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#2167



**Entry-Level Healthcare Career Programs
Informational Catalog**

Union Centre Institute

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Disclosure

Union Centre Institute reserves the right to change programs, locations, 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 U.S Department of Labor, “overall employment in [healthcare occupations](#) is projected to grow 13% from 2021 to 2031, much faster than the average for all occupations. An aging population and more people with chronic diseases account for much of this growth, which is expected to result in approximately 2 million new jobs over the decade, about 60% of which will be in healthcare support occupations.” (<https://blog.dol.gov/2023/04/05/world-health-day-celebrating-good-health-and-in-demand-healthcare-jobs#:~:text=You%20will%20have%20many%20job,the%20average%20for%20all%20occupations.>)

Goals:

Educational Excellence: Ensure that all training programs are of the highest quality, reflective of current best practices and emerging trends in healthcare.

Expand Reach: Widen our student base through strategic marketing and outreach initiatives, aiming to attract diverse student populations, both nationally and internationally.

Innovative Learning: Develop and implement innovative, interactive hybrid and e-learning methodologies that facilitate a dynamic, learner-centered education.

Facilitate Career Advancement: Provide students with the skills and knowledge necessary for career advancement or to pursue new careers in the healthcare industry.

Community Engagement: Foster relationships with healthcare providers and organizations to ensure our training aligns with industry needs and to provide opportunities for students.

Sustainable Growth: Maintain financial sustainability while expanding our course offerings and student body, ensuring long-term viability of the institute.

Objectives:

Curriculum Development: Continually review and update our curriculum to reflect advances in healthcare knowledge and practice.

Enrollment Increase: Grow our student enrollment by 20% over the next three years through targeted marketing and outreach campaigns.

E-learning Platform Enhancement: Invest in technology to enhance our e-learning platform, making it more interactive and user-friendly.

Career Support Services: Develop a comprehensive career support service to assist students with job placement and career advancement, aiming to achieve a 90% success rate within 6 months of course completion.

Partnership Establishment: Establish at least 5 new partnerships with healthcare providers or organizations annually, providing practical training opportunities for students and ensuring our curriculum remains industry relevant.

Revenue Growth: Increase the Institute's revenue by 15% over the next five years through diversified income streams, including course fees, corporate sponsorships, and grants.

Quality Assurance: Implement a robust system for monitoring and evaluating the quality of our courses, with the aim of achieving a 95% student satisfaction rate.

Continuing Education: Develop and offer a range of continuing education opportunities for healthcare professionals looking to expand their skills and knowledge.

Faculty Development: Regularly provide professional development opportunities for faculty to ensure they remain up-to-date with the latest teaching methods and healthcare trends.

Student Support: Improve student retention and success rates by implementing comprehensive academic and wellness support services.

Hybrid Dental Assisting Program

Course Title: Hybrid Dental Assisting Program

Course Duration: 10 weeks

Course Format: Hybrid (Online & On-site)

Course Description:

Our 10-week Hybrid Dental Assisting Program provides a comprehensive and immersive learning experience that combines the convenience of online learning with practical hands-on training. The program is specifically designed to prepare students for successful careers in dental assisting, offering a strong foundation in essential theoretical knowledge as well as practical skills.

During the online component of the program, students will engage with a variety of instructional materials, including video lectures, interactive simulations, and practice quizzes. Topics covered include dental anatomy, dental radiology, infection control, patient management, dental materials, and administrative procedures. Online learning allows students to study at their own pace and offers flexibility to accommodate varying schedules.

The on-site component of the program focuses on practical skills training and clinical experiences. Students will have the opportunity to practice chair-side assisting techniques, dental radiography, instrument sterilization, dental material preparation, orthodontics and more, under the direct supervision of experienced dental professionals. This practical training will take place in a fully-equipped dental lab on Saturdays from 9-12.

Learning Outcomes:

By the end of this program, students will be able to:

- Understand and apply the fundamental concepts of dental anatomy, pathology, and procedures.
- Demonstrate proficiency in performing essential dental assisting tasks, such as chair-side assisting, dental radiography, and instrument sterilization.
- Practice effective infection control procedures in a dental setting.
- Manage patient records with accuracy and confidentiality.

-Communicate effectively with dentists, dental staff, and patients.

Eligibility:

This course is ideal for individuals interested in beginning a career in dental assisting. No prior experience in dentistry is necessary.

Certification:

Upon successful completion of the course, students will be eligible to sit for the Registered Dental Assisting (RDA) exam to become a Registered Dental Assistant offered by the American Medical Technologist. Other State exams may apply depending on the State in which classes are held. Information will be given separately for additional optional exams.

