

# The Dental Assisting and Team Institute

**“Your Life Doesn’t Get Better By Chance, It Gets Better By CHANGE!”**



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## Catalog

9121 N. Military Trail Suite 209

Palm Beach Gardens

FL 33410

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Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

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## GENERAL INFORMATION

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### MISSION

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The mission of the Dental Assisting and Team Institute is to train students efficiently to be proficient and effective in the field of professional dental assisting. Our program prepares any motivated individual to get their first job. It is our purpose to equip each student with the basic skills necessary to enter the workplace and begin to gather experience. Our many years in the profession qualify us to teach these skills and allow us to impart our own experiences and lessons.

### OBJECTIVES

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In support of its mission, the institute's objectives are:

- to train students in the art and science of dental assisting.
- to develop sound clinical judgment in the dental field.
- to equip students with the practical skills necessary to perform professionally in dental work environments.
- to impart to students an attitude of independent thinking and a quest for knowledge.
- to acquaint students with contemporary principles, concepts, technologies, and skills in dentistry.
- to develop a sense of professionalism and leadership in students, including values, ethics, and the necessary judgment to function effectively as a dental assistant.

## DISCLOSURE STATEMENTS

- The School is nonsectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.
- Accepting the transfer of credits or credit hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits or clock hours earned at this institution will be accepted by another institution of the student's choice.
- The institution does not offer advanced placement based on work experience.
- As a prospective student, you must review this catalog before signing an enrollment agreement.
- It is the policy of the School to always provide a copy of the latest school catalog either in writing or electronically on the School's website to all prospective students. Classes are taught in English. All learning material is in English
- The Dental Assisting and Team Institute, L.L.C. is a corporation formed under the laws of the State of Florida doing business as The Dental Assisting and Team Institute.
- Andrew Rudnick owns The Dental Assisting and Team Institute, L.L.C.

## FACILITY AND EQUIPMENT

The Dental Assisting and Team Institute is located at 9121 N. Military Trail Suite 209, Palm Beach Gardens, FL 33162. The School has at its disposal state-of-the-art dental equipment and is staffed with experienced instructors who have taught and worked in the dental assisting field for many years. The Dental Assisting and Team Institute occupies the second floor space and covers approximately 1,500 square feet and is split into two distinct areas, which include a business office with computers, phones, and records, a reception area, four fully equipped treatment rooms (operatories), sterilization area, an administrative office, and one restroom.

The School has access to all instrumentation pertaining to dental surgery, restorative, endodontics, periodontics, prosthodontics, and cosmetic dentistry for four operatories. Each room is larger than 10 by ten and can easily accommodate 8 students and an instructor. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The School has a small library on campus open to students. Students can access reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours.

Office hours are 8:00 am to 5:00 pm, Monday to Friday.

## LIBRARY

The School has a small reference library on campus open to students. Students can access reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. These texts books provide additional information on essential skills and procedures with bibliographical references and indexes and will complement our programs by practically supporting and reinforcing the instruction given in class. Students may check out reference books by completing a "Book Checkout Form." All books and publications are of current use. Access to the Internet is encouraged to research additional sources and up-to-date information.

## STATE LICENSURE

The Dental Assisting and Team Institute is licensed by the Commission for Independent Education, License 7917.

Additional information regarding the institution may be obtained by contacting:

Florida Department of Education Commission for Independent Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, Fl. 32399  
Telephone No: 850-245-3200/Toll-Free 888-224-6684

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## **ADMISSION REQUIREMENTS**

This program is open to all persons who meet the following requirements:

- Applicants must present evidence of a high school diploma, certification, or G.E.D.
- Applicants who do not have a high school diploma, high school certification, or G.E.D. and are 17 years of age or older must demonstrate the ability to learn from the instruction program. Applicants must pass the Wonderlic Basic Skills Test taken online at the school with a score of 25. A screen shot will be taken of the exam score and put into the students record.
- Applicants must receive a catalog one week prior to signing an enrollment agreement.
- Applicants must comply with the "Drug-Free" School policy.
- Potential students will be advised that employment in many health occupations necessitates the ability to pass the Florida Department of Law Enforcement (FDLE) Level II FBI Criminal Background Check. Potential students with such problems will be helped with exemption procedures if applicable, and if not, strongly advised to register for programs where employment opportunities will be available.

The School Director is responsible for reviewing and approving an enrollment and ensuring that the applicant has met the proper criteria in accordance with admission standards.

