



Dental Assistant Academy  
Program Of  
Union Centre Institute

Entry-level Dental Assisting Information  
Catalog for Course Numbers DA4715 and  
DA4716

2212 Street Rd  
Bensalem, PA 19035

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[dentalassistantacademy.com](http://dentalassistantacademy.com)

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## **Disclosure**

Union Centre Institute's Dental Assistant Academy reserves the right to change programs, start dates, tuition, and to cancel programs. Any changes will be made in accordance with the rules of the regulatory agencies that oversee our schools. Please see the state specific catalog supplement to find information regarding your school location.

## **Goals and Objectives**

According to the Occupational Outlook Handbook, positions for dental assistants are supposed to rise 19% from 2016 to 2026, which is much faster than most occupations (<https://www.bls.gov/ooh/healthcare/dental-assistants.htm>).

As a result of the demand for dental assistants, Dental Assistant Academy created a training program that teaches the necessary skills needed to work in a dental office and orthodontic office. The program is hybrid, meaning lectures are done during the week at any time and the lab is only 10 Saturdays for three hours so that students can work, take care of their families, etc. during the normal work week.

With training from Dental Assistant Academy, our students can find employment at a higher salary level than with no training by earning their certificate of completion and radiology education. It is the mission of Dental Assistant Academy to provide the best dental assistant training that allows an individual to complete training and seek employment in the shortest time possible. Training focuses on the fundamental knowledge and skills needed to work in a dental and orthodontic office. Students learn in an actual dental office and get familiar with the work environment before their first day on the job.

# **Training Program/Class Dates and Schedule**

## **Description of Dental Assisting Program**

Our 10-week dental assisting program offers the basic skills that any dental office is seeking to hire. Not only do we offer the skills necessary for general dentistry, but our curriculum also offers a focus on orthodontics as well. By the end of our 10 sessions, our students will be able to assist the doctor for amalgam and composite restorations, crown and bridge, root canals, oral surgery and periodontics as well as take impressions, bond braces, debond braces, write referrals, pour up models, make retainers, scan for clear aligners, do adjustments, abide by HIPPA, x-ray certified and proper sterilization procedures. Upon graduation, each student will also be eligible to sit for the DANB radiation health and safety exam. This 60-clock hour hybrid course will be accomplished by having three-hour lecture periods done during the week at any time on a computer, consisting of assigned textbook readings, lecture videos, SIMTICS practice and study time, and three hours hands-on clinical practice using our State Dental Board regulated operatories.

# Program Syllabus and Topics Covered

## Course Syllabus and Topics Covered

**\*Each lecture is 3 contact hours, and each lab is 3 contact hours\***

| Week   | Lecture   | Lab  |
|--|---|--|
| 1- 2 hours 20 mins<br>videos<br>1 hour DALE RHS review | <ul style="list-style-type: none"> <li>-Watch lecture videos on chapters 1-2, 6-8:</li> <li>-Chapter 1 "Introduction to Dental Assisting"</li> <li>-Chapter 2 "Professional and legal aspects of dental assisting"</li> <li>-Chapter 6 "Infection control and managing hazardous materials."</li> <li>-Chapter 7 "Surface disinfection and treatment room preparation"</li> <li>-Chapter 8 "Instrument processing"</li> <li>-Watch videos on handwashing techniques, surface barriers, treatment room cleaning and disinfecting and autoclaving instruments</li> <li><b>-Online reading quizzes</b></li> <li><b>-1-hour RHS DALE exam review</b></li> <br/> <li><b>-Optional Simtics practice: Hand Hygiene soap and water, Hand Hygiene hand sanitizer, Isolation Room PPE, Impressions</b></li> </ul> | <ul style="list-style-type: none"> <li>-Setting up the dental chair and unit</li> <li>-Pulling patient charts and taking blood pressure</li> <li>-Preparing patient for procedures</li> <li>-Breaking down the chair and unit</li> <li>-Assist dentist with passing instruments</li> <li>-impressions</li> </ul> |

