

*Northwest Ohio
Dental Assisting School*



School Catalog

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Statement

The Northwest Ohio Dental Assisting School is approved and regulated by the State of Ohio, Board of Career Colleges and Schools; 35 East Gay Street, Suite 403; Columbus, Ohio 43215-3138.

The Northwest Ohio Dental Assisting School reserves the right to modify information contained within and to improve the training offered to its students. Rules and regulations are subject to change as necessary to comply with the guidelines set forth by the State of Ohio Board of Career Colleges and Schools.

This is to certify that this school catalog is true and correct in content and policy to the best of our knowledge and belief.

Richard C. Dunlap, D.D.S.

President

Dated: January 1st, 2004

Richard G. Thomas, D.D.S.

Vice-President

Dated: January 1st, 2004

Table of Contents

WELCOME.....	1
HISTORY.....	1
LEGAL STATUS.....	1
INSTITUTIONAL PHILOSOPHY.....	1
GENERAL INFORMATION.....	1
Location.....	1
Course Information.....	1
Certificate of Approval.....	1
Procedure to Review Licenses and/or Approvals.....	2
Dissemination of Consumer Information.....	2
Facilities and Equipment.....	2
School Hours of Operation.....	2
Class Schedule and Enrollment.....	2
School Holidays.....	2
Training Aids.....	2
Faculty and Staff.....	2
PROGRAM COST.....	3
ADMISSIONS.....	3
Admission Requirements.....	3
Admission Procedures.....	3
Statement of Non-Discrimination.....	3
Financial Aid or Assistance.....	3
Attendance Policy.....	3
ACADEMIC STANDARDS.....	4
Grading.....	4
Grading Period.....	4
Satisfactory Progress.....	4
Class Size.....	4
Graduation Requirements.....	4
Leave of Absence Policy.....	4
Appeals.....	4
Termination and Readmittance.....	4
Tuition and Fees.....	5
STUDENT SERVICES.....	5
Placement.....	5
Advising.....	5
STUDENT CONDUCT.....	5
GRIEVANCE POLICY.....	5
FAMILY EDUCATION RIGHTS AND PRIVACY ACT.....	5
CERTIFICATE – TRANSCRIPTS.....	6
CANCELLATION POLICY.....	6
REFUND POLICY.....	6
TRAINING PROGRAM INFORMATION.....	7

WELCOME

We at *Northwest Ohio Dental Assisting School* wish to welcome you to a new, innovative and unique course in dental assisting. We offer a course designed to give you the best, basic foundational knowledge and skills necessary to start your new career, and at a minimum cost of time and expense.

We offer this opportunity from the perspective of practicing dentists and experienced dental assistants in the setting of an actual dental office. While we will seek to give you exposure to a wide range of techniques, materials, and dental knowledge, we will focus on the skills we as dentists see as “core essentials” for job acquisition.

Job opportunities for trained dental assistants are quite good in today’s marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants. If one examines the want ads for dental assistants, virtually all jobs require experience. How can one get a job without experience and how can one get experience without a job? With our course of study, we believe that the gap can be bridged in a minimal amount of time and at a reasonable cost. Welcome to the *Northwest Ohio Dental Assisting School* !

HISTORY

This course of study came into being as a result of conversations between dentists. Every dentist recognizes the importance of a good dental assistant in helping him or her provide a good service to their patients, reduce stress on both the patient and doctor, and keep the practice growing and profitable. Given the shortage of trained dental assistants, the existing obstacles for a person to go to school for training, and the unwillingness of dentists to train someone “from scratch”, the *Northwest Ohio Dental Assisting School* came into being. The basic framework for this curriculum is patterned after a successful assisting program in another state.

LEGAL STATUS

The Northwest Ohio Dental Assisting School is a private, coeducational school registered as a corporation with the State of Ohio. The president is Dr. Richard C. Dunlap. The name of the corporation is *Northwest Ohio Dental Assisting School*. The school assumes full responsibility for any agreement reached between the student and the school.

INSTITUTIONAL PHILOSOPHY

The philosophy of the Northwest Ohio Dental Assisting School is based on the belief that people can be trained in a relatively short period of time to enter the world of professional dental assisting. We believe that our course will prepare any motivated individual to get their first job in this arena. We also believe that the amount of on the job experience, not classroom hours, is the best teacher. Therefore, it is our purpose to equip each student with the basic skills necessary to enter the workplace and begin to gain experience. We also feel that our many years in the profession not only qualifies us to teach these skills, but also gives us the opportunity to impart what “golden nuggets” we have discovered along the way.