**IMPORTANT NOTICE:** Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate, or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or pled guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

## THE APPLICATION PROCESS

The admissions process is as follows:

- 1) Complete an admissions application.
- 2) Complete a personal interview with an admissions representative.
- 3) Tour the school facilities with an admissions representative.
- 4) Submit evidence of High School Diploma/G.E.D. or take a Wonderlic test if necessary.
- 5) Read and sign all required pre-enrollment disclosures.
  - School Catalog with the Program Outline
  - Read the Enrollment Agreement
  - Make financial arrangements to cover tuition and fees

Upon completion of the application process, the School will consider the prospective student's application in totality. Once accepted, the applicant will be responsible for arrangements for tuition payments, signing the Enrollment Agreement, and paying for the criminal background check and registration fees. Once the Enrollment Agreement has been signed, and courses have been determined, the student must attend a comprehensive orientation before the first day of class. Prospective students who were denied admission, and would like to view their file, may submit a written request. Access to view the file will be granted within ten business days of the request.

## TRANSFER OF CREDIT

The School does not accept the transfer of clock hours/credits received from other schools.

## REENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program. To re-enroll, a student must follow the required admissions procedures. A re-enrollment fee of \$50 will be applied.

## SCHEDULE OF TUITION PAYMENTS, FEES, AND CHARGES

The current tuition costs, including fees and all other charges necessary for each course, are:

<b>Program Title</b>	<b>Registration Fe</b>	<b>Background Check</b>	<b>Supplies and Uniforms Text Book</b>	<b>Tuition</b>	<b>Total Cost</b>
	<b>Non-refundable</b>	<b>Non-Refundable</b>	<b>Refundable</b>	<b>Refundable</b>	<b>Total Cost</b>

Entry Level Dental Assistant with EFDA Training	\$150.00	\$200.00	\$250.00	\$3,397.00	\$3,997
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## PAYMENT PLANS

We offer payment plans to make the tuition more affordable. At the time of enrollment we can accept a \$600 deposit that covers your textbook, scrubs, background check and registration fee. The remaining balance can be paid in weekly payments of \$425 or biweekly payments of \$850. The total cost of tuition must be paid in full on the 8th week, prior to your final exam.

We do offer some customization to this payment plan and our admissions staff is happy to help you explore a plan that is the right fit for you.

In addition to the in house payment plan we offer financing through a private student loan company and our admissions staff would be happy to explain that in more detail and help you to apply for the loan. It only takes a few minutes to do and you will know right away if you will qualify.

## CANCELLATION AND REFUND POLICY

Should the student be terminated or canceled for any reason, all refunds will be made per the following refund schedule:

1. Cancellation must be made **in person** or by **certified mail**.
2. All monies will be refunded if the School does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making the initial payment.
3. Cancellation after the third business day but before the first class will result in a refund of all monies paid except the registration fee and background fee not exceeding \$150.
4. A student canceling after attendance has begun, though 50% completion, will result in a Pro-Rata refund computed based on the number of hours completed to the total program hours. There is no refund of the registration fee and the cost of books and supplies.
5. Cancellation after completing 50% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance by the student unless an earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of the Cancellation Notice.
8. A student can be dismissed at the Chief Executive Officer's discretion for insufficient progress, nonpayment of costs, or failure to comply with the rules.
9. If the School terminates a program for any reason, the student will receive a 100% refund on monies paid to the School.
10. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

## WITHDRAWAL

The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. Refunds will be made within 30 days of termination or receipt of Cancellation Notice. A student can be dismissed, at the discretion of the School Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules. If the School terminates a program for any reason, the student will receive a 100% refund on monies paid to the School. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so. Any student wishing to officially withdraw from the School must notify the School Director in person or send a letter by certified mail. A student who missed School for 5 consecutive days and does not notify the School Director will be considered unofficially withdrawn.

To determine unofficial withdrawal, the School monitors student attendance daily. The withdrawal date will be the last date the student actually attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution s/he will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the School's refund policy based on the withdrawal date.

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## **ACADEMIC POLICIES**

Definition of clock hour is one clock hour is equal to 50 minutes of direct instruction and 10- minute break time.

### GRADING SYSTEM

Grades are based on class work, written examinations, and evaluation of skills and clinical. If you have difficulty maintaining progress, you will receive individual counseling. The grading scale is as follows:

Grades	Percentage	Quality Points
A =	90 - 100%	4
B =	80 - 89%	3
C =	70 - 79%	2
D =	60 - 69%	1
F =	0 - 59%	0



## **SATISFACTORY PROGRESS**

To remain in good standing, the student must maintain a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of each week.