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|--|---|---|
| <p>2- 1 hour 57 mins<br/>videos<br/>1 hour DALE RHS review</p> | <p>-Read chapters 3-5, 9-11 assigned pages:<br/>-Chapter 3 "Anatomy and physiology"<br/>pgs. 24, 25, 28, 30, 34, 35, 36-38<br/>Chapter 4 "Dental anatomy"<br/>pgs. 41-51<br/>Chapter 5 "Disease transmission"<br/>pgs. 58,59,60,63<br/>Chapter 9 "Clinical dentistry"<br/>pgs. 116-124<br/>Chapter 10 "Moisture control"<br/>pgs. 128-138<br/>Chapter 11 "The dental patient"<br/>pgs. 143-157<br/>-Watch videos on transferring instruments,<br/>suctioning, the dental dam and taking blood<br/>pressure<br/><b>-Online reading quizzes</b><br/><b>-1-hour RHS DALE exam review</b><br/><b>-Homework: memorize tooth numbers and<br/>surfaces</b><br/><br/><b>-Optional Simtics practice: Disinfection,<br/>Sterilization and BBP, Assist with routine patient<br/>exam</b></p> | <p>-Setting up the dental<br/>chair and unit<br/>-Pulling patient charts<br/>and taking blood<br/>pressure<br/>-Preparing patient for<br/>procedures<br/>-Breaking down the chair<br/>and unit<br/>-Assisting the dentist<br/>with charting<br/>-Assisting the dentist<br/>with suctioning<br/>-impressions</p> |
| <p>3- 1 hour 53 mins<br/>videos<br/>1 hour DALE RHS review</p> | <p>-Read chapters 12-14, 26 assigned pages:<br/>-Chapter 12 "The Dental Examination" pgs.<br/>159-175<br/>-Chapter 13 "Medical Emergencies in the Dental<br/>Office" pgs. 179-182<br/>-Chapter 14 "Pain and Anxiety Control" pgs.<br/>189-208<br/>-Chapter 26 "Oral and Maxillofacial Surgery" pgs.<br/>428-442<br/>-watch videos on bitewings, placing topical, putting<br/>together a syringe and minor oral surgery<br/><b>-Online reading quizzes</b><br/><b>-1-hour RHS DALE exam review</b><br/><b>-Homework: continue to memorize tooth<br/>numbers/ surfaces and charting symbols</b></p>   | <p>-Bitewings and PA's<br/>-Assisting the dentist<br/>with charting<br/>-Assist the dentist with<br/>extraction<br/>-impressions</p>  |

|  |   |   |
|--|---|---|
|  | <b>-Optional Simtics practice: DA anatomy, Dental charting, Assist with minor oral surgery</b>  |   |
| <p>4- 2 hours 16 mins<br/>         videos<br/>         30 mins Simtics<br/>         1 hour DALE RHS review</p> | <p>-Read chapters 17-22 assigned pages:<br/>         -Chapter 17 "Preventive Care" pgs.<br/>         -Chapter 18 "Coronal Polishing and Dental Sealants" pgs.<br/>         -Chapter 19 "Instruments, Handpieces and Accessories" pgs.<br/>         -Chapter 20 "Restorative and Esthetic Dental Materials" pgs.<br/>         -Chapter 21 "Restorative Procedures" pgs.<br/>         -Chapter 22 "Impression Materials and Laboratory Procedures" pgs.<br/>         -watch videos on coronal polishing, handpieces, amalgam restorations, impressions and pouring models<br/> <b>-Online reading quizzes</b><br/> <b>-1-hour RHS DALE exam review</b><br/> <b>-Simtics- Dental radiology 1</b></p> <p><b>-Homework: study for quiz 1 over dental specialties page 5 and tooth charting symbols</b></p> | <p>-Bitewings and PA's<br/>         -impressions<br/>         -pour up impressions<br/>         - Assist the dentist with composite restoration<br/> <b>-Take quiz 1</b><br/> <b>-Begin Xray clinical testing</b></p> |

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| <p>5- 1 hour 32 mins videos<br/>1 hour DALE RHS review</p>                      | <p>-Read chapters 23, 25 and 29 assigned pages:<br/>-Chapter 23 "Prosthodontics and Dental Implants" pgs.<br/>-Chapter 25 "Endodontics" pgs.<br/>-Chapter 29 "The Job Search" pgs.<br/>-watch videos on placing cord, creating temporary crowns, example resume<br/><b>-Online reading quizzes</b><br/><b>-1-hour RHS DALE exam review</b><br/><b>-Homework: create separate resume for the dental field, study for test 1 on tooth surfaces, numbers, instruments</b></p> <p><b>-Optional SIMTICS Dental Radiology 1, Assist with anesthetic delivery, Dental Anatomy, Root canals</b></p> | <p>-Bitewings and PA's<br/>-impressions<br/>-pour up impressions<br/>-Assist the dentist with a root canal<br/><b>-Test 1: Written and finish Xray clinical portion</b></p>  |
| <p>6- 1 hours 39 mins videos<br/>30 mins Simtics<br/>1 hour DALE RHS review</p> | <p>-Read chapters 24, 27, and 28 assigned pages:<br/>-Chapter 24 "Periodontics" pgs.<br/>-Chapter 27 "Pediatrics" pgs.<br/>-Chapter 28 "Orthodontics" pgs.<br/>-watch videos on periodontal dressings, orthodontic pictures and orthodontic ties<br/><b>-Online reading quizzes</b><br/><b>-1-hour RHS DALE exam review</b><br/><b>-SIMTICS composite restoration</b><br/><b>-Homework: continue building dental resume</b></p>   | <p><b>Test 1: Clinical portion</b><br/>-Assisting the dentist with charting<br/>-Assist the dentist with composite restoration<br/>-impressions<br/>-pour up impressions</p> |

