in full</u>

Total: \_\_\_\_\_

By signing below, you are stating that you are agreeing to the terms and conditions of the Enrollment Agreement.

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School Official

Date: \_\_\_\_\_