## **ACADEMIC PROBATION**

A student not making satisfactory progress as defined above will be placed on academic probation for the next week. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more week. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory

Progress for the program at the end of two weeks will be terminated. When a student is placed on academic probation, the School will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After the probation has elapsed, a student whose enrollment was terminated for unsatisfactory progress may re-enroll in a subsequent program within the next six calendar months at no additional cost except the \$50 re-enrollment fee. Such re-enrollment does not circumvent the approved refund policy.

## **REMEDIAL WORK AND REPEATED COURSES**

The School does not offer remedial or make-up work. When a subject class is repeated, the higher grade for the subject class will be considered in determining the student's grade average for the course of study.

## **ATTENDANCE POLICIES**

The School's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. Employers will be very interested in dependability and punctuality when the student moves from education and training into a career. No matter how skilled the person is, an employee is valuable only when present on the job.

A record of attendance is kept for each student and is documented as a part of the student's permanent records. For students to achieve their goals for the successful completion of their program, they are expected to attend all scheduled classes. Student records are available to students upon written request. Regular and punctual attendance to scheduled classes is expected. Students must conduct themselves professionally, showing respect for themselves, instructors, and classmates. Good conduct, courtesy, interest, and regard for others should always be exhibited. During attendance, students are asked to adhere to the program's dress code. If a student misses a class or clinical, the hours recorded for the absence will be the number of hours listed on the schedule. The student is responsible for compliance with attendance standards. A student who is subject to dismissal for attendance for one course, but is in good standing in other courses, may petition the School Director to maintain student status in the other courses rather than be dismissed from the program. If a student is not on an approved leave of absence and is absent for more than five consecutive school days, the student will be dismissed

## **TARDINESS**

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Students should contact the School if they anticipate being exceedingly late. A student who is late three (3) times in succession will be warned. Five subsequent tardies will be subjected to disciplinary action. A student arriving to class late or leaving class early will only receive credit for that portion of the class they attended.

## **ABSENCES**

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Excused absences may be granted for any of the following reasons:

- Death in the immediate family (parent, spouse, child, sibling, in-law)
- A physician documented the student's illness
- A physician documented the illness or injury of an immediate family member (parent, spouse, child, sibling, in-law).
- Military duty with documentation.

## **LEAVE OF ABSENCE**

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A student requesting a Leave of Absence must do so in writing. The letter must state the reason for the Leave of Absence and the required time. The decision shall be at the sole discretion of the School Director if the leave of absence does not exceed 60 days or the student returns to the exact point in the program the student left. A student, who does not return at the end of their Leave of Absence, will be considered to have withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the standard refund policy published on the student's enrollment contract. If a student is on leave for medical purposes, the student must present a statement from their physician permitting return to School.

## **DISMISSAL**

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A dismissed student has a right to appeal through the grievance procedure. The Dental Assisting and Team Institute reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress
- Missing more than 20 percent of instruction time
- Not maintaining the minimum grade point average
- Not meeting financial responsibilities to the School
- Violation of probationary status
- Non-compliance with the rules and regulations of the School
- Engagement in any illegal or criminal act such as possessing firearms and/or other weapons, theft, vandalism of school property, possession or use of drugs on school premises, or any other violation of state laws.
- Any conduct that brings discredit or embarrassment to the School

The School Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the School's refund policy.

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## STUDENT SERVICES INFORMATION

Faculty and staff at the schoolwork along with the individual student to aid in making the duration of the program comfortable. All available resources are utilized to the fullest to assist the student in attaining their career goal. Student Services offers personal assistance and financial advising.

### ORIENTATION

A new student is oriented to the School's facilities, policies, and procedures before the start of the program. A new student will receive a written course outline and a list of competencies required for successful completion of each course no later than the first class meeting.

Completion of the application process and administrative matters are also taken care of at that time.

### PLACEMENT ASSISTANCE SERVICES

The School Director liaises between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industries. However, no employment information or placement assistance provided by the School should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Maintaining employment once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search depends upon the applicant's confidence, willingness, and preparedness. Students and graduates are encouraged not to restrict their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the School's assistance may be an entry-level position.

## **EMPLOYMENT DISCLAIMER**

The staff and faculty are committed to assisting graduates in finding gainful employment but cannot guarantee employment to any student, recent graduate, or alum of the School.