|   |   |  |
|---|---|--|
| <p>7- 3 hours 25 mins videos<br/>1 hour DALE RHS review</p> | <p>-Read chapters 15 and 16 assigned pages:<br/>-Chapter 15 "Radiation Safety and Production of X-rays" pgs.<br/>-Chapter 16 "Oral Radiography" pgs.<br/>-watch video on panoramic x-rays<br/><b>-Online reading quizzes</b><br/><b>-1-hour DALE RHS review</b><br/><b>-Homework: finish dental resume and send out to offices, interview at one dental office and sign off on sheet</b></p> <p><b>-Optional Simtics-DA comprehensive review dental radiography</b></p> | <p>-Take Pano/ceph<br/>-Take X-ray practice test</p>   |
| <p>8- 1-hour videos<br/>1 hour DALE RHS review</p>          | <p>-" Orthodontic Basics" video<br/>-" Bonding Brackets" video<br/>-watch video on bonding and scanning<br/><b>-1-hour DALE RHS review</b><br/><b>-Homework: Send out resume and study for quiz 2</b></p> <p><b>-Optional Simtics- Communication, Time Management</b></p>   | <p>-bond brackets<br/>-Scanning<br/>-ties on/off<br/><b>-Take Ortho quiz 2</b></p>   |
| <p>9- 36 mins videos<br/>2 hours DALE RHS review</p>        | <p>-" Adjustments" video<br/>-" Invisalign" video<br/><b>-2 hours RHS DALE review</b><br/><b>-Homework: submit resumes, study for test 2</b></p> <p><b>-Optional Simtics- Ethics</b></p>  | <p>-bond brackets<br/>-Scanning<br/>-ties on/off<br/><b>-Take test 2: Written Only</b></p>   |
| <p>10- 30 mins videos<br/>2 hours DALE RHS review</p>       | <p>-" Debond" lecture video<br/>-" Retainer" lecture video<br/>-additional videos on how to properly debond and create bonded retainers<br/><b>-2 hours DALE RHS review</b><br/><b>-Homework: submit resumes and make sure to go on at least one interview,</b></p> <p><b>-Optional SIMTICS comprehensive review simulation</b></p>   | <p>-Bond brackets<br/>-scanning<br/>-ties on/off<br/>-anything left the students feel they need practice on<br/>-Graduation ceremony</p> |



# Academic Calendar

Expected Program Length: 10 weeks.

Program Schedule: 10 Saturdays 3-hour sessions 9:00 a.m. to 12:00 p.m., lecture is done during the week on a computer. (60 clock hours)

## Summer 2024 Class Schedule

June 1 8 15 22 29

July 6 13 20 27

August 3

## Fall 2024 Class Schedule

September 7, 14, 21, 28

October 5, 12, 19, 26

November 2

## Winter 2024 Class Schedule

December 7 14 21 28

Jan 4 11 18 25

Feb 1 8

\*Enrollment for a session ends the day before the beginning of the session. \*

## Externship

There is no externship required for students to graduate.

## Standards of Academic Progress

Our program will consist of quizzes and tests that assess reading and laboratory skills, along with clinical skills testing showing the students' understanding of instruments and processes. Each quiz and test will be stated a week beforehand, and topics will be covered as to what the students can expect to be on them. These quizzes and tests are shown on the above syllabus.

### **Language of Training**

All programs are offered only in English. Dental Assistant Academy does not offer English as Second Language instruction.

## **Enrollment**

### **Entrance Requirements**

Admission is open to any applicant. No person may be excluded from enrollment in the Dental Assistant Academy LLC training program based on age, race, gender, disability, or national origin.

### **Applicants Must Meet the Following Requirements:**

1. Have paid the application fee and have made school-approved arrangements to pay the tuition in full.
2. Have executed an enrollment agreement.

### **Transfer or granting of credit.**

Certificates of completion, i.e., school certificates, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is not transferred to Dental Assistant Academy. No life experience or previous education and training apply to the Dental Assistant Academy training program. Students may not transfer in any previous education or training to apply to the Dental Assistant Academy program.

### **Late enrollment**

Dental Assistant Academy will accept registrations up until the Monday prior to the first lab. Lecture videos are to be watched prior to attending lab. If a student enrolls after the enrollment period is open, a student will be moved to a following session. For example, if a student enrolls after the first class of the spring, he or she will be encouraged to enroll in the summer or fall term.

