Dental Assisting School of

Indianapolis

6-WEEK EFDA PROGRAM

EXPANDED FUNCTION DENTAL ASSISTANT 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
OCTS@dwd.in.gov
http://www.in.gov/dwd/2731.htm

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Dental Assisting School of Indianapolis

Administration

Sreelaksmi Keesara, DDS…….. Chief Administrator

Crystal Ross ……. Program Administrator

Instructors

Crystal Ross……. Certified 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 she loves to teach and pass along her knowledge and work experience.

Candice Napier …… Certified Dental Assistant

Candice is also a certified dental assistant with a radiology license. She also has been a dental assistant for almost 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.

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Dental assisting of Indianapolis was created in order to provide training and mentorship to everyone who wants to advance their training in expanded function

Program Outline

Our program has been developed for 6 consecutive weeks. Our program is jam packed with information, didactic and lab portions. Our program is conveniently offered on Fridays from 9:30am - 4:30pm and or Sundays from 9:00am – 4:pm. Students are required to wear clinical attire (scrubs) this is your responsibility. 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, good hygiene, close toe shoes.

Our program takes place in a modern facility equipped similar to a functional dental office with several dental chairs, laboratory, and cutting-edge equipment such as digital radiology, with intraoral scanner.

Enrollment is open until 2 days of the beginning of the next program. The program runs consecutively for 6 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

Program Description:

This program is a 6-week course designed for dental assistant training in Expanded Function Procedures. During this program, program students will be trained in restorative expanded functions procedures. It is a didactic and clinical program with hands-on practice placing restorations.

Prerequisite:
Dental Assistant Training Program Completion

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Required textbook:
Bird, D.L., & Robinson, D.S. (2020). ***Modern Dental Assisting,*** **14th edition**
Clinical Handouts
Joen M Iannucci & Laura Jansen Howerton (2024) Dental Radiograpny Principles and Techniques 6th edition.
Hours
48 clock hours (24 hours lecture, 24 hours lab)

Our Program is called Expanded Function Dental Assistant and requires 48 clock hours for a successful completion

Program Schedule

Week 1
Lecture: 4hrs
Lab: 4hrs
Tooth Morphology & Terminology
Ergonomics & Instrumentation
Field Isolation
Dental bases, liners, varnishes, cements
Matrix band system

Week 2-3
Clinical Handout
Lecture: 8hrs
Lab: 8hrs
Amalgam Restorations
Occlusion
Class I – facial Pit
Class I – occlusal
Class II

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Class III
Polishing Amalgams

Week 4-5
Clinical Handout
Lecture: 8hrs
Lab: 8hrs
Composite Resins
Indication/contraindications using composite resins
Chemistry of composite resins
Types of composite resins
Shade selection
Set up
Placement/curing all Classes
Finishing and polishing
Glass Ionomers

Week 6
Lecture: 4hrs
Lab: 4hrs

- Final Exam
- Competency Exam

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Program Cost

The cost for the program is $2,100. This includes, $100.00 registration fee.

Registration Fee	$100.00
Instructional Fees-Tuition	$1518.00
Consumable Supplies (clinical/office)	$482.00
Total	$2,100.00

- A deposit of $350 is required at the time of enrollment to secure your spot in the upcoming class.
- Payment Options: This deposit is applied to your total tuition cost.
    - 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

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Admissions Requirements

- Satisfactory completion of a dental assistant program.
- Furnish a valid driver 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- first day of class is mandatory and cannot be missed under any circumstances. If the first day of class is missed, you will be automatically moved to the next available class start date. No refunds will be issued for missed first days. Unless special arrangements have been made in advance.
- If you miss more than 2 days of class you are automatically dropped from the program No refunds will be issued under any circumstances.
- Tardiness: Friday Class begins promptly at 9:30 AM. Students arriving after 9:35 AM will be considered tardy. Sunday Class begins promptly at 9am. Students arriving after 9:05am 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.

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, displaying disruptive, offensive, or threatening behavior.

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- 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

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

Written Final	50 points
Clinical Final	50 points

Students must maintain at least a 70% of the total possible points in order to successfully 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 2 days of class you are automatically dropped from the program No refunds will be issued under any circumstances.
- Attendance is required to complete the program successfully. Due to its accelerated nature, Students are required to attend 5 classes out of the 6
- Tardiness: Friday Class begins promptly at 9:30 AM. Students arriving after 9:35 AM will be considered tardy. Sunday Class begins promptly at 9am. Students arriving after 9:05am will be considered tardy.If you are tardy, an automatic 20-point deduction will be applied to your overall grade.

Students are required to maintain 90% attendance of the required number of clock hours.
A student who is absent more than 15% 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.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.

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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 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, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which 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 interest.
    - 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, pursuant 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 prior to 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 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

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

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

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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. 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 cost $450. This is not included in your tuition at Dental Assisting School of Indianapolis. This exam can only be taken through 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

Acknowledgement of receipt of program brochure

I acknowledge that I have received, read, and understood this Expanded Function Program Brochure.

Applicant Name _____

Applicant Signature _____

Parent or Guardian (if applicable) _____

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School Representative _____ Date _____