Dental Assisting School Of

Indianapolis

Coronal Polishing and Fluoride Application Brochure

5110 Commerce Square Dr.
Indianapolis, IN 46237
317.515.5996
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com

This institution is regulated by:
Indiana Department of Workforce Development
Office for Career and Technical Schools
10 N Senate Avenue, Suite SE 308
Indianapolis IN 46204

Dental Assisting School Of

Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

OCTS@dwd.in.gov
http://www.in.gov/dwd/2731.htm

Table of Contents

Administration/Instructors/Advisory Board ……..…… pg.3

History…… pg.3

Status …… pg.4

Program Outline……...…….. pg.4

Program Approval…….. pg.5

Program Description……..…… pg.5-11

Program Schedule…….. pg.6

Program Cost…… pg.12

Admissions…….. pg.12

Non-discrimination policy…….. pg.13

Standards…… pg.14

Termination and Re-Admittance……..……pg.16

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

Family Education Rights and Privacy Act ……...……. pg.14

Schedule of Refund Policy……..…. pg.16

Grievance Policy……...……..…… pg. 18

Certificate……..……. pg.20

Acknowledgment of receipt of program brochure ……..…… pg.14

Administration

Sreelaksmi Keesara, DDS ……... Chief Administrator

Crystal Ross ……. Program Administrator

Instructors

Crystal Ross……. Dental Assistant

Crystal is a certified dental assistant and holds a radiology license in the state of Indiana. She has been practicing dental assisting for 16 years and she loves to teach and pass along her knowledge and work experience.

Candice Napier …… Dental Assistant

Candice is also a dental assistant with a radiology license. She also has been a dental assistant for almost 16 years and her passion for the profession is a perfect match with her duties as an instructor in the program.

Advisory Board

Sreelaksmi Keesara, DDS

Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

History

We have experienced, lived, and loved the life of a dental assistant. The profession has evolved and become even more vital in providing dental care. The future for the profession is bright as technological advances have streamlined several aspects of Dentistry and dentists depend more on highly skilled assistants. Dental Assisting of Indianapolis was created to provide training and mentorship to everyone who wants to advance their training in expanded function duties.

Status

Dental Assisting of Indianapolis is a private school operated as an LLC.

Program Outline

Our program has been developed for 1 in-person lecture and clinical training. The coursework and tests are all online through Canvas. Our program is jam-packed with information, didactic, and lab portions. Our program is on Friday. 1st Friday is 9:30-1:30. Students are required to wear clinical attire (scrubs), and close-toe shoes. These are your responsibilities. We will provide gloves, safety glasses, masks, and all disposable items and supplies along with instruments and equipment for training.

Students will be required to carry themselves professionally, have long hair pulled back, and clean, closed-toe shoes.

Enrollment is open until 1 day of the beginning of the next program. The program is a 2-week program.

Dental Assisting School Of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

Program Approval

Dental Assisting of Indianapolis is accredited and regulated by the Department of Workforce Development, Office for Career and Technical Schools.

Program Description:

This program is a 2-week course designed for dental assistant/ Expanded dental assistant training in Coronal polishing and Fluoride application. This course will cover the didactic, laboratory, and clinical aspects of coronal polishing utilizing a rubber cup and an occlusal bristle brush on a slow-speed motor and the topical application of medicaments for caries prevention. Concepts will include the theory of selective polishing and guidelines for fluoride application. The ethical theory of appropriate patient treatment will be presented and discussed. It is a didactic and clinical program with hands-on laboratory work

Prerequisite:
Dental Assistant Training Program Completion

Required textbook:
Bird, D.L., & Robinson, D.S. (2020). ***Modern Dental Assisting,*** **13th ed**
Clinical Handouts

Hours
12 clock hours (9 hours of didactic instructions, 3 hours of lab)

Our Program is called Coronal Polishing and Fluoride Application and requires 12 clock hours for a successful completion

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

Program Schedule

Coronal polishing course (828 IAC 6-1-2)
Fluoride application course (828 IAC 6-1-1 Caries prevention)