## **ACADEMIC COUNSELING**

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available for one hour each week to provide student counseling. Staff members will be available in the administration office during business hours. A student may contact either an instructor or the School Director if one needs academic counseling services during business hours.

## **FINANCIAL ADVISING**

Payment plans may be customized as needed to help students meet their financial obligations to the School. Plans of payment will usually be designed so that the last payment is due on or before the issuing of diplomas.

## **STUDENT CONDUCT**

Prospective employers seek employees of integrity, commitment, advocacy, reverence, and stewardship of individuals who will be a positive addition to their organization. Learning to communicate, listening, coping with stress, problem-solving, participating in teamwork, self-discipline, and appropriate dress code are expected standards of conduct required of all students on campus and at clinical sites

Students must behave off school premises in a manner that reflects favorably upon their association with the School. Therefore, all students must obey all federal, state, and local laws. If any student fails to comply with these requirements, to the School's satisfaction, the School may, in its sole discretion, suspend or terminate the student. Students must treat the School's equipment and facilities with proper care and concern. Any student who intentionally or carelessly defaces or damages any school property (as determined by the School) will be subject to disciplinary action and may be held liable for repair or replacement of such property.

Any student terminated for violating this conduct section may petition the School Director, in writing, for reentry into the next available class of the student's program. Final determination related to reentry will be at the School's sole discretion.

## **SMOKING, FOOD AND BEVERAGE**

To protect the health and safety of all persons, no smoking is allowed in the School - designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the designated areas. No food or beverages are allowed in the classrooms, skills laboratories, or library.

## **DRESS CODE**

All students are required to wear uniforms from The Dental Assisting and Team Institute. The uniform is embroidered with the school logo. All students must wear athletic tennis shoes in new or like-new condition. Clean socks must be worn. All students are required to maintain the highest level of hygiene. Artificial nails in natural colors can be acceptable at the discretion of the administrator. Tattoos must be covered with an undershirt or sleeves for externship and if asked to by a school administrator, natural hair color (no loud colors), minimum jewelry, visible piercings to a minimum, no tongue piercings, nails

in professionalism and not inhibiting finger dexterity, no chipped or peeling polish. Be as professionally dressed for your externship as possible as well as your attendance in class. Dental can be a conservative environment so let's start thinking and showing ourselves to be a professional.

## DRUGFREE POLICY

For the protection and welfare of all students and staff, the School has established the following drug-free policy. All students are hereby notified:

- 1) That the unlawful manufacture, distribution, possession, or use of a controlled substance in the School is prohibited;
- 2) That violations of this prohibition will result in discharge or other appropriate actions;
- 3) That as a condition of enrollment, each student agrees that they will abide by the terms of the above statement and will notify the School Director of any criminal drug statute conviction for a violation occurring in School no later than five days after such conviction;
- 4) All employees and students must certify that, as a condition of enrollment or employment, they will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
- 5) This policy complies with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

## LIABILITY

The Dental Assisting and Team Institute assumes no responsibility for loss or damage to personal property or injury that may occur while on the campus grounds.

## STUDENT RECORDS

All student documentation and records are held in strict confidence as accorded by law. It is also an ethical policy of The Dental Assisting and Team Institute to do so. Student records will be safely retained indefinitely by this institution.

## STUDENT COMPLAINT/GRIEVANCE POLICY

All grade disputes must be made within two weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the School Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The School Director shall review the case and determine the appropriate decision. This decision shall be made within seven days upon receipt by the Administration of the student's written complaint.

When such differences arise, miscommunication or misunderstanding is a major contributing factor. For this reason, we urge students and staff to communicate any problems directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted.

Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. They may do so if a student wishes to file a written complaint. All written complaints will be resolved within 10 days and sent to the student in writing. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the

Commission for Independent Education, Florida Department of Education

325 West Gaines Street, Suite 1414,

Tallahassee, FL 32399-0400,

Toll-free telephone number is (888) 224-6684.

The institution forbids any type of sexual harassment by its employees or students towards other employees, job applicants, students, or prospective students. Any student who feels discriminated against must file a complaint with the School Director.

## PROGRAM DESCRIPTION

### ENTRY LEVEL DENTAL ASSISTANT WITH EFDA TRAINING

This program is designed to prepare individuals for entry-level jobs as dental assistants. Graduates may find suitable employment with general dental practices and in the offices of dentists including Endodontists, Periodontists, Orthodontists, Prosthodontists, Pediatrics, and Oral Surgeons. This program includes instruction in sterilization and disinfection procedures as stated in rule Chapter 64B5-25, Florida administrative code, and instruction in the dental practice at an administrative code related to dental auxiliaries.

