Dental Assisting School Of

Indianapolis

12-WEEK DENTAL ASSISTING PROGRAM

DENTAL ASSISTING PROGRAM with RADIOLOGY AND DENTAL SOFTWARE TRAINING BROCHURE

5110 Commerce Square Dr. Suite B
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
OCTS@dwd.in.gov
http://www.in.gov/dwd/2731.htm

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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 20 years and loves to teach and pass on her knowledge and work experience.

Candice Napier …… Dental Assistant/Program Administrator

Candice is also a certified dental assistant with a radiology license. She has also been a dental assistant for 19 years, and her passion for the profession is a perfect match with her duties as an instructor in the program.

History

We have experienced, lived, and loved the life of a dental assistant. We have seen the profession evolve 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 School of Indianapolis was established to provide training and mentorship to individuals seeking to enter the exciting, challenging, yet rewarding world of dental assisting.

Status

Dental Assisting of Indianapolis is a private school operated as an LLC. Overseen by Sreelaksmi Keesara, DDS Chief Administrator

Program Outline

Our program has been developed for 12 consecutive weeks. Our program is jam-packed with information, didactic and lab portions, as well as an on-site observation day. Our program is conveniently offered on

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Tuesdays, Wednesdays, Fridays, and Saturdays. Students are required to wear clinical attire (scrubs) and close-toed shoes.

Our program is held in a modern facility equipped similarly to a functional dental office, featuring several dental chairs, a laboratory, and cutting-edge equipment, including digital radiology and an intraoral scanner.

Enrollment is open until 2 days before the first day of the beginning of the next program. The program runs consecutively for 12 weeks with the exception of major holidays (Christmas, New Year, Independence Day, Memorial Day, Labor Day, and Easter). If a class is scheduled during these holidays, it will move a week back or to a makeup day if possible.

Program Approval

Dental Assisting of Indianapolis is accredited and regulated by the Department of Workforce Development, Office for Career and Technical Schools. Using Modern Dental Assisting, 14th edition (Debbie S. Robinson), along with Dental Radiography Principles and Techniques, 6th edition (Joen M Iannucci / Laura Jansen Howerton).

Program Description

DA100 – Dental Assisting

During this course, students are introduced to the history of Dentistry from ancient cultures to current years and the contributions of several individuals to the profession. Students will learn about the history of the dental assisting profession, responsibilities, requirements, and career opportunities available. Students will learn the roles and will be able to identify the various members of the dental team. Special emphasis will be given to Dental Ethics, Dentistry and the Law, and Dental Radiography.

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DA101 – Dental Assisting

During this course, students are introduced to the Sciences in Dentistry. The topics of general human anatomy and physiology, and the basics of oral embryology and histology will be discussed. The students will learn the head and neck anatomy, the landmarks of the face, the oral cavity, definitions, and finally, tooth morphology using Modern Dental Assisting 14th edition (Debbie S. Robinson) and Dental Radiography Principles and Techniques sixth edition (Joen M Iannucci / Laura Jansen Howerton)

DA200 – Oral Health 7 Prevention

In this course, students will learn about dental caries (bacterial infection, the caries process, importance of saliva, caries intervention), types, signs, and symptoms of periodontal disease, preventive dentistry, Oral Pathology, the diseases of the oral soft tissues, and finally Nutrition, patient education, and healthy eating habits.

DA301 – Disease, Transmission & Infection Control

During this course, students will learn about disease transmission and infection prevention. They will learn about the chain of infection, the different types of infection, guidelines for infection control, OSHA standards, and waste management. Students will learn methods of disinfection, surface disinfection, instrument processing and sterilization, and sterilization monitoring procedures.

DA401 – Patient Information & Assessment

During this course, students will be taught about patient records, patient compliance, record forms, and obtaining a medical/dental history. Students will learn how to enter treatment in dental software and how to correct a chart entry. Students will learn how to enter Oral Diagnosis and treatment planning examination

techniques, how to record the exam, and how to chart, along with patient education. Students will learn and understand the special needs of a medically compromised patient. Finally, this course will teach students the Principles of Pharmacology, dispensing guidelines, references, and drugs most commonly used in dentistry. Students will learn how to react and how to assist in case of a medical emergency.

DA502 – Clinical Dentistry

During this course, the students will be taught about the dental office and delivering dental care, and will be able to identify dental hand instruments, dental handpieces, and accessories. Students will also be able to learn
moisture control, pain control, and anesthesia.

DA601-A – Radiographic Imaging (Dental Radiography Principles and Techniques sixth edition)

In this course, students will be taught an overview of Dental Radiography. They will learn equipment and radiation safety, and digital Imaging. Students will learn about legal issues, quality assurance, infection prevention, Intraoral and extraoral imaging, and will have hands-on clinical radiographic training.

DA601-B – Radiographic Imaging (Dental Radiography Principles and Techniques sixth edition)

In this course, students will practice hands-on various dental imaging techniques, intraoral and extraoral.

DA801 – Dental Materials/CAD/CAM/CEREC

In this course, students will be taught restorative and esthetic materials, dental liners, types of cement, bases, bonding systems, impression materials and techniques, laboratory materials, and procedures. Students will also be exposed to utilizing the Prime Scan system for digital scanning.

DA901 – Comprehensive Dental Care

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In this course, students will learn the various specialties in dentistry. They will be able to understand specialized procedures, identify special instruments, and practice setting up an operatory for each of the specialized procedures.