CORONAL POLISHING AND FLUORIDE APPLICATION

Week 1: (Chapters 13, 14, 15, 16, 20, 21, 35)
Clock Hours: 5 Lecture, 3 Lab
On completion of this course, the student will be able to achieve the following objectives: MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Differentiate between coronal polishing and prophylaxis procedures.
2. Discuss the indications and contraindications of coronal polishing.
3. Compare and contrast intrinsic stain and extrinsic stain.
4. Differentiate between the different types of abrasives used for polishing teeth.
5. Discuss the effects of abrasives on specific types of restorations and suggest alternatives.
6. Demonstrate competence in coronal polishing technique.
7. List the guidelines for the application of medicaments for caries prevention.
8. Compare and contrast systemic and topical fluorides.
9. Discuss the effects of excessive amounts of fluoride.
10. Demonstrate competence in the: a. Application of medicaments for caries prevention. b. Use of the slow-speed handpiece, prophy angle, and bristle brush.
11. Demonstrate the knowledge and skill required to be in compliance with the laws of the State of Indiana. COURSE CONTENT: Topical areas of study include – Ethics and jurisprudence Infection control Reasons for using topical fluoride and its application Uses of systemic and topical fluoride Fluoride toxicity

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

Chapter 4: Dental Ethics

1. Pronounce, define, and spell the key terms.
2. Explain ethics, including sources for ethics, the basic principles of ethics, and why continuing education is an important ethical obligation for dental assistants.
3. Describe the meaning of having a code of ethics and the reasons why professional organizations establish a code of ethics.
4. Discuss the American Dental Assistants Association Code of Ethics.
5. Do the following regarding the application of ethical principle:
    - Define an ethical dilemma
    - Give examples of personal ethics and unethical behaviors.
    - Develop case studies that involve ethical dilemmas.
    - Describe the steps involved in ethical decision-making.

Chapter 5: Dentistry and the Law

1. Pronounce, define, and spell key terms.
2. Explain the types of statutory law, including the difference between criminal law and civil law.
3. Explain the purpose of the State Dental Practice Act and the role of the Board of Dentistry, including:
    - The purpose for licensing dental health professionals.
    - An example of respondeat superior.
    - Explain the difference between general supervision and direct supervision.
    - Explain the legal ramifications of the unlicensed practice of dentistry.

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

4. Explain the dynamics of the dentist-patient relationship, including the concept of standard of care, the circumstances required for patient abandonment, and the dentist's obligation of due care.

5. Explain malpractice in dentistry, and include:
    - The "four D's required for a successful malpractice lawsuit.
    - The difference between the act of omission and an act of commission.

Risk Management in the Dental Practice

6. Describe Strategies for risk management in dentistry, including the following:

- Describe ways to avoid malpractice suits.
- Give an example of res gestae.
- Describe the difference between written and implied consent.
- Explain when it is necessary between written and implied consent.
- Describe the exceptions to disclosure.
- Describe the procedure for documenting informed consent and the content of consent forms.
- Provide requirements for conditions for patient referral and ramifications for failure to refer.
- Explain the principle of contributory negligence.

7 Describe the protocol of working with patient records, including the guidelines for charting entries in clinical records.

8. Explain the role of dental professionals in reporting abuse and neglect of patients, including the following:

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

- Discuss the indications of spousal, child, and elder abuse and neglect
- Describe signs of dental neglect.
- Explain the role of HIPAA in dentistry.

Chapter 13: Dental Caries

1. Pronounce, define, and spell the Key terms
2. Classify dental caries as an infectious disease and name the two types of bacteria that cause dental caries
3. Explain the caries process, which includes:
    - The factors that cause dental caries.
    - How dental caries is transmitted.
    - The four surfaces of a tooth where dental carries can occur.
    - The development of the dental caries.
    - Why secondary (recurrent) caries are difficult to diagnose.
    - The risk factors for root caries.
4. Discuss early childhood caries (ECC), which includes:
    - The most common chronic disease in children.
    - The risk factors for early childhood caries
    - How ECC is transmitted.
    - The consequences of early childhood caries.
5. Explain the importance of saliva related to tooth decay
6. Describe the advantages and disadvantages of each method of detecting dental caries.
7. Explain the goal of CAMBRA.
8. List the methods of caries intervention.
9. Describe the current caries risk assessment tests.