Program Syllabus and Topics Covered

Total program hours: 60 clock hours

Week	Lecture	Lab
1- 2 hours 20 mins vidoes 2 hours Simtics	<ul style="list-style-type: none"> -Watch lecture videos on chapters 1-2, 6-8: -Chapter 1 “Introduction to Dental Assisting” -Chapter 2 “Professional and legal aspects of dental assisting” -Chapter 6 “Infection control and managing hazardous materials” -Chapter 7 “Surface disinfection and treatment room preparation” -Chapter 8 “Instrument processing” -Watch vidoes on handwashing techniques, surface barriers, treatment room cleaning and disinfecting and autoclaving instruments -Simtics practice: Hand Hygiene soap and water, 	<ul style="list-style-type: none"> -Setting up the dental chair and unit -Pulling patient charts and taking blood pressure -Preparing patient for procedures -Breaking down the chair and unit -Assist dentist with passing instruments -impressions

	Hand Hygiene hand sanitizer, Isolation Room PPE, Impressions	
2- 1 hour 57 mins videos 1 hour Simtics	<ul style="list-style-type: none"> -Read chapters 3-5, 9-11 assigned pages: -Chapter 3 “Anatomy and physiology” Chapter 4 “Dental anatomy” Chapter 5 “Disease transmission” Chapter 9 “The Dental Patient” Chapter 14 “Moisture control” Chapter 11 “Delivering Dental Care” -Watch videos on transferring instruments, suctioning, and taking blood pressure -Simtics practice: Disinfection, Sterilization and BBP, Assist with routine patient exam -Homework: memorize tooth numbers and surfaces 	<ul style="list-style-type: none"> -Setting up the dental chair and unit -Pulling patient charts and taking blood pressure -Preparing patient for procedures -Breaking down the chair and unit -Assisting the dentist with charting -Assisting the dentist with suctioning -impressions
3- 1 hour 53 mins videos 1 hour 30 mins Simtics	<ul style="list-style-type: none"> -Read chapters 12-14, 26 assigned pages: -Chapter 12 “The Dental Examination” pgs 159-175 -Chapter 13 “Medical Emergencies in the Dental Office” pgs 179-182 -Chapter 14 “Pain and Anxiety Control” pgs 189-208 -Chapter 26 “Oral and Maxillofacial Surgery” pgs 428-442 -watch videos on bitewings, placing topical, putting 	<ul style="list-style-type: none"> -Bitewings and PA’s -Assisting the dentist with charting -Assist the dentist with extraction -impressions

	<p>together a syringe and minor oral surgery</p> <p>-Simtics practice: DA anatomy, Dental charting, Assist with minor oral surgery</p> <p>-Homework: continue to memorize tooth numbers/ surfaces and charting symbols</p>	
<p>4- 2 hours 16 mins videos 1 hour Simtics</p>	<p>-Read chapters 17-22 assigned pages:</p> <p>-Chapter 17 "Preventive Care" pgs</p> <p>-Chapter 18 "Coronal Polishing and Dental Sealants" pgs</p> <p>-Chapter 19 "Instruments, Handpieces and Accessories" pgs</p> <p>-Chapter 20 "Restorative and Esthetic Dental Materials" pgs</p> <p>-Chapter 21 "Restorative Procedures" pgs</p> <p>-Chapter 22 "Impression Materials and Laboratory Procedures" pgs</p> <p>-watch videos on coronal polishing, handpieces, amalgam restorations, impressions and pouring models</p> <p>-Simtics- Dental radiology 1, Assist with composite restoration</p> <p>-Homework: study for quiz 1 over dental specialties page 5 and tooth charting symbols</p>	<p>-Bitewings and PA's</p> <p>-impressions</p> <p>-pour up impressions</p> <p>- Assist the dentist with composite restoration</p> <p>-Take quiz 1</p> <p>-Begin xray clinical testing</p>

<p>5- 1 hour 32 mins videos 2 hours Simtics</p>	<p>-Read chapters 23, 25 and 29 assigned pages: -Chapter 23 “Prosthodontics and Dental Implants” pgs -Chapter 25 “Endodontics” pgs -Chapter 29 “The Job Search” pgs -watch videos on placing cord, creating temporary crowns, example resume -SIMTICS Dental Radiology 1, Assist with anesthetic delivery, Dental Anatomy, Root canals -Discuss shadowing opportunities -Homework: create separate resume for the dental field, study for test 1 on tooth surfaces, numbers, instruments</p>	<p>-Bitewings and PA’s -impressions -pour up impressions -Assist the dentist with a root canal -Test 1: Written and finish xray clinical portion</p>
<p>6- 1 hours 39 mins videos 2 hours Simtics</p>	<p>-Read chapters 24, 27, and 28 assigned pages: -Chapter 24 “Periodontics” pgs -Chapter 27 “Pedriatics” pgs -Chapter 28 “Orthodontics” pgs -watch videos on periodontal dressings, orthodontic pictures and orthodontic ties -SIMTICS composite restoration, Dental charting, impressions, DA comprehensive review procedures 1 -Homework: continue building dental resume</p>	<p>Test 1: Clinical portion -Assisting the dentist with charting -Assist the dentist with composite restoration -impressions -pour up impressions</p>