GENERAL INFORMATION

Location:

Northwest Ohio Dental Assisting School is located just northwest of the intersection of Central Avenue and Reynolds Road in Toledo, Ohio. Our school functions in the space of Dental Group West, a four doctor general dental practice also fully licensed by the state of Ohio. Our mailing address is:

Northwest Ohio Dental Assisting School
5532 W. Central Avenue
Toledo, Ohio 43615

Course Information:

Our course of study runs for twelve consecutive weeks on Wednesdays or Saturdays from the hours of 8:00 a.m. until 5:00 p.m. with an hour for lunch. Morning sessions (8:00 a.m. to 12:00 p.m.) are lecture, and afternoon sessions (1:00 p.m. to 5:00 p.m.) are for clinical, hands-on laboratory experience. Breaks are given for ten minute periods approximately every one to one and one-half hours. Students will need to buy a uniform since some of the materials worked with in a dental office can permanently stain or damage clothing. This also helps our students get used to stepping into the role, and looking the part of dental assistants. Hospital scrub gowns are the preferred dental office attire.

Certificate of Approval:

Northwest Ohio Dental Assisting School is approved and regulated by the State of Ohio Board of Career Colleges and Schools; Columbus, Ohio. The certificate of registration number is 04-03-1714T

GENERAL INFORMATION – continued

Procedure To Review Licenses and/or Approvals:

Students and prospective students may review and/or copy licenses, or approvals relating to Northwest Ohio Dental Assisting School upon request to the school director, on Saturdays from 8:00 a.m. to 5:00 p.m. at 5532 West Central Avenue; Toledo, Ohio 43615.

Dissemination of Consumer Information:

A representative for NWODAS will be available to disseminate consumer information upon request between the hours of 8:00 a.m. and 5:00 p.m. on Saturday at 5532 W. Central Avenue; Toledo, Ohio 43615.

Facilities and Equipment:

The Northwest Ohio Dental Assisting School facility includes a business office with a fully networked computer system, telephones, and records, a reception area, five fully equipped treatment rooms, one laboratory, a sterilization area, two private conference rooms, one break room with a fully equipped kitchen area, and four restrooms. The facility is secure during school hours, accessible only via hard or magnetic key entry.

The equipment includes one automated and one manual developer for radiographs, one handpiece and two instrument autoclave sterilizers, one cold and eight ultrasonic sterilizer baths, one panoramic, one cephalometric and five wall mounted x-ray machines, two amalgam mixers and five composite curing lights. There is an abundance of plaster for models and dies, impression materials and cements. The lab also includes a vacuum plaster spatulator, heated vacuum former, vibrator, model trimmer, lathes, an electric handpiece and a dust vacuum system. There is an up to date OSHA program in place with accompanying MSDS sheets and mandatory labeling, visual aids and an approved eye wash station.

We feel that a functioning, state of the art dental office is the perfect setting for students to maximize their school time and overall educational experience.

School Hours of Operation:

Hours of operation are between 8:00 a.m. and 5:00 p.m. with one hour for lunch break at noon. Breaks for refreshments and restroom usage will be given every hour to one and one-half hour at the discretion of the instructor for ten minutes.

Class Schedule and Enrollment:

School tours and interviews are scheduled personally with the director. Typically, enrollment also occurs at this time. Enrollment is a continuous process, right up to the start of the first scheduled class.

School Holidays:

School holidays include Christmas, New Year Day, Independence Day, Memorial Day, Labor Day, Easter, if they fall on a class day.

Training Aids:

Instructors are supplied with teaching manuals, appropriate charts, diagrams, a human skull for anatomy, audiovisual equipment (T.V. with a V.C.R.) and all the dental equipment and supplies necessary for laboratory and operatory training.

Faculty and Staff:

President

Richard C. Dunlap, D.D.S. Doctor of Dental Surgery - Ohio State University. Full time private practice.
Member of development team for FDA approved *Med Lite* medical device.

Vice-President

Richard G. Thomas, D.D.S. Doctor of Dental Surgery - Case Western Reserve University. Full time private practice.
Assistant Professor; Division of Dentistry; University of Toledo Medical College; Toledo, Ohio

Director

Shannon Knott, C.D.A., E.F.D.A. Certified Dental Assistant; Licensed Expanded Function Dental Auxilliary.

Instructor

Cheryl Smigelski, C.D.A., E.F.D.A. Certified Dental Assistant, Licensed Expanded Function Dental Auxilliary.