### **Employment Opportunities**

Dental Assistant Academy cannot guarantee any student a job after completion of the program. Dental Assistant Academy does help give students all necessary information regarding resume building, interview skills and contacts to offices looking to hire during the program. This information gives students the opportunity to be hired with effort from the student. Dental Assistant Academy will continue to offer job placement services to a student up to 90 days after

graduation. This will include three job placement surveys as well as job openings from online sources and dentists.

## Learning Materials

### Instructional Materials

As part of the overall tuition, each student will be given the *Dental Assisting: A Comprehensive Approach 4<sup>th</sup> Edition* by Donna J. Phinney and Judy H. Halstead, SIMTICS Dental Assisting 1<sup>st</sup> Ed and binder with additional materials as our lecture material.

### Equipment and Teaching Devices

This program is a hybrid program, meaning the lecture part is done virtually at the students' convenience and the lab will be done in person. The student must have a computer, tablet or phone available to receive and watch lecture materials. SIMTICS is available on a mobile device using Google Chrome only. We will be utilizing the dental office as our classroom by practicing technical skills in each of the fully equipped operatories. This includes the air/water syringe and hand piece unit, patient chair, overhead light and supplies. We will also be using the sterilization room including the autoclave and ultrasonic, the lab and newest technology including the iTero scanner and 3D x-ray/panorex. Each student will also be provided a typodont to practice placing ties on brackets. We will use the waiting area as our classroom and will watch a variety of short films to demonstrate certain procedures, such as root canals and sterilization. For the lecture portion, each student will need a reliable source of internet, either using a phone, computer or tablet to access all lecture videos. This is accessible through Cisco Webex. All links and passwords will be given to the student once he or she begins class.

### Distance Education Technology Requirements

Students are not required to download the Cisco Webex Application on their phone, tablet or computer in order to access the videos. A trusted device and internet access is all that is needed to access the videos. If a student would like to download the Cisco Webex application, please see this link for necessary system requirements:  
<https://help.webex.com/en-us/article/fz1e4b/System-requirements-for-Webex-services>.

## Tuition and Fees

**Total for the Program: 60 hours (30 hours of lecture, 30 hours of laboratory)**

Expected Program Length: 10 weeks.

Program Schedule: 10 Saturdays, 3-hour blocks, each block 9:00 a.m. to 12:00 p.m. lecture done during the week.

**Program Cost: \$4,895**

Breakout:

Tuition: \$4,550.00

Registration Fee \$125.00

Textbook \$90.00

Radiology exam prep bundle \$130.00

**Total Program Costs \$4,895.00**

**We do not accept institutional scholarship award plans or grants.**

## Payment Options

TUITION PAYMENTS: Payable in full or by payment plan listed below.

Tuition and fee charges are subject to change at the discretion of the school. Any tuition or fee increases will become effective for the school term following student notification of the increase.

If a student decides to pay via check or cashier's check instead of by payment plan, the school will waive the \$35 ACH charges for any scheduled payments remaining.

1. A payment of \$125 is due with signing of the enrollment agreement.
2. Balance of tuition options
3. These options are available to all students

OPTION #1

-\$125.00 due with registration form

-\$4,770.00 **due before the start of class on the first day**

**-Total \$4,895.00**

OPTION #2

-\$125.00 due with registration form

- 5 x \$989.00 biweekly payments **as outlined on the payment schedule below**

**-Total \$5,070.00 \*option includes a \$35 ACH charge per auto withdrawal\***

OPTION #3

-\$125.00 due with registration form

-\$1,000 down, collected with registration fee

- 5 x \$789.00 biweekly payments **as outlined on the payment schedule below**

**-Total \$5,070.00 \*option includes a \$35 ACH charge per auto withdrawal\***

We accept checks, all major credit cards, and automatic withdrawal.

Make Check payable to:

**Union Centre Institute**

**Mail to 4845 Rialto Rd. Suite A West Chester, OH 45069**

## Truth In Lending Payment Plan Conditions

**a) Authority.** This part, known as Regulation Z, is issued by the Bureau of Consumer Financial Protection to implement the Federal Truth in Lending Act, which is contained in title I of the Consumer Credit Protection Act, as amended (15 U.S.C. 1601 *et seq.*). This part also implements title XII, section 1204 of the Competitive Equality Banking Act of 1987 (Pub. L. 100-86, 101 Stat. 552). Furthermore, this part implements certain provisions of the Real Estate Settlement Procedures Act of 1974, as amended (12 U.S.C. 2601 *et seq.*). In addition, this part implements certain provisions of the Financial Institutions Reform, Recovery, and Enforcement Act, as amended (12 U.S.C. 3331 *et seq.*). The Bureau's information-collection requirements contained in this part have been approved by the Office of Management and Budget (OMB) under the provisions of 44 U.S.C. 3501 *et seq.* and have been assigned OMB No. 3170-0015 (Truth in Lending).