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

Chapter 14 Periodontal Diseases

1. Pronounce, define, and spell the key terms
2. Name and describe the periodontal disease.
    - The Structures and tissue of the periodontium
    - The prevalence of periodontal disease
3. Identify systemic factors that may cause periodontal disease
4. Discuss the causes and risk factors of periodontal disease
5. Identify and describe the two basic types of periodontal disease and explain the significance of biofilm and calculus in periodontal disease
6. List the seven basic case types and signs and symptoms of periodontal disease
7. Discuss the use of dental perioscopy in the use of periodontal therapy

Chapter 15: Preventive Dentistry

1. Pronounce, define, and spell the key terms
2. Discuss preventive dentistry, which includes:
    - The goal of preventive dentistry
    - The components of a preventive dentistry program
    - The guidelines for preventive patient education
3. Discuss the benefits of early dental care, which include:
    - Why dental care is important for pregnant women
    - The method used to clean a baby's mouth
    - When children should first visit the dentist
    - The purpose of dental sealants
4. Describe age-related changes in oral health
5. Describe the effects of water fluoridation on the teeth, which include:

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

- How fluoride works
- Safe and toxic levels of fluoride
- The precautions to protect patients from receiving too much fluoride
- The purpose of a fluoride needs assessment
- Sources of systemic and topical fluoride

6. Describe the relationship between nutrition and dental caries, including the steps involved in analyzing a food diary
7. List the oral hygiene products available to aid in a plaque control program, which includes:
    - Toothbrushing techniques
    - The process required for cleaning a denture

Chapter: 16 Nutrition

1. Pronounce, define, and spell the key terms
2. Discuss the link between nutrition and dental assisting, which includes:
    - How diet and nutrition can affect oral conditions
    - Why the study of nutrition is important to the dental assistant
3. Regarding national recommendations and guidelines for nutrition:
    - Discuss the components of the Healthy People 2020 report
    - Describe the difference between recommended dietary allowances (RDAs) Dietary Reference Intakes (DRIs) and Dietary Guidelines for Americans
    - List the five areas of MyPlate
    - Explain Canada's Food Guide rainbow
4. Regarding nutrient components:

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

- Describe the role of carbohydrates in the daily diet, and explain the relationship between frequency and quantity of cariogenic foods in causing tooth decay
- List the three types of proteins
- Describe the role of fats in the daily diet, including cholesterol and antioxidants
- Describe the difference between vitamins and minerals, and explain the need for each in the daily diet
- Explain the importance of water in the daily diet

5. Explain the difference between diet modification and dietary analysis
6. Explain how to interpret food labels, including the criteria that must be met for a food to be considered “organic”
7. Discuss the health and oral implications of eating disorders
8. List the five healthy habits for a long life

Chapter 19: Infection, Immunity, CDC and OSHA Regulations

1. Pronounce, define, and spell the key terms.
2. Name the links in the chain of infection.
3. Describe the four types of infections.
4. Describe the modes of disease transmission.
5. Describe the types of immunity, and give examples of each.
6. Describe the five ways disease can be transmitted in a dental office.
7. Describe the roles of the CDC and OSHA in infection control, including the following:
    - Describe the importance of the OSHA Blood-Borne Pathogens Standard.
    - Describe the components of OSHA exposure control plan.
    - Explain the difference between Standard Precautions and Universal Precautions.

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

- Identify the OSHA categories of risk for occupational exposure
- Describe the first aid necessary after an exposure incident.
- Discuss the rationale for hepatitis B vaccination for dental assistants.
- Describe the employer's responsibility regarding employee medical records.
- Identify the objects that must be placed in the sharps container.
- Describe ways to prevent needle stick injuries.