Instructor

Christine Carroll, C.D.A. Certified Dental Assistant

Instructor

Jamie Brunt, C.D.A. Certified Dental Assistant

PROGRAM COST

Note: The **tuition includes books (\$100), but does not include** the \$100 registration fee, or the fee (varies) for the dental assistant radiography certificate, Hepatitis B immunizations, CPR certification, or uniform expense. (registration fee refundable if student cancels agreement within 5 (five) days)

Methods of Tuition Payment:

1. Payment in full on or before the first day of class (Tuition \$2500, Registration \$100)

Total cost \$2,600

2. Down payment of \$1,000.00 on or before the first class with remaining balance to be paid by week six. (Tuition \$2500, Registration \$100)

Total cost \$2,600

Payments may be made by cash, check, or credit card.

There will be a **\$44.00 charge per check** for returned checks.

Tuition and other school fees will be on a **cash only basis** after occurrence of a returned check.

Payments may be made by cash, check or credit card. Note: \$44 charge per returned check.

Tuition and other school fees will be on a cash only basis after occurrence of a returned check.

The following supplies are required for the Northwest Ohio Dental Assisting School course:

A comfortable pair of tennis shoes or nursing shoes

1 set of hospital scrubs

The school will provide the following items:

Certificate of Achievement

Dental Assisting Pin

Set of models of the human dentition.

ADMISSIONS

Admission Requirements

1. Any person who has earned a high school diploma or a G.E.D. high school equivalency certificate is eligible to attend NWODAS, subject to a personal interview. All applicants must exhibit a willingness and enthusiasm to learn the art and science of dental assisting.
2. A high school senior may take our course of study on the condition that he/she has an overall grade point average of B. Credit may be granted, subject to the director's approval, for previous education or training.
3. Admissions to NWODAS are conducted throughout the year. Those applicants who apply during the course of class training will be given first consideration for enrollment in the next class.
4. Admission is contingent upon the applicant receiving a series of three hepatitis B immunizations either prior to or sometime during the twelve week program.

Admission Procedures

1. NWODAS prefers a personal interview with each applicant prior to acceptance, and encourages the parent, spouse, or other family member, as is appropriate, to attend the interview.
2. Admission representatives are available by appointment only on Saturdays between the hours of 8:00 a.m. and 5:00 p.m. at 5532 West Central Avenue; Toledo, Ohio 43615. Call 419-345-9215

Statement of Non-Discrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical handicap.

Financial Aid or Assistance

Currently, NWODAS has no financial aid packages available. However, NWODAS will allow structured payments over the course of training.

Attendance Policy

Students are expected to attend and be on time for all classes. Tardiness is considered disrespectful to both classmates and instructors. Students who have a pattern of tardiness will be advised and will be disciplined on an individual basis.

Students are required to complete all assignments regardless of class attendance, and are required to maintain, at minimum, an attendance average of 80%, for the total instructional hours enrolled from program inception to the point where progress is being measured. Students who miss more than 20% of the instructional hours, will be placed on attendance probation, and any further absenteeism may result in termination with appropriate pro-rated refunds. A student who is absent more than 20% of the total contact hours in a program may automatically be terminated from the current class. However, the student may, at the sole discretion of the director, be allowed to pick up the course of study at the next session. Tests missed because of absence must be made up upon the day the student returns to school, unless other arrangements have been made by the instructor and approved by the director.

The school has no provision for excused absences. Make up work shall not be authorized for the purpose of removing an absence. A student will be charged with one hour of absence for each hour of tardiness or any part thereof. The time elapsed during an authorized leave of absence is not considered as being absent for purpose of the cumulative attendance average. If a leave of absence is granted or if inclement weather forces the school to close, a student's completion date will be extended to make up for clock hours missed. Scheduled school holidays, summer and Christmas breaks, are not counted as absences.

ACADEMIC STANDARDS

Grading:

Students will receive a numerical grade, not a percentile grade, for each written and practical examination. Grades will be the sum total of all written examinations, including the midterm and final, plus the practical examination. A perfect final score is 400 points. Listed below is the point distribution:

Midterm Exam	100 points
Final Written Exam	100 points
<u>Practical Exam</u>	<u>200 points</u>
Total	400 points

Grading Period:

There are two grading periods in the course: one at the end of the mid-term exam; the second at the end of the course (12 weeks).

Satisfactory Progress:

Satisfactory progress will be determined by accumulated points. Students must maintain at least 75% of the total possible points. Should a student at the completion of the first grading period fail to obtain at least 75% of possible points, the student will be placed on probation. A student on probation will be allowed to retake an exam, which will be averaged with the original exam. If the probationary student fails to bring up his or her grade to a 75% level at the end of a 2 week probationary period, the student will be terminated from the program. A student terminated for unsatisfactory progress may apply to repeat the course at the next course offering after a minimum of one grading period has passed.