**(b) Purpose.** The purpose of this part is to promote the informed use of consumer credit by requiring disclosures about its terms and cost, to ensure that consumers are provided with greater and more timely information on the nature and costs of the residential real estate settlement process, and to effect certain changes in the settlement process for residential real estate that will result in more effective advance disclosure to home buyers and sellers of settlement costs. The regulation also includes substantive protections. It gives consumers the right to cancel certain credit transactions that involve a lien on a consumer's principal dwelling, regulates certain credit card practices, and provides a means for fair and timely resolution of credit billing disputes. The regulation does not generally govern charges for consumer credit, except that several provisions in subpart G set forth special rules addressing certain charges applicable to credit card accounts under an open-end (not home-secured) consumer credit plan. The regulation requires a maximum interest rate to be stated in variable-rate contracts secured by the consumer's dwelling. It also imposes limitations on home-equity plans that are subject to the requirements of § [1026.40](#) and mortgages that are subject to the requirements of § [1026.32](#). The regulation prohibits certain acts or practices in connection with credit secured by a dwelling in § [1026.36](#), and credit secured by a consumer's principal dwelling in § [1026.35](#). The regulation also regulates certain practices of creditors who extend private education loans as defined in § [1026.46\(b\)\(5\)](#). In addition, it imposes certain limitations on increases in costs for mortgage transactions subject to § [1026.19\(e\)](#) and (f).

### **(c) Coverage.**

Official interpretation of 1(c) Coverage

(1) In general, this part applies to each individual or business that offers or extends credit, other than a person excluded from coverage of this part by section 1029 of the Consumer Financial Protection Act of 2010, title X of the Dodd-Frank Wall Street Reform and Consumer Protection Act, Public Law 111-203, 124 Stat. 1376, when four conditions are met:

(i) The credit is offered or extended to consumers.

(ii) The offering or extension of credit is done regularly.

(iii) The credit is subject to a finance charge or is payable by a written agreement in more than four installments; and

(iv) The credit is primarily for personal, family, or household purposes.

(2) If a credit card is involved, however, certain provisions apply even if the credit is not subject to a finance charge or is not payable by a written agreement in more than four installments, or if the credit card is to be used for business purposes.

(3) In addition, certain requirements of § [1026.40](#) apply to persons who are not creditors but who provide applications for home-equity plans to consumers.

(4) Furthermore, certain requirements of § [1026.57](#) apply to institutions of higher education.

(5) Except in transactions subject to § [1026.19\(e\)](#) and (f), no person is required to provide the disclosures required by sections 128(a)(16) through (19), 128(b)(4), 129C(f)(1), 129C(g)(2) and (3), 129D(h), or 129D(j)(1)(A) of the Truth in Lending Act, section 4(c) of the Real Estate Settlement Procedures Act, or the disclosure required prior to settlement by section 129C(h) of the Truth in Lending Act. Except in transactions subject to § [1026.20\(e\)](#), no person is required to provide the disclosure required by section 129D(j)(1)(B) of the Truth in Lending Act. Except in transactions subject to § [1026.39\(d\)\(5\)](#), no person becoming a creditor with respect to an existing residential mortgage loan is required to provide the disclosure required by section 129C(h) of the Truth in Lending Act.

Official interpretation of Paragraph 1(c)(5).

**(d) Organization.** The regulation is divided into subparts and appendices as follows:

Official interpretation of 1(d) Organization.

(1) Subpart A contains general information. It sets forth:

(i) The authority, purpose, coverage, and organization of the regulation.

(ii) The definitions of basic terms.

(iii) The transactions that are exempt from coverage; and

(iv) The method of determining the finance charge.

(2) Subpart B contains the rules for open-end credit. It requires that account-opening disclosures and periodic statements be provided, as well as additional disclosures for credit and charge card applications and solicitations and for home-equity plans subject to the requirements of § [1026.60](#) and § [1026.40](#), respectively. It also describes special rules that apply to credit card transactions, treatment of payments and credit balances, procedures for resolving credit billing errors, annual percentage rate calculations, rescission requirements, and advertising.

(3) Subpart C relates to closed-end credit. It contains rules on disclosures, treatment of credit balances, annual percentage rate calculations, rescission requirements, and advertising.

(4) Subpart D contains rules on oral disclosures, disclosures in languages other than English, record retention, effect on state laws, state exemptions, and rate limitations.