The program is designed for the novice who has no training in dental procedures. Instruction is provided with lecture in the classroom, demonstrations in an on-site dental office, and hands-on experience in the dental laboratory and X-ray equipment. The curriculum will give the students the academic and hands-on training necessary to become an integral part of a dental office.

Upon completion, the graduates will receive an EFDA certificate as well as a Certification in Dental Radiography from the Florida Board of Dentistry and be qualified to obtain an entry-level position as a dental assistant in a dental office. Occupational Objective: The program will prepare a student to work as a Dental Assistant. 31-9091 Dental Assistants

- Program Outcome Competencies: After completing this program, the student will be able to perform the following:
- Demonstrate knowledge of the dental health care delivery system and dental health occupations.
- Describe the legal and ethical responsibilities of the dental health care worker.
- Demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts.
- Demonstrate knowledge of blood-borne diseases, including HIV/AIDS.
- Recognize and respond to emergencies.

- Use dental terminology.
- Identify structures and explain functions and pathologies of dental and general head and neck anatomy.
- Identify principles of microbiology and disease prevention and perform infection control procedures.
- Identify, describe, maintain and utilize dental instruments and equipment.
- Record patient assessment and treatment data.
- Identify the functions of pharmacology and anesthesia as they relate to dentistry
- Identify properties and uses and manipulate dental materials.
- Perform chairside assisting for general dentistry and specialty procedures.
- Describe principles and perform techniques of preventive dentistry.

## PROGRAM OUTLINE/ COURSE DESCRIPTIONS

### **Week 1 Introduction to Dentistry and Anatomy** (Lecture 1.5 hours/ Lab 6 hours)

Students learn the importance of dentistry and how the profession became what it is today. Students learn that their intent as an Assistant is to promote and provide excellence in dentistry and additional dental team members add contributing roles. Students will be able to identify and define those who contribute to the dental profession. Students learn the role of the dental assistant as a professional. Students appreciate that appropriate communication is key to successful interaction with the patient, dentist, and dental team. We also learn basic anatomy as well as Dental anatomy with a special focus on tooth number and surfaces

Prerequisites: None

### **Week 2 Radiology Health and Safety and Intraoral Imaging** ( Lecture 1.5 Hours/ Lab 6 Hours)

Students learn the role of Radiology in the Dental Clinic. How to ensure the safety of the patient and dental team while taking x rays. They learn the difference between traditional forms of Dental Radiology and the modern forms of digital Xray. As well as types of Xrays dental assistants take and why. Each student takes an FMX, as well as is trained to use the intra oral camera. Prerequisites: week 1 classes

### **Week 3 Sterilization Principles and Disinfection Techniques**

Students learn the role of Sterilization Tech, how to properly clean treatment rooms, process and clean instruments, clean autoclave, flush lines and change traps. The principles of proper hygiene and learned with an overall focus on infectious disease. HIV AIDS training is provided Prerequisites: Week 1,2 classes

### **Week 4 Medical Emergencies in the Dental Office** (Lecture 1.5 hours/Lab 6 hours)

Students will learn common medical emergencies that can happen in a dental office setting. The importance of identifying signs and symptoms of a medical emergency. Learn to take vital signs as well as assist with a medical emergency and CPR/BLS certification

**Week 5 General Dentistry, Instruments and Pediatric Dentistry** (Lecture 1.5 hours/Lab 6 Hours)

Students are taught about general dentistry as well as pediatrics as a dental specialty. We learn instruments commonly used for restorative procedures, how and when we use a matrix band, as well as how to assist chairside during a procedure. We learn to place a matrix band, place sealants, sit chairside for a composite filling, and coronal polishing

Prerequisites: week 1-4

**Week 6 Impression Materials and Laboratory Materials Removable Prosthodontics** (Lecture 1.5 Hours/ Lab 6 Hours)

Students learn different types of impression materials as well as principles for taking a perfect impression. Students learn to take alginate impressions, pour models and make whitening trays.