DA902 – Dental Administration. In this course, students will learn about the administrative aspect of a dental office along with communication skills between the team and patients. They will learn phone etiquette, data gathering, computer applications, scheduling, inventory, etc.

DA999 – Practicum
In this course, students will shadow in a dental office, observing the daily operating procedures. They will be able to experience a day in the dental office as a clinical and administrative team member. Students will only observe and not participate in the operational procedures. Students will follow all infection guidelines and processes in place and will professionally carry themselves.

Our Program is called Dental Assisting with radiology and dental software training and requires 96 clock hours for successful completion.

Week 1
DA100, DA 101
Dental Assisting
Clock Hours: 7 Lecture, 1 Lab

WEEK 2
DA200
Oral Health & Prevention
Clock Hours: 4 Lecture, 4 Lab

WEEK 3
DA502
Clinical Dentistry
Clock Hours: 4 Lecture, 4 Lab

WEEK 4
DA401 – Patient Information & Assessment
Clock Hours: 4 Lecture, 4 Lab

WEEK 5
DA301
Disease, Transmission & Infection Control
Clock Hours: 4 Lecture, 4 Lab

WEEK 6
DA601-A
Radiographic Imaging
Clock Hours: 4 Lecture, 4 Lab

WEEK 7
DA601-B
Radiographic Imaging
Clock Hours: 8 Lab

Week 8
DA801
Dental Materials
Clock Hours: 4 Lecture, 4 Lab

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Week 9
DA901
Externship
Comprehensive Dental Care
Clock Hours: 4 Lecture, 4 Lab

Week 10
DA902
Dental Administration
Clock Hours: 4 Lecture, 4 Lab

WEEK 11
DA999 Practicum
WRITTEN FINAL EXAM
MAKE UP MATERIAL/PRACTICE
Clock hours: 8

WEEK 12
CLINICAL FINAL EXAM
MAKE UP MATERIAL/PRACTICE
Clock Hours:

Program Cost

The cost for the program is $4100.00. This includes $100.00 registration fee.

Registration Fee	$100.00
Instructional Fees-Tuition	$3250.00
Consumable Supplies (clinical/office)	$750.00
Total	$4100.00

- A deposit of $350 is required at the time of enrollment to secure your spot in the upcoming class. This deposit is applied to your total tuition.
- Payment Options:
    - Check
    - Credit Card (Visa, Mastercard, Discover, American Express)
    - Consumer Financing (third party)

We will provide:

- Textbook: Modern Dental Assisting 14th edition / Dental Radiography Principles and Techniques sixth edition
- Supplies
- Equipment
- Instruments
- Dental Materials
- Certification of Completion

- Radiology Permit

Admissions Requirements

- Proof of GED, High School Diploma, or higher academic education.
- Must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian to enroll). In the event, the applicant is unable to provide proof of secondary education, achieve a passing score on the Wonderlic Basic Skills Test (Verbal 200 and Quantitative 210). Students must be 18 years of age or older to be eligible to take the Wonderlic Basic Skills Test.
- Furnish a valid driver's license, state ID, or passport. A valid Social Security number is required to enter the program.
- Students will be required to have access to the internet and have a computer for homework.
- Attendance is required to complete the program successfully.
- Due to its accelerated nature, unless extenuating circumstances exist, no more than one class can be missed per semester. Students are required to attend 11 classes out of the 12
- Week 1, Week 10, Week 11 and Week 12 can not be missed unless special arrangements have been made in advance. If the first day of class is missed without advance notice you will be moved to the next class start date. No refund will be permitted under any circumstances.
- If you miss more than one day, a Makeup class is required. If a class has to be made up, a $50 fee applies to attend the makeup class. $100 fee for test makeup.
- Tardiness: Tuesday, Wednesday, and Friday Classes begin promptly at **9:30 AM**. Students arriving after **9:35 AM** will be considered **tardy**. Saturday Class begins at 9am. Students arriving at 9:05 will be considered **tardy.**
- If you are tardy, an **automatic 20-point deduction** will be applied to your overall grade.Consistent punctuality is expected to maintain professionalism and ensure full participation in class activities.

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.

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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, or displaying disruptive, offensive, or threatening behavior.
- Students who 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 the terms before any refund is processed

Standards

Grading will be based on a perfect score of 150 points.

Written Midterm	50 points
Written Final	50 points
Clinical Final	50 points

Students must maintain at least 70% of the total possible points in order 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.

- If you miss more than 1 day a Make-up class is required: If a class has to be made up there is a $50 fee to attend the make-up class. $100 fee for test makeup.
- Tardiness: Tuesday, Wednesday, and Friday Classes begin promptly at **9:30 AM**. Students arriving after **9:35 AM** will be considered **tardy**. Saturday Class begins at 9am. Students arriving at 9:05 will be considered **tardy.**
- If you are tardy, an **automatic 20-point deduction** will be applied to your overall grade.Consistent punctuality is expected to maintain professionalism and ensure full participation in class activities.
  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

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Family Education Rights & Privacy Act (FERPA)

FERPA gives parents certain rights with respect to 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 been 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 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 in order 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, operate 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 of 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.

(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).**

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 require 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
Revised 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.

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Students filing claims must meet these requirements:

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 up 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

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.

Acknowledgement of receipt of program brochure

I acknowledge that I have received, read and understood this Dental Assisting Program Brochure.

Applicant Name _____

Applicant Signature _____

Parent or Guardian (if applicable) _____

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School Representative _____ Date _____