(5) Subpart E contains special rules for mortgage transactions. Section [1026.32](#) requires certain disclosures and provides limitations for closed-end credit transactions and open-end credit plans that have rates or fees above specified amounts or certain prepayment penalties. Section [1026.33](#) requires special disclosures, including the total annual loan cost rate, for reverse mortgage transactions. Section [1026.34](#) prohibits specific acts and practices in connection with high-cost mortgages, as defined in § [1026.32\(a\)](#). Section [1026.35](#) prohibits specific acts and practices in connection with closed-end higher-priced mortgage loans, as defined in § [1026.35\(a\)](#). Section [1026.36](#) prohibits specific acts and practices in connection with an extension of credit secured by a dwelling. Sections [1026.37](#) and [1026.38](#) set forth special disclosure requirements for certain closed-end transactions secured by real property or a cooperative unit, as required by § [1026.19\(e\)](#) and (f).

Official interpretation of Paragraph 1(d)(5).

(6) Subpart F relates to private education loans. It contains rules on disclosures, limitations on changes in terms after approval, the right to cancel the loan, and limitations on co-branding in the marketing of private education loans.

(7) Subpart G relates to credit card accounts under an open-end (not home-secured) consumer credit plan (except for § [1026.57\(c\)](#), which applies to all open-end credit plans). Section [1026.51](#) contains rules on evaluation of a consumer's ability to make the required payments under the terms of an account. Section [1026.52](#) limits the fees that a

consumer can be required to pay with respect to an open-end (not home-secured) consumer credit plan during the first year after account opening. Section [1026.53](#) contains rules on allocation of payments in excess of the minimum payment. Section [1026.54](#) sets forth certain limitations on the imposition of finance charges as the result of a loss of a grace period. Section [1026.55](#) contains limitations on increases in annual percentage rates, fees, and charges for credit card accounts. Section [1026.56](#) prohibits the assessment of fees or charges for over-the-limit transactions unless the consumer affirmatively consents to the creditor's payment of over-the-limit transactions. Section [1026.57](#) sets forth rules for reporting and marketing of college student open-end credit. Section [1026.58](#) sets forth requirements for the Internet posting of credit card accounts under an open-end (not home-secured) consumer credit plan.

**(8)** Several appendices contain information such as the procedures for determinations about state laws, state exemptions and issuance of official interpretations, special rules for certain kinds of credit plans, and the rules for computing annual percentage rates in closed-end credit transactions and total-annual-loan-cost rates for reverse mortgage transactions.

**(e) Enforcement and liability.** Section 108 of the Truth in Lending Act contains the administrative enforcement provisions for that Act. Sections 112, 113, 130, 131, and 134 contain provisions relating to liability for failure to comply with the requirements of the Truth in Lending Act and the regulation. Section 1204(c) of title XII of the Competitive Equality Banking Act of 1987, Public Law 100-86, 101 Stat. 552, incorporates by reference administrative enforcement and civil liability provisions of sections 108 and 130 of the Truth in Lending Act. Section 19 of the Real Estate Settlement Procedures Act contains the administrative enforcement provisions for that Act.

### **Other Fees**

Each student is eligible to take the DANB radiology exam after graduation. This is NOT included in the overall price of the program. It is the student's responsibility to apply and pay for this exam. You will be provided with the appropriate information during your course in order to prepare for the DANB RHS exam. You will be given a link to a study bundle through the DALE foundation. The DALE foundation helps students prepare for DANB national exams. After successful completion of this exam, he or she will obtain a radiology certification. Criminal convictions may affect a student's ability to be certified. This information can be found at [https://danbsfprodassets.azureedge.net/assets/docs/default-source/candidate-handbooks/candidate-handbook.pdf?sfvrsn=61cda93e\\_7](https://danbsfprodassets.azureedge.net/assets/docs/default-source/candidate-handbooks/candidate-handbook.pdf?sfvrsn=61cda93e_7).

**We do not provide a uniform to our students.** Scrubs are required during all classroom and lab time. Please choose neutral colors (black, grey) when buying scrubs. The average price for scrubs is \$25 and can be purchased on Amazon, Walmart and other large stores.



## **CANCELLATION AND REFUND POLICY:**

*(a) Refund and withdrawal policy-resident programs of 6 weeks or longer duration.*

(1) For a student canceling after the fifth calendar day following the date of enrollment as defined in § 73.132 (relating to application or registration fee) but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amount of the application or registration fee as calculated in § 73.132.

(2) If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

(3) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter, including textbook fees.

(4) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter and shall not include any radiology fees and textbook fees.

(5) For a student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition and shall not include any radiology fees and textbook fees.

(6) For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.

(7) For refund computations, a term, semester or quarter may not exceed 18 weeks.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog).

(8) If a student withdraws or is dismissed from the program, he or she will not be eligible to take the DANB exam. The radiology exam study guide is purchased by the School and is a non-refundable item. This is an online review course and is not able to be returned once purchased.

(10) For a student that withdraws or is dropped from the program, textbooks and other material given to the student are not expected to be returned back to the school.

22 Pa. Code § 73.134

### **§ 73.133. Refund in the event of rejection.**

An applicant rejected by the school is entitled to a refund of monies paid.