A student may request a grade of "incomplete" if a student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 12 month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition.

Permanent grades will be posted at the end of the course, which will be made available to prospective employers. Requirements for graduation include 96 hours (class lecture and lab (Note: CPR training, an individual office requirement, and radiology certification, a state requirement, must be done off site). Additionally, at least twenty four hours of in-office externship is required.

Lab Class Size:

The student to teacher ratio will be a maximum of 10 students per 1 instructor in a lab class.

Graduation Requirements:

A certificate of completion will be awarded to those students who have maintained a score of at least 300 points *and* have earned at least a 75% score on the final practical examination. They must also have compiled a satisfactory attendance record as outlined by the school and be in good standing financially with the school at the time of graduation. Proper externship documentation must be given to the director prior to graduation. Note: Patients requiring pre-medication before dental work may not be used for practical exams.

Leave of Absence Policy:

A student may be granted one leave of absence per 12 week session, which must be requested in writing, at no additional charge. The student may make up the day missed during the next session. A leave of absence is discouraged apart from an emergency situation.

Appeals:

A student can appeal an unsatisfactory grade and/or attendance classification to the director by explaining in writing any circumstances relevant to the situation. The director will evaluate the circumstances presented by the student and the student's program record will be amended to reflect the results of the appeal. The student's status will be revised, as is appropriate.

Termination and Readmittance:

A student who is absent more than 20% of the total contact hours in the program may be terminated. A student may be placed on attendance or academic probation, or terminated due to:

1. Unsatisfactory course work
2. Failure to maintain the attendance requirement.
3. Failure to progress within the school's maximum time frame.
4. Failure to abide by the school's rules and regulations. A student whose enrollment was terminated for unsatisfactory progress or nonconformity with the rules and regulations of the school may only be re-admitted, with the approval of the school director under the following conditions:
 - a. One grading period must elapse before being readmitted and,
 - b. The problem which caused the dismissal must be satisfactorily resolved, and
 - c. The student must demonstrate the potential to succeed.

A student who re-enrolls after being terminated for unsatisfactory progress will be placed on probation for the next grading period. A student whose enrollment was terminated for violation of the attendance policy may not re-enter before the next grading period. A student in good standing who, voluntarily withdraws, may apply for readmission at any time.

Retesting – Final Practical Examination:

For \$250, a student may retest for their practical examination if they received a critical fail and they earned a minimum of 150 points.

For \$250, a student may retest for the written final examination.

Tuition and Fees:

Tuition may be paid in full in advance, or in installments due on or before week six. The tuition does include fees for registration, books, supplies, lab use and tools. A detailed account of the tuition and fees for each program appears in the catalog supplement. There is no additional charge for out of state residents.

STUDENT SERVICES

Placement:

Upon graduation, job placement assistance is available to all students at no additional cost. Students are assisted and/or advised with regard to resume preparation, interview techniques and employment opportunities. NWODAS will do its best to help students find a rewarding job. *NWODAS cannot, however, guarantee employment.*

Advising:

The staff and faculty of the school are always available to assist students with school or dental professional related problems or questions.

STUDENT CONDUCT

Students must adhere to the highest standards of conduct, which will reflect positively upon themselves and the school. Students must conduct themselves in a manner which will not in any way interfere with the learning process of other students, the instructor's classroom presentation, or the progress of the class in general. The administration of the school reserves the right, in the exercise of their judgement, to dismiss a student on any of the following grounds:

1. Non-conformity with the rules and regulations of the school.
2. Conduct which reflects unfavorably upon the school and/or its students.
3. Unsatisfactory academic progress.
4. Excessive absenteeism.
5. Failure to pay tuition when due.
6. Cheating.
7. Falsifying school records.
8. Demonstrating poor judgement or inability to function properly thereby putting student safety in jeopardy.
9. Entering the school under the influence of alcohol, drugs, or narcotics of any kind.
10. Carrying a concealed or potentially dangerous weapon.
11. Willful neglect, damage or abuse of school property.

GRIEVANCE POLICY

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act, each student is given the right to inspect and review his/her records, and to request that errors in those records be changed to ensure that they are not inaccurate, misleading, or otherwise in violation of the students privacy or other rights. The detailed policy and procedures that the institution uses in this regard can be obtained from the school director. These include our right to refuse to provide such records if the student has an unpaid financial obligation to the school.