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

	-Homework: submit resumes and make sure to go on at least one interview, SIMTICS comprehensive review simulation	
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Academic calendar

Expected program length: 10 weeks

Program schedule: 10 Saturdays, 3-hour online lecture and 3-hour in-person lab from 9 a.m. to 12 p.m. (60 contact hours) *Enrollments for each session will be accepted up until the first day of class*

Spring 2024

March 2 9 16 23 30

April 6 13 20 27

May 4

Summer 2024

June 1 8 15 22 29

July 6 13 20 27

August 3

Fall 2024

September 7 14 21 28

October 5 12 19 26

November 2

Winter 2024

December 7 14 21 28

January 4 11 18 25

February 1

Optional yet Highly Recommended Externship

The students have the option of spending 8 to 10 hours in a dental office at any time throughout the 10-week course. They will be practicing skills which include the following:

- Those necessary to provide a safe environment for patients and dental staff.
- Demonstrating an understanding of basic dental skills as it relates to patient treatment.
- Performance of chairside clinical skills knowledgeably and proficiently
- Effective communication skills, both written and oral, when dealing with dental patients and the dental healthcare team.
- Exhibiting a professional and collaborative work ethic that recognizes the legal and ethical responsibilities of those employed in the dental field.

Standards of Academic Progress

Our program will consist of two quizzes, two tests, two clinical evaluations and a radiology exam. 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. The final exam is the X-ray certification which is State mandated. These quizzes and tests are shown on the syllabus above.

Instructional Materials

As part of the overall tuition, each student will be given the *Dental Assisting: A Comprehensive Approach 7th Edition* by Donna J. Phinney and Judy H. Halstead and a subsequent binder with all physical practice worksheets and additional teaching material. Each student will also be given an access code for Simtics Dental Assisting for all online dental simulations.

Equipment and Teaching Devices

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 handpiece 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 machine. Each student will also be provided with a multitude of typodonts to practice placing brackets, doing adjustments, and removing brackets.

Tuition and Fees

Total for the Program: 60 clock-hours (30 online lecture and 30 in-person lab)

Expected Program Length: 10 weeks

Program Cost: \$3,495 for Pay in Full Option 1 (as outlined below)

\$3,670 for Automatic Withdrawal Options 2 and 3 (as outlined on page 12)

Cost Breakdown:

Registration Fee.....\$125.00

Textbook.....\$90.00

Radiology Exam.....\$125.00

Tuition and Materials.....\$3,155.00

Total: \$3,495.00

We do not accept institutional scholarship award plans or grants.

Cost Breakdown:

Registration Fee.....\$125.00

Textbook.....\$90.00

Radiology Exam.....\$125.00

Tuition and Materials.....\$3,155.00

Total: \$3,495.00

Payment Options

Option 1:

-\$125.00 due with the registration form

-\$3,370.00 is due on or before the first day of class

Option 2:

-\$125 due with the registration form

-5 x \$709 due every other Monday the week of class

Option 3:

-\$125 due with the registration form

-\$1,000 due by enrollment

-5 x \$509 due every other Monday the week of class

We accept checks and all major credit cards.

Make all checks payable to:

Union Centre Institute

4845 Rialto Rd, Suite A

West Chester, Oh 45069

Other Fees

Successful completion of the course qualifies the student to apply to receive his or her x-ray license. The radiology exam to apply for a State license is covered in the tuition. There is a separate \$35 registration fee that is not included in the tuition and must be paid separately by the student. DAA will not pay for additional states to be added to this license.

Please note that our course allows students the opportunity to gain employment by learning the basics of the dental field. We are not accredited by the Commission on Dental Accreditation (CODA). In order for students to sit for the DANB (Dental Assistant National Board) CDA exam, they must follow Pathway 2 which requires a minimum of 3,500 hours dental assisting work accrued over a period of at least two years and a maximum of four years. Union Centre Institute is partnered with the AMT for our students to take the RDA nationally recognized exam as well as the Commission on Ohio Dental Assisting which is a State recognized exam. There is a separate cost for this. You will be provided with the appropriate information during your course.