### **§ 73.135. Termination date.**

The termination date for refund computation purposes is the last date of recorded attendance of the resident student or the date the nonresident student requests cancellation.

### **COMPLAINT PROCEDURE**

There is an individual at the school to whom questions or concerns may be directed regarding the school's satisfying the terms of the enrollment agreement. This individual will be the Program Director. The school is licensed by the Pennsylvania State Board of Private Licensed Schools. Questions or concerns that are not satisfactory resolved by the school may be brought to the attention of the Pennsylvania State Board of Private Licensed Schools, Division of Law Enforcement Education and Trade Schools:

Pennsylvania Department of Education  
333 Market St, 12th Floor.  
Harrisburg, PA 17126-0333

## **Academic Information and Standards of Progress**

### **Syllabus**

On the first day of class students receive a copy of the program syllabi and program outlines.

### **Registration**

Each student must first fill out an enrollment agreement and pay the signing fee before being admitted.

### **Attendance Policies**

Absence: Students are to attend all listed hours of program instruction. The classroom teacher maintains the attendance roster which is kept at the school at all times. Attendance is taken after the first 30 minutes of class during clinical time. Missed classes must be made up by making arrangements with a teacher or school director. It is the student's responsibility to make up all missed lab hours. Attendance is not able to be tracked for lecture, but to determine student success for lecture and to make sure students are watching all assigned lecture videos

and physically reading the textbook, online reading quizzes for each chapter will be assigned and graded. These are worth 42% of a student's grade. Login information and attempts for each quiz is monitored.

Attendance probation will be determined by the Program Director. It is acceptable to miss up to two classes, with those missed clock hours being made up. More than two classes missed and not made up will result in a hold of the student's graduation certificate until he or she makes up the classes in another session. Due to being only ten weeks, it is crucial that no more than two classes are missed and made up. If a student is absent two times throughout the course without notifying the school, the student will be considered dropped. The school will contact the student in writing and formally advise the student of this status. He or she will not graduate and receive his or her certificate of completion.

**Lateness or Cutting Classes/Makeup Work:** Late arrival or early departure is to be understood, but consecutively will be treated as an absence from that class. Missed classes are to be made up by conferring with the instructor.

### **Student Progress Evaluation**

Please note: Students will not be given credit for previous education, training or experience. Students are given two written quizzes, two written tests, two clinical evaluations, online reading quizzes and a practice online radiology exam package. Students will be given the topics as to what to expect on these quizzes. They will cover material addressed the previous week and will contain questions ranging from multiple choice, fill in the blank, and matching. There is no academic probationary period. Ways to improve a student's grade will be determined with the school director.

### **Radiology Exam and Study Bundle**

When a student registers for our program and does not withdraw prior to the start date, he or she will be given a link and code for an online DALE RHS prep bundle that is \$130 as part of the overall cost of the program. This will be used throughout the course according to the syllabus as part of the overall clock hours. When a student registers for the program and is sent the first week of lecture material, this fee is non-refundable. <https://www.dalefoundation.org>

According to DANB, "To legally operate dental X-ray equipment and perform dental radiographic procedures in Pennsylvania under the direct supervision of a licensed dentist, a dental assistant must pass the national DANB [Radiation Health and Safety \(RHS\) exam](#). Evidence of having passed the required exam\*\* should be retained by the dental assistant and the licensed dentist as evidence of the individual's authority to perform radiologic procedures."

<https://www.danb.org/state-requirements/pennsylvania-radiography>

It is the student's responsibility to pay, register and complete this exam in order to have this certification to work in the dental field. This certification is provided by a third-party organization and is only certified by DANB. After completion of the online study guide and 10-week course,

the student is able to sit for the DANB exam at a testing facility. This is done by completing a form and mailing it in. All information for this will be given throughout the course. A link to more information about how to register for this exam is here:

[https://danbsfprodassets.azureedge.net/assets/docs/default-source/national-application-packets/rhs-application-packet.pdf?sfvrsn=2c4e815e\\_6](https://danbsfprodassets.azureedge.net/assets/docs/default-source/national-application-packets/rhs-application-packet.pdf?sfvrsn=2c4e815e_6)

Dental Assistant Academy will NOT pay for this exam. According to DANB, there is no limit on how many times a student may take this exam. If a student passes the exam, he or she will earn a certificate for radiology. If a student fails the exam, he or she can pay out of pocket to take this again. Students have the option of taking the exam at a testing facility or online using a proctored system. Once the student submits the application paperwork, he or she will be notified via email within 60 days from DANB with a link to schedule your exam at a test center. He or she will have 60 days from the time the application is approved to schedule and take the exam. It is the student's responsibility to schedule this exam. If the window to schedule is missed, Dental Assistant Academy is not responsible to pay for a resubmission of this application.