They also gain a working knowledge of removable prosthodontics and are helped to learn to assist in these kinds of procedures. They also learn the CAD/CAM system for taking digital scanned impressions and 3 D printing of models

Prerequisites: Week 1-5

**Week 7 Fixed Prosthodontics Provisional Coverage and Dental Specialties, Ortho** (Lecture 1.5 hours/ Lab 6 hours.) Students will gain an understanding of the very important crown and bridge procedures. They also learn about various especially practices in dentistry IE Endodontics, Orthodontics and Oral and Maxillofacial Surgery, and Ortho gaining an understanding of the principles of dental assisting in these fields and the procedures each specialist handles. In lab students make a temporary crown, place ortho bands and brackets and learn how to be an ortho assistant.

Prerequisites: week 1-6

**Week 8 Final Exam and Resume building and Interview skills** ( Final Exam 3 hours Clinical Final 4.5 Hours)

Students are given a Final exam, helped to finalize their resume and given a chance to practice in a mock interview the skills they need for job interviews. Students are also given a clinical final to challenge the skills they have learned over the last 8 weeks. Time is available to repeat skills as needed to build more confidence

Prerequisites: Week: 1-7

Course Hours Total:60

**WHAT MAKES OUR PROGRAM DIFFERENT?**

We offer classes in a fully functioning Dental Office that is now a Full-Time School, no shared space and a REAL environment just like the dental office you will be working in. We challenge our students to start functioning in class as they will in a dental office starting week 1 with lots of hands on practice and roll playing. We start acting like dental assistants right away getting our hands in the mouth! We are overseen by a licensed practicing dentist so the skills we learn we get to perform on one another so we



take x rays on a human (a fellow student), polish teeth and even sit chairside with a student pretending to be our patient so we get to experience the high volume suction in the mouth, working around lips cheeks and tongues. We offer 6 + hours a week in hands-on training, which means lots of time to practice skills over and over, so we don't do a skill just once we can gain confidence and proficiency.

We learn advanced techniques including Cad/Cam scanning and 3D printing which is the future of dentistry! We also make Temporary crowns frequently molar and anterior tooth and offer training in Ortho assisting for no additional cost. Our staff is dedicated and determined to help everyone succeed.

From start to finish you will be overwhelmed with the support given.

Practicing on one another means you go home with a free FMX, Coronal Polish, Whitening trays or Zoom Whitening treatment, and more!

Plus Certifications and training that will change the course of your life

## EXTERNSHIP

Students are Required to do an additional 60 Hours Externship to complete the 120 clock hours and be awarded their EFDA and Radiology. These hours can be completed during the course or completed after the course is finished. Dental Assisting and Team Institute offers help to students to secure an extern office.

## REQUIREMENT FOR GRADUATION

To graduate a student must:

- Successfully completed the courses required in the training program with a minimum of "C" or major qualification.
- Maintained at least a minimum of 85% of attendance.
- Having returned any magazine or books that were taken from the library.
- Finalized all financial obligations
- Completed their 60 hours externship totalling 120 program hours

Upon completion, graduates will receive EFDA Certification, Radiology and CPR as well as OSHA certification and Ortho Certification .

## CLASS SCHEDULES

7.5 hours a week for 8 weeks from 9:00 am to 4:30 pm

Classes offered Tuesday, Wednesday, Thursday, Friday and Saturday

Once a date is chosen a student is not able to transfer to a different day because classes stagger start dates, so student must be able to start and finish in one class.

Help will be given to a student who must miss a day due to emergency or illness, this will be discussed with Faculty and decided upon.

## SCHOOL HOLIDAYS

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New Year's Day

Independence Day' observed

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Christmas Day

Winter Holidays will last from December 23, 2023 until January 3, 2024. Additional holidays or school closures may be declared at the discretion of the School Director.

## ACADEMIC CALENDAR 2023/24

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Start date	Schedule End Date
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Wed 6/5/24	7/24/24
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Sat 6/8/24	8/3/24
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TH 6/18/24	8/6/24
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WED 6/5/24	8/21/24
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- All Class Start Dates Subject to change based on student and instructor availability
- Call for more Start Dates!

## ADMINISTRATIVE STAFF

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Andrew Rudnick, D.M.D.	School Director
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D.M.D. from University of Pennsylvania, Philadelphia, PA FL DN 14987

Autumn Hunter	Admissions
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EFDA, Radiology Academy for Dental Assistants 2001

## FACULTY

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Autumn Hunter	Dental Assistant Instructor
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EFDA, Radiology Academy of Dental Assistants Tampa FL 3/2001

Andrew Rudnick, D.M.D.	Dental Director
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D.M.D. from University of Pennsylvania, Philadelphia, PA FL DN 1498