Infection Control in the Dental Offices

8. Explain the importance of infection control practices for dental assistants, including the following:

- Explain proper hand hygiene for dental assistants.
- Explain the advantages of alcohol-based hand rubs.
- Discuss the types of PPE needed for dental assistants and demonstrate the proper sequence for donning and removing personal protective equipment.
- Identify the various types of masks, eyewear, and gloves used in a dental office.

9. Give examples of the infection control considerations needed to protect high-tech equipment in the dental office.

Latex Reactions, Waste Management, and Additional Infections Control

10. Explain the types and symptoms of latex reactions.
11. Describe waste management in the dental office, including the proper handling and disposal methods for contaminated waste, biohazard waste, and extracted teeth.
12. Discuss additional infection control practices in the dental office, including the following:
    - Explain the CDC recommendations regarding the use of saliva ejector.
    - Describe the procedures to prevent cross-contamination in the dental laboratory.
    - Explain the precautions necessary when a patient with active tuberculosis is treated.
    - Explain the use of preprocedural mouth rinses.

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

- Describe the rationale of CDC recommendations regarding Creutzfeldt-Jakob diseases.
- Describe the rationale of CDC recommendations regarding laser plumes.

Chapter 20: Principles and Techniques of Disinfection

1. Pronounce, define, and spell the key terms.
2. Discuss environmental infection control of clinical contact surfaces, including the following:
    - Explain why dental treatment room surfaces need barriers or disinfection
    - Describe two methods to deal with surface contamination
    - Demonstrate how to place and remove surface barriers
    - Describe the Centers for Disease Control and Prevention (CDC) guidelines for disinfecting clinical contact surfaces
    - List the types of surfaces in the dental office that are typically covered with barriers
3. Name types of items that are single-use only and types of items that are single-use or reusable
4. Discuss precleaning and disinfection, including the following
    - Explain the process of precleaning contaminated dental instruments
    - Explain the difference between disinfection and sterilization
    - Explain the difference between a disinfectant and an antiseptic
    - Name the government agency responsible for registering disinfectants
    - Explain the precautions that should be taken when chemical sterilants/disinfectants are used
    - Identify chemical products used for intermediate-level and low-level surface disinfection, and explain the advantages and disadvantages of each.

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

- Demonstrate the process of cleaning and disinfecting a treatment room

5. Discuss how use of a high-volume evacuation system reduces contamination of the dental team and clinical surfaces
6. Describe the Centers for Disease Control and Prevention guidelines for disinfecting housekeeping surfaces
7. Discuss green infection control measures that can be taken in the dental office

Chapter 21: Principles and Techniques of Instrument Processing and Sterilization

1. Pronounce, define, and spell the key terms
2. Discuss the classification of patient care items, including the following:
    - List the seven steps involved in processing dental instruments
    - Describe the Centers for Disease Control and Prevention (CDC) guidelines for sterilization and disinfection of patient care items
    - Describe the classification of instruments used to determine the type of processing
3. Discuss how a dental assistant can be exposed to microorganisms through dental instruments or other patient care items and with CDC guidelines are in place to limit that exposure
4. Describe the ideal instrument processing area
5. Discuss precleaning and packaging of instruments, including the following:
    - Describe the three most common methods of heat sterilization and the advantages and disadvantages of each
    - Explain the primary disadvantage of flash sterilization
    - Explain the limitations of liquid chemical sterilants
    - Explain how sterilization failures can occur

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

7. Discuss sterilization monitoring, including the following:
    - Describe the three forms of sterilization monitoring
    - Explain the differences between process indicators and process integrators
    - Describe when and how biologic monitoring is done
8. Describe the steps involved in cleaning and sterilizing the high-speed dental handpiece