Since a state license is required, criminal convictions may affect a student's ability to be licensed and certified. We do not provide scrubs to our students. These must be purchased by the student prior to starting class. Scrubs and close-toed shoes are required during all lab time. Please choose neutral colors (black or navy blue) when buying scrubs.

Grading

A minimum average grade of a C (881 points minimum) is required to satisfactorily complete the programs. Final GPA is calculated as follows:

Exams 1 and 2: points earned out of 100 per exam

Quizzes 1 and 2: points earned out of 50 per quiz

Clinical evaluations 1 and 2: points earned out of 168

Radiology exam: points earned out of 100

Labs: 10 points per lab attended

Simtics: 5 points per assignment fully completed

Evolve reading quizzes: 20 points per quiz

Total points: 1,278

1133-1258 A 1007-1132 B 881-1006 C 756-880 D Below 880 F

Graduation Requirements

Lab work is graded on a pass/fail basis

Students will receive a certificate of completion licensed by the Ohio State Board of Career Colleges and Schools for Dental Assisting and radiology upon satisfactory completion of all program requirements. Students must:

- Receive a minimum passing grade of 70%
- Attend all clock hours of the program with all missed hours made up with the instructor
- Have no outstanding balances owed to the school
- Achieve a 100 on final radiology exam

If a student does not meet all of the following criteria, the student's certificate of completion and radiology license will be held until he or she makes arrangements with the Program Director to complete the criteria.

Attendance Policies

Absence: Students are to attend all listed hours of program instruction. 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. 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. Missed classes must be made up by making arrangements with a teacher or school director.

Attendance probation will be determined by the Program Director. 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 quizzes, two tests, two clinical evaluations and a radiology exam. 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. Each quiz is out of 50, each test is out of 100, radiology exam is out of 100 and evaluations have their own point value. There is no academic probationary period. Ways to improve a student's grade will be determined with the school director.

Re-enrollment/Leave of Absence

With a 10-week course, any class that is missed by a student is expected to be made up upon his or her return.

This will be done before or after class on the week after the student misses. If a student misses two classes and does not make these up with the instructor, he or she will not be eligible to graduate.

There is no LOA policy, but we understand that students may have to suspend their training due to extenuating circumstances. Should this occur, the student may request a readmission 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.

Hybrid Medical Assisting Program

Course Title: Hybrid Medical Assisting Program

Course Duration: 12 weeks

Course Format: Hybrid (Online & On-site)

Course Description:

The Hybrid Medical Assisting Program is a comprehensive 12-week course designed to equip students with the necessary skills and knowledge to excel in the fast-paced environment of healthcare as Medical Assistants. The program combines the benefits of flexible online learning with hands-on practical experience, providing a well-rounded educational experience for students.

In the online portion of the program, students will be guided through modules covering medical terminology, anatomy and physiology, medical law and ethics, patient care, pharmacology, and administrative tasks. This self-paced learning environment is enhanced with video lectures, interactive quizzes, and discussion forums, allowing students to grasp complex medical concepts at their own pace.

The on-site component emphasizes practical, real-world skills. Students will gain experience in vital signs measurement, patient examination procedures, administering injections, performing EKGs, phlebotomy, medical record keeping, and more. Supervised by experienced healthcare professionals, students will have the opportunity to apply their learning in a clinical setting.

Learning Outcomes:

Upon completion of the program, students will be able to:

- Understand and use medical terminology correctly and effectively.
- Demonstrate proficiency in clinical procedures such as drawing blood, measuring vital signs, and administering medication.
- Maintain patient records accurately and securely.
- Understand and adhere to medical laws and ethics.
- Communicate effectively with healthcare professionals and patients.

Eligibility:

This program is suitable for individuals who wish to launch a career in healthcare as a medical assistant. No prior experience in the medical is necessary. There is no age restriction.

Certification:

Upon successful completion of the course, students will be prepared to sit for the Certified Clinical Medical Assistant (CCMA) exam offered by the National Healthcare Association or the National Certified Medical Assistant exam (NCMA) through the National Career Center for Testing.