### **Re-enrollment/Leave of Absence**

With a 10-week course, and only two classes that can be missed/made-up, there is no LOA policy. If a student may have to suspend their training due to extenuating circumstances (such as sickness, lack of childcare, lack of transportation, family death/sickness, etc.) the student may request re-admission from the school for a future date. If satisfactory arrangements have been made, no additional tuition is charged. All training must be completed within a twelve-month period from the original start date.

### **Grading**

A minimum average grade of a C (874 points minimum) is required to satisfactorily complete the program. Lectures are not able to be tracked for attendance. To make sure students are completing the lecture material, online reading quizzes will be graded and counted towards final grades. Lab attendance is recorded by the student being physically present in class for each lab. If a student attends a lab, they will earn 10 points. If a student is absent, he or she will not earn points for that class. Final grades are calculated as follows:

Lab Exams 1 and 2: points earned out of 100.

Lab Quizzes 1 and 2: points earned out of 50.

Clinical evaluations 1 and 2: points earned out of 168.

Online reading quizzes: points earned out of 580.

DALE RHS: points earned out of 100.

Class attendance: Each lab is worth 10 points (100 points total).

Total points: 1,248

1,124-1,248 A    999-1,123 B    874-998 C    750-873 D    Below 750 F

Radiology has a separate pass/fail status.

### **Graduation Requirements**

Students will receive a Certificate of Completion for Dental Assisting. A separate certificate for Radiology will be granted if the student passes the national exam. If he or she does not pass upon the first try, the student has unlimited chances to take this exam again. He or she must pay for each exam taken. Students must:

- receive a minimum passing grade average of C (525 points minimum)
- achieve at least 80 points on all but two lab works. Students will only receive points for each class physically attended. If a class is missed, a student will not earn points for that day.
- Attend all clock hours of the program with all missed hours made up with the instructor.
- have no outstanding balances owed to the school.

### **Records**

A set of records will be maintained by the school for as long as the school exists, and a student may request grades upon completion of the program. If a school closes, all records must be transferred to a repository. Student records, including grades and attendance, maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools unless a written request has been made. Student records are securely maintained permanently by the school.

### **Student Services**

It is encouraged for students to ask questions, call, email, text or speak in-person to the program director or other staff for help with the material. The instructors are more than welcome to come in early or stay late after lab to help with any material. If a student feels that he or she needs more time to practice the necessary skills, the students are welcome to join another session for more lab practice at no additional cost to the student.

### **Office Hours:**

Students have the availability to contact the Program Director Monday-Thursday 8am-5pm to schedule a meeting over the phone or via Zoom for any questions regarding grades, assignments or online help. Instructors are also available Monday-Friday for phone calls and emails. To schedule an in person meeting with an instructor, please contact Dr. Kellyn or Jennifer Monday-Friday 8am-5pm or on Saturdays from 9am-12pm during normal lab class hours.

Kaitlin Dougherty, Program Director  
513-855-5100  
[katie@dentalassistantacademy.com](mailto:katie@dentalassistantacademy.com)

Jennifer Pusey, Lab Instructor  
267-549-2568  
[Puseyj4@gmail.com](mailto:Puseyj4@gmail.com)

## **Rules of Conduct**

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. Dental Assistant Academy reserves the right to terminate a student on any of the following grounds.

- Not complying with rules and regulations
- Failure to pay fees when due
- Falsifying records
- Unprofessional conduct.

Students are required to wear scrubs during each lab session. Students are expected to wear gloves, masks, and optional protective glasses that are provided for all sessions as well.

### **Drug free school and workplace**

Dental Assistant Academy has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on school premises under the influence of any substance. As a drug-free and alcohol-free environment, individuals suspected to be under the influence may be subject to immediate dismissal/ removal.

### **No smoking**

There is no smoking within any place in the dental office or training rooms. Smokers may smoke outside during a break.

### **Dress**

Students must wear neutral-colored scrubs with an optional long sleeve shirt underneath or dental assisting jacket. All students must also wear tennis shoes or some kind of closed toe shoe.

**Board of Directors:**

Kevin J Ison: DMD, MS, CEO, 100% owner of Dental Assistant Academy Ohio and Arizona locations, partial owner of Dental Assistant Academy Bensalem location.

Dr. Kellyn Hodges: DDS, MS, partial owner of Dental Assistant Academy Bensalem location, director of Dental Assistant Academy Bensalem location, instructor of Dental Assistant Academy Bensalem location.

Katie Dougherty: program director and co-founder of Dental Assistant Academy, former dental and orthodontic assistant with specialty training from a licensed program, radiology certified. Acting director, lecture instructor and admissions representative for Dental Assistant Academy Bensalem location.