Under federal rules, the school is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed. **If you do not wish this information to be released, you must contact the school director within thirty days of signing the enrollment contract.** This basic information is called directory information and this school includes the student's name, address, telephone number, date and place of birth, program of study, participation in activities, dates of attendance, certification and diploma awarded, photograph, and place of employment. Students who feel that the institution has not complied with their rights under the law file a complaint under Section 99.64 with the U.S. Department of Education.

CERTIFICATE – TRANSCRIPTS

There is no charge for the original copy of your certificate, however, additional copies will be \$10.00. Official transcripts of student records are issued only on written request, the first copy is at no cost. Additional copies are \$2.00 each. Transcripts must be requested 24 hours in advance.

CANCELLATION & SETTLEMENT POLICY

The enrollment agreement may be canceled within five calendar days after the date of signing, provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 96 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5 day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% completed, but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% completed, but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

DENTAL ASSISTING TRAINING PROGRAM INFORMATION

Northwest Ohio Dental Assisting School has designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting. This program will allow individuals to access the job market relatively quickly without incurring a burdensome debt and loss of time at their current occupation.

The NWODAS course runs for twelve consecutive weeks on Wednesdays or Saturdays from the hours of 8:00 a.m. to 5:00 p.m. with an hour for lunch. Morning sessions (8:00 a.m. to 12:00 p.m.) are lecture, and afternoon sessions (1:00 p.m. to 5:00 p.m.) are for clinical, hands-on laboratory experience. Instructors are available by appointment from 5:00 to 5:30 p.m. for tutoring.

Breaks are given for fifteen minute intervals approximately every one to one and one-half hours, or as needed.

It is required that students purchase a uniform since some of the materials we work with in a dental office can permanently stain or damage clothing. Also, we encourage students to get used to feeling and looking the part of a dental assistant. Hospital scrub gowns are preferred dental office attire.

Ninety Six clock hours are required for the successful completion of this course.

The program title for this course is **Dental Assistant Training**. The following is a description of each session and the number of clock hours for each module:

Dental Assistant Training

101 Module 1: Introduction to Dentistry, Dental Assisting, Anatomy & Physiology, Dental Anatomy, Clinical Dentistry, Dental Patient, Medical Emergencies, Instrument, Handpieces and Burs

Text Chapters: 1-4, 9, 11, 13 and 19

Prerequisite: None

Clock Hours: 5 Lecture, 3 Lab

102 Module 2: Disease Transmission, Infection Control, Hazardous Materials, Surface Disinfection, Processing Instruments, Moisture Control, Impression Materials and Laboratory Procedures

Text Chapters: 5-8, 10 and 22

Prerequisite: Module 1

Clock Hours: 4 Lecture, 4 Lab

103 Module 3: Dental Examination, Pain and Anxiety Control, Radiation Safety and X-ray Production, Intraoral Radiographic Techniques and Film Processing

Text Chapters: 12 and 14-16

Prerequisites: Modules 1 & 2

Clock Hours: 2 Lecture, 6 Lab

104 Module: Preventive Care, Coronal Polishing and Sealants, Restorative Materials and Procedures

Text Chapters: 17-18 and 20-21

Prerequisites: Modules 1-3

Clock Hours: 3 Lecture, 5 Lab

105 Module: Midterm Review, Job Search

Text Chapters: 29

Prerequisites: Modules 1-4

Clock Hours: 4 Lecture, 4 Lab

106 Module: Midterm, Job Placement and Resumes, Prosthetics

Text Chapters: 23

Prerequisites: Modules 1-5

Clock Hours: 4 Lecture, 4 Lab

107 Module: Endodontics

Text Chapters: 25

Prerequisites: Modules 1-6

Clock Hours: 3 Lecture, 5 Lab

108 Module: Periodontics, Oral and Maxillofacial Surgery

Text Chapters: 24 and 26

Clock Hours: 2 Lecture, 6 Lab

109 Module: Pediatric Dentistry, Orthodontics

Text Chapters: 27 and 28

Prerequisites: Modules 1-8

Clock Hours: 2 Lecture, 6 Lab

110 Module: Final Review

Prerequisites: Modules 1-9

Clock Hours: 3 Lecture, 5 Lab

111 Module: Final Written and Clinical

Prerequisites: Modules 1-10

Clock Hours: 4 Lecture, 4 Lab

112 Module: Completion of Finals and Graduation

Prerequisites: Modules 1-11

Clock Hours: 2 Lecture, 6 Lab

Note: Externships totaling 24 hours are required for graduation and may be accomplished at Dental Group West (school location), or another licensed dental practice. Paperwork attesting to this must be completed, signed and on file. Externship hours beyond the minimum of 24 are highly recommended and encouraged.