Chapter 35: Dental Handpieces and Accessories

1. Pronounce, define, and spell the key terms
2. Discuss the historical background of the dental handpiece
3. Describe the use of the dental handpiece in dental procedures, and include the following:
    - The low-speed handpiece and its uses in dentistry
    - The attachments accompanying the low-speed handpiece
    - The high-speed handpiece and its uses in restorative and specialty procedures
    - Additional specialized handpieces used in dentistry
    - Maintaining the handpiece
4. Explain what a rotary instrument is and how it is used, including the following:
    - The parts of a bur
    - The composition, shape, and uses of burs
    - The differences among a diamond bur, a finishing bur, and a cutting bur
5. List the types of abrasive rotary instruments
6. Describe the use and types of laboratory burs

Chapter 58: Coronal Polishing

1. Pronounce, define, and spell the key terms.
2. Discuss coronal polishing, which includes:

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

- The difference between prophylaxis and coronal polishing.
- Indications for and contraindications to a coronal polish.
- The Principle of Selective Polishing.

3 Name and describe the types of extrinsic stains, the two categories of intrinsic stains, and the methods used to remove plaque and stains.
4. Name the handpieces and attachments used for coronal polishing.
5. Explain the importance of selecting an appropriate polishing agent.
6. Discuss polishing esthetic restorations, which includes:

- Materials to avoid when polishing esthetic restorations.
- The technique used for polishing esthetic restorations.

7. Discuss the steps of coronal polishing, including safety precautions, correct sequence, flossing after polishing, and evaluation of polishing.

Week 2: Chapters 4,5,19,58
Coronal Polishing and Fluoride Application
Clock Hours: 1 Lecture, 3 Lab
On completion of this course, the student will be able to achieve the following objectives:
MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to do laboratory work, including a mannequin and two (2) live patients, in the use of a slow speed handpiece, prophy cup, and occlusal polishing brush and hand dexterity.
Clinical competency demonstrated on a minimum of five (5) patients.
(2) Live patients, in topical fluoride applications.
(3)Clinical competency demonstrated on a minimum of five (5) patients.

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

The cost for the program is $600.00 This includes, a $100.00 registration fee.

Registration Fee	$100
Instructional Fees-Tuition	$300
Consumable Supplies (clinical/office)	$200
Total	$600

***Tuition and fees are subject to change at the school's discretion. Any tuition and/or fee change will go in effect for the term following student notification of change.*

- Payment of $375.00 is required at the time of enrollment to secure your spot in the upcoming class.
- Payment Options:
    - Cash
    - Check
    - Credit Card (Visa, Mastercard, Discover, American Express)
    - Consumer Financing (third party)

We will provide:

- Textbook
- Supplies
- Equipment
- Instruments
- Dental Materials
- Certification of Completion
- Safety Glasses

Admissions Requirements

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

- Satisfactory completion of a dental assistant program.
- By the first class, proof that the beginning of Hepatitis B vaccinations have been started or completed and proof of a two-step TB skin test.
- In-person interview with our instructors and tour of the facility.
  Contact: dentalassistingofindy@gmail.com

Non-discrimination Policy

We enforce that NO candidate shall be excluded from participation in our dental assisting program, or subjected to any form of discrimination because of sex, race, age, religion, national origin, or physical handicap.

Termination and Re-Admittance

Grounds for termination by the school include but are not limited to:

- Failure to comply with school policies or dress code, delinquent payments, and displaying disruptive, offensive, or threatening behavior.
- Students that have been dismissed from a previous course, will not be re-admitted to a future course

- If a student decides to terminate their enrollment, they must fill out an official withdrawal form and agree to terms before any refund is processed

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

Standards

Grading will be based on a perfect score of 100 points.

Written Final	50 points
Clinical Final	50 points

Students must maintain at least 70% of the total possible points to complete the program.
Attendance is required to complete the program successfully. Due to its accelerated nature, unless extenuating circumstances exist, no absences will be allowed.
Students are required to maintain 80% attendance of the required number of clock hours.
A student who is absent more than 20% of the required number of hours will automatically be terminated. Students are expected to present for class on time. Students who exhibit a pattern of tardiness will be advised and subsequently disciplined on an individual basis.

A missed class for justifiable reasons will be made up at the discretion of the instructor.