Program Syllabus and Topics Covered

Total program hours: 72 clock hours

Class	Lecture	Lab
1- 1 hour 13 mins videos 1 hour 30 mins Simtics	-Chapter 1- "The Professional Medical Assistant and Healthcare Team" -Chapter 2-"Health Records" -Chapter 4-"Infection Control" -Simtics- Electronic health records, Patient history, Disinfection and sterilization in the outpatient setting procedure 1 Homework: memorize the appendicular and axial skeletal systems, and body movements	-Register a new patient in practice management epic software, record patient history and personal information -put proper documentation into patient chart -Remove contaminated gloves, discard biohazard material, Perform hand hygiene, Sanitize soiled instruments -Wrap instruments and supplies for sterilization -start to measure vital signs (blood pressure, respirations, pulse, O2 stat, weight and height)
2- 2 hours 7 mins videos 2 hours Simtics	-Chapter 3- "Introduction to Anatomy and Medical Terminology" -Chapter 5- "Vital Signs" -Simtics- Disinfection and sterilization in the outpatient setting procedure 2, Obtain adult vital signs, Patient positioning, Obtain pediatric	- Vital signs: oral temperature, axillary temperature, temperature using tympanic (ear) thermometer, temperature using a temporal artery (side of head) thermometer -Obtain an apical (heart) pulse and radial (wrist) pulse and respirations -take blood pressure

	<p>vital signs</p> <p>Homework: memorize anatomical location terms</p>	<p>-Measure pulse oximetry</p> <p>-Obtain height and weight</p> <p>-Document patient information</p> <p>-Mock procedure: assist doctor with physical exam</p>
<p>3- 2 hours videos</p> <p>3 hours 30 mins simtics</p>	<p>-Chapter 6- "Physical Examination"</p> <p>-Chapter 9- "Surgical Supplies and Instruments"</p> <p>-Chapter 10- "Assisting with Surgical Procedures"</p> <p>-Simtics- Prepare for minor surgical procedures, Assist with minor surgical procedures, Perform suture removal, Perform and interpret an ECG, Medical emergencies</p> <p>Homework: study for vocab quiz 1</p>	<p>-perform skin prep for surgery and surgical hand scrub</p> <p>-prepare a sterile field</p> <p>-assist with minor surgery</p> <p>-apply a sterile dressing</p> <p>-remove sutures or surgical staples</p> <p>-perform EKG</p> <p>-Vocab quiz 1</p>
<p>4- 1 hour 47 mins videos</p> <p>1 hour 30 mins Simtics</p>	<p>-Chapter 11- "Principles of Electrocardiography"</p> <p>-Chapter 12- "Medical Emergencies"</p> <p>-Simtics- Administer intradermal injections, Administer intramuscular injections, Administer subcutaneous injections</p> <p>Homework: memorize basic lab terms</p>	<p>-prepare medication from a prefilled cartridge and vial</p> <p>-discuss the 7 rights of medication administration</p> <p>-administer different types of injections: ID, SQ, IM</p>
<p>5- 2 hours videos</p> <p>1 hour 30 mins Simtics</p>	<p>-Chapter 13- "Principles of Pharmacology"</p> <p>-Chapter 14- "Pharmacology Math"</p> <p>-Chapter 15- "Administering Medications"</p>	<p>-collect urine sample and assess urine</p> <p>-perform a pregnancy test and drug screening</p> <p>-phlebotomy skills</p> <p>-perform a blood glucose test</p>

	<p>-Chapter 35- “Job Seeking: Skills and Strategies”</p> <p>-Simtics- Perform routine clinical urinalysis, Perform capillary puncture, Perform venipuncture</p> <p>Homework: memorize medical records/report terms, study for quiz 2</p>	<p>-prepare blood samples to be sent out to lab</p> <p>-Vocab quiz 2</p>
<p>6- 46 mins videos 1 hour 30 mins Simtics</p>	<p>-Chapter 32- “Blood Collection” -Chapter 33- “Analysis of Blood”</p> <p>-Simtics- Obtain adult vital signs, Patient history, Electronic Health Record</p> <p>Homework: study for test 1 -CREATE RESUME</p>	<p>-Test 1- clinical and written:</p> <p>-Continue to measure vital signs: oral temperature, axillary temperature, temperature using tympanic thermometer, temperature using a temporal artery thermometer</p> <p>-Obtain an apical pulse and radial pulse and respirations</p> <p>-take blood pressure</p> <p>-Measure pulse oximetry</p> <p>-Obtain height and weight</p> <p>-Document patient information</p>
<p>7- 48 mins videos 1 hour 30 mins Simtics</p>	<p>-Chapter 30- “Introduction to the Clinical Laboratory” -Chapter 31- “Urinalysis”</p> <p>-Simtics- Irrigate the ear, Perform skin prep, Irrigate the eye</p> <p>Homework: -FINISH RESUME</p>	<p>-perform skin prep for surgery and surgical hand scrub</p> <p>-prepare a sterile field</p> <p>-assist with minor surgery</p> <p>-apply a sterile dressing</p> <p>-remove sutures or surgical staples</p> <p>-perform EKG</p>
<p>8- 2 hours 6 mins videos</p>	<p>-Chapter 16- “Ophthalmology and Otolaryngology” -Chapter 17- “Dermatology” -Chapter 18- “Allergy and Infectious Disease”</p>	<p>-prepare a prescription</p> <p>-prepare medication from a prefilled cartridge and vial</p> <p>-discuss the 7 rights of medication administration</p>