Reports and advising will be given following each grading period

Family Education Rights & Privacy Act (FERPA)

FERPA gives parents certain rights concerning their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

unless, for reasons such as great distance, parents or eligible students can't review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interests.
    - Other schools to which a student is transferring.
    - Specified officials for audit or evaluation purposes.
    - Appropriate parties in connection with financial aid to a student.
    - Organizations conducting certain studies for or on behalf of the school.
    - Accrediting organizations.
    - To comply with a judicial order or lawfully issued subpoena.
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, according to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request

that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Refund Policy

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days after the student's request for cancellation or withdrawal.
If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

(d) If the student has not visited the postsecondary educational institution before enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. **A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).**

3**. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).**

4**. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).**

5**. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).**

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund
IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution.

To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at http://www.in.gov/dwd/2731.htm.
OCTS Refund Policy
8/21/17

Grievance Procedure

Dental Assisting School of Indianapolis students have the right to address any concerns regarding this institution by following the grievance process outlined below:

The Office for Career and Technical Schools (OCTS) is responsible for reviewing and responding to student claims for monetary reimbursement against post-secondary proprietary schools that are non-credit-bearing and non-degree granting. *OCTS adjudicates only claims for monetary reimbursement and cannot adjudicate claims involving programmatic content.* Monetary claims for reimbursement are limited to tuition and fees paid out of pocket by the student. OCTS does not have jurisdiction to adjudicate claims for reimbursement of scholarships, financial assistance, or fee reductions. OCTS cannot offer legal advice or initiate civil court cases. Students filing claims must meet these requirements:

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

1. Be a current or former student in a program at a school regulated by OCTS (Please visit www.in.gov/dwd.octs.htm for a list of Accredited Institutions).
2. Follow and exhaust the school's complaint resolution with the school directly, or provide a detailed explanation as to why the school's complaint process was not completed.
3. File a formal claim with OCTS by completing the online Student Complaint Form at: https://secure.in.gov/apps/icrc/discrimination, and attaching the following documents:
    - A statement of the facts supporting the claim and outlining the problem, and
    - A copy of the enrollment agreement signed by the student, and
    - Copies of all receipts for tuition paid by cash, check, money order or credit card, and
    - Any other material with substantiates the claim.

    - OCTS will review the claim and contact the claimant if additional information or clarification is needed. When the student's initial claim is determined valid by OCTS, OCTS will forward a copy of the claim to the school, and the school will have three (3) weeks to respond. Upon receipt of the school's response, OCTS will adjudicate the claim and issue a final determination. Both the student and the school will receive notification of the OCTS final determination. The determination by OCTS is final and is not appealable through the Department.

NOTE: If you believe a school has acted in a discriminatory manner, you may wish to contact the Indiana Civil Rights Commission using the link:
https://secure.in.gov/apps/icrc/discrimination

Dental Assisting School of Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com
317.515.5996

Certificate

There is NO CHARGE for the original copy of your graduation certificate. There is however a $10 charge for additional copies.
Official school transcripts and student records are available upon request in writing. The first copy is at NO CHARGE; however additional copies are $5.00 each. Transcripts must be requested
72 hours in advance.

Certified Dental Assistant exam (CDA)

The Certified Dental Assistant exam in the state of Indiana costs $450. This is not included in your tuition at the Dental Assisting School of Indianapolis. This exam can only be taken through the Dental Assisting National Board (DANB). If you want to take the CDA exam you are responsible for setting it up through DANB.
For more information about the CDA exam please visit their website at https://www.danb.org/exams/exam/cda-exam

Dental Assisting School of
Indianapolis

5110 Commerce Square Dr
Indianapolis, IN 46237
dentalassistingofindy@gmail.com
www.dentalassistingofindianapolis.com 317.515.5996

Acknowledgement of receipt of program brochure

I acknowledge that I have received, read, and understood the Coronal Polishing & Fluoride Application Program Brochure.

Applicant Name _____

Applicant Signature _____

Parent or Guardian (if applicable) _____

School Representative _____ Date _____