	<p>-Chapter 19- “Gastroenterology”</p> <p>Homework: Memorize medical prefixes, suffixes and root words, study for quiz 3</p> <p>-SUBMIT RESUME</p>	<p>-administer different types of injections: ID, SQ, IM</p> <p>Vocab quiz 3</p>
<p>9- 1 hour 35 mins 1 hour Simtics</p>	<p>-Chapter 12- ”Medical Emergencies”</p> <p>-Chapter 20- “Orthopedics and Rheumatology”</p> <p>-Chapter 21- “Neurology”</p> <p>-Chapter 22- “Behavioral Health”</p> <p>-Simtics- Obtain swabs for culture, Perform rapid strep test</p> <p>Homework: study for test 2</p>	<p>-Test 2- clinical and written:</p> <p>-collect urine sample and assess urine pH</p> <p>-perform a pregnancy test and drug screening</p> <p>-prepare medication</p>
<p>10- 1 hour 37 mins videos 2 hours Simtics</p>	<p>-Chapter 23- “Endocrinology”</p> <p>-Chapter 24- “Cardiology”</p> <p>-Chapter 25- “Pulmonology”</p> <p>SIMTICS practice:</p> <p>-Obtain vital signs</p> <p>-Assist with surgical procedures</p> <p>-Administer intradermal injections</p> <p>-Administer intramuscular injections</p> <p>-Homework: memorize common medical disorders and common tests and procedures</p>	<p>-Mock patient day with exam, minor surgery and injections, and charting</p>
<p>11- 1 hour 16 mins videos 2 hours Simtics</p>	<p>-Chapter 26- “Urology and Male Reproduction”</p> <p>-Chapter 27- “Obstetrics and Gynecology”</p> <p>-Chapter 28- “Pediatrics”</p>	<p>-Test 3- clinical only:</p> <p>- Mock patient day with exam: prepare medication, draw blood, perform blood glucose test, and charting</p>

	<p>-Chapter 29- "Geriatrics"</p> <p>SIMTICS practice:</p> <ul style="list-style-type: none"> -Perform capillary puncture -Electronic History -Perform venipuncture -Infection control <p>Homework: study for test 3</p>	
<p>12- 4 hours Simtics</p>	<p>SIMTICS practice:</p> <ul style="list-style-type: none"> -Perform capillary puncture -Perform and interpret ECG -Administer intradermal injections -Administer intramuscular injections -Perform skin prep -Assist with surgical procedures -Perform suture removal -Perform urinalysis 	<p>-take CPR/AED exam</p>

Academic calendar

Expected program length: 12 weeks

Program schedule: 12 Saturdays, 3-hour online lecture and 3-hour in-person lab from 9 a.m. to 12 p.m. (72 contact hours)

Enrollments for each session will be accepted up until the first day of class

Spring 2024

April 6 13 20 27

May 4 11 18 25

June 1 8 15 22

Summer 2024

July 27

August 3 10 17 24 31

September 7 14 21 28

October 5 12

Fall/Winter 2024

November 2 9 16 23 30

December 7 14 21 28

January 4 11 18

Optional yet Highly Recommended Externship

The students have the option of spending 8 to 10 hours in a medical office at any time throughout the 12-week course. They will be practicing skills which include the following:

- Those necessary to provide a safe environment for patients and medical staff.
- Demonstrating an understanding of basic medical and patient skills as it relates to patient treatment.
- Performance of chairside clinical skills knowledgeably and proficiently
- Effective communication skills, both written and oral, when dealing with patients and the healthcare team.
- Exhibiting a professional and collaborative work ethic that recognizes the legal and ethical responsibilities of those employed in the healthcare field.

Standards of Academic Progress

Our program will consist of three quizzes, three tests, clinical evaluations and a CPR exam. The quizzes will be written and the tests will be part written part clinical to demonstrate the student's understanding of the 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. The final class is the CPR certification. These quizzes and tests are shown on the syllabus above.

Outside Institutional Accreditation

Union Centre Institute is not an accredited institution due to the amount of clock hours our program is entitled to. In order to be considered for accreditation, a school must have a minimum of 300 clock hours. We are, however, licensed by the Ohio State Board of Career Colleges and Schools and hold a license to operate as a school in the state of Ohio.

Instructional Materials

As part of the overall tuition, each student will be given the *Kinn's The Clinical Medical Assistant, 14th Ed.* by Brigitte Niedzwiecki, Julie Pepper, and P. Ann Weaver, SIMTICS for the Medical Assistant 1st ed, and a subsequent binder with all physical practice worksheets and additional teaching material.

Equipment and Teaching Devices

We will be utilizing the medical office as our classroom by practicing technical skills in each of the fully equipped operatories. This includes the patient examination table, overhead light and supplies. Each student will also be provided with a multitude of mannequins to practice drawing blood, positioning and vitals.

Tuition and Fees

Total for the Program: 72 clock-hours (30 online lecture and 30 in-person lab)

Expected Program Length: 12 weeks

Program Cost: \$4,995 for Pay in Full Option 1 (as outlined below)

\$5,170 for Automatic Withdrawal Options 2 and 3

Tuition Breakdown

Registration Fee \$125.00

Textbook \$119.00

CPR/AED training/certification \$120.00

Tuition/Supplies \$4,631.00

Total Cost \$4,995.00

Payment Plans

Payment Option 1 Pay In Full

\$4,995 paid by the first class

Payment Option 2 No Money Down Biweekly Payments of \$834

\$5,170 paid by the schedule outlined below

Payment 1 due the Monday before Class 1

Payment 2 due the Monday before Class 3

Payment 3 due the Monday before Class 5

Payment 4 due the Monday before Class 7

Payment 5 due the Monday before Class 9

Payment Option 3 \$1,000 Down and Biweekly Payments of \$634

\$4,170 paid by the schedule outlined below

Payment 1 due the Monday before Class 1

Payment 2 due the Monday before Class 3

Payment 3 due the Monday before Class 5

Payment 4 due the Monday before Class 7

Payment 5 due the Monday before Class 9

We do not accept institutional scholarship award plans or grants.

We accept checks and all major credit cards.

Make all checks payable to:

Union Centre Institute

4845 Rialto Rd, Suite A

West Chester, Oh 45069

Other Fees

Successful completion of the course satisfies the requirements of the NCMA exam (National Certified Medical Assistant) through the NCCT and the CCMA (Certified Clinical Medical Assistant) exam through the NHA. There is a separate cost for these. You will be provided with the appropriate information during your course. Please note that we are not an accredited institution.

We do not provide a uniform to our students. It is the student's responsibility to purchase scrubs prior to starting lab. Scrubs and close-toed shoes are required during all lab time. Please choose neutral colors (black or navy blue) when buying scrubs.

Student Progress Evaluation

Please note: Students will not be given credit for previous education, training or experience at other MA programs. Students are given three quizzes and three tests, clinical evaluations and a CPR test. Students will be given the topics as to what to expect on these quizzes, tests and clinical evaluations. 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.

Re-enrollment/Leave of Absence

With a 12-week course and only 2 classes that can be missed and made up, there is no LOA policy, but we understand that students may have to suspend their training due to extenuating circumstances. Should this occur, the student may request a readmission 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 (1,318 points) is required to satisfactorily complete the programs. Final GPA is calculated as follows:

Lab attendance: 120 points

Simtics: 210 points

Reading Quizzes: 660 points

Quiz 1 written only: average out of 50

Quiz 2 written only: average out of 50

Quiz 3 written only: average out of 50

Test 1 written and clinical: average out of 200

Test 2 written and clinical: average out of 500

Test 3 clinical only: average out of 500

Final CPR exam: pass or fail

Total points: 2,440

- A: 95% - 100% (2323 - 2440 points)
- A-: 90% - 94.99% (2196 - 2322 points)
- B+: 85% - 89.99% (2069 - 2195 points)
- B: 80% - 84.99% (1942 - 2068 points)
- B-: 75% - 79.99% (1815 - 1941 points)
- C+: 70% - 74.99% (1688 - 1814 points)
- C: 65% - 69.99% (1561 - 1687 points)
- C-: 60% - 64.99% (1434 - 1560 points)
- D+: 55% - 59.99% (1307 - 1433 points)
- D: 50% - 54.99% (1180 - 1306 points)
- F: Below 50% (0 - 1179 points)

Graduation Requirements

Lab work is graded on a pass/fail basis

Students will receive a certificate of completion licensed by the Ohio State Board of Career Colleges and Schools for Medical Assisting and a CPR license upon satisfactory completion of all program requirements. Students must:

- Receive a minimum passing grade of 70%
- Attend all clock hours of the program with all missed hours made up
- Have no outstanding balances owed to the school

Hybrid Administrative Dental Assistant Program

Course Title: Administrative Dental Assistant Program

Course Duration: 10 weeks

Course Format: Hybrid

Course Description:

Our 10-week Administrative Dental Assistant Program is designed to provide students with comprehensive knowledge and skills needed to excel in dental office administration. The course is hybrid, offering students the convenience and flexibility to learn at their own pace, from anywhere, at any time.

The course curriculum covers a wide range of topics, including dental terminology, dental office management, patient scheduling, dental billing and insurance, record management, and communication skills. Through engaging online modules, interactive quizzes, video lectures, and discussions, students will gain a robust understanding of the administrative side of a dental practice.

Learning Outcomes:

By the end of this program, students will be able to:

- Understand and effectively use dental terminology in a professional setting.
- Efficiently manage patient scheduling, ensuring a smooth flow of operations in a dental office.

-Accurately handle dental billing procedures and insurance claims, minimizing errors and optimizing revenue.

-Maintain patient records in accordance with legal and ethical guidelines, ensuring confidentiality and accuracy.

-Communicate effectively with patients, dental professionals, and insurance companies.

Eligibility:

This course is ideal for individuals interested in the administrative aspects of a dental practice. Prior experience in a dental or healthcare setting is not necessary.

Certification:

Upon successful completion of the course, students will receive a Certificate of Completion in Administrative Dental Assistant and HIPPA/OSHA training, Dentrix Billing, Dentrix Patient Essentials and Dentrix Scheduling. They will also be prepared to sit for dental office administration certification exams offered by relevant professional organizations, depending on the regulations in their location.

Program Syllabus and Topics Covered

Total program hours: 60 clock hours

Class	Lecture	Lab
1	Chapters 1,5,6 Homework: Workbook chapter 1 questions #6 and #9-16, workbook chapter 5 questions #1,3,4,5,6, workbook chapter 6 questions #3-7, #10-14, -complete online quizzes	1) Introductions 2) Why dental administration? 3) Give out textbooks and binders 4) Read chapters in class together 5) Have students complete homework pages and go over them once completed

		<p>6) give tour of office showing different equipment</p> <p>7) Demonstrate how to use the scanner, printer, fax, phone and other office equipment</p> <p>-Complete lessons 1,2,3 in “Patient Information” section on Dentrax website</p> <p>-Evolve dental simulation- Practice exam mode Monday only</p>
2	<p>Chapters 3,4,13</p> <p>Homework:</p> <p>-complete “People’s First” handout in binder for Chapter 3</p> <p>-workbook chapter 3 questions 2-13, 10-13, pg 29 a-d</p> <p>-workbook chapter 4 questions #3-16</p> <p>-complete online quizzes</p>	<p>1) Go over workbook pages and chapter 3 handout</p> <p>2) Complete handout on how to write a letterhead and envelope (use chapter 4 handout in binder)</p> <p>3) Show how to scan both into Orthotrac</p> <p>4) workbook chapter 13 questions #5, and #12-14</p> <p>- Send Fax</p> <p>- Write an EMail to the office of an upcoming event or office policy change</p> <p>- Write a needs appointment and an appointment reminder EMail</p> <p>-Complete lessons 4,5,6 in “Patient Information Essentials” on Dentrax website</p> <p>-Evolve dental simulation- Practice exam mode Tuesday only</p>
3	<p>Chapters 7,8</p> <p>Homework:</p> <p>-workbook chapter 7 questions #6-14</p> <p>-workbook chapter 8 questions #1-11</p> <p>-complete online quizzes</p>	<p>1) Go over workbook pages</p> <p>2) Complete clinical records for the fake patients (handouts in binder)</p> <p>3) Discuss procedure codes, dental forms and adding patient records to Dentrax</p> <p>-Complete lessons 7,8,9 in</p>

		<p>“Patient Information Essentials” on Dentrix website</p> <p>-Take “Patient Information for Teams” exam</p> <p>-Send certificate to instructor</p>
4	<p>Chapters 9,10</p> <p>Homework:</p> <p>-workbook chapter 9 questions 1-17</p> <p>-workbook chapter 10 questions #1- 5</p> <p>-complete online quizzes</p>	<p>1) Go over workbook pages</p> <p>2) Discuss scheduling appointments for new patients</p> <p>3) watch videos in Dentrix</p> <p>4) apply videos in Dentrix</p> <p>-Complete lessons 1,2,3 in “Scheduling Essentials for Teams” on Dentrix website</p> <p>-Evolve dental simulation- Practice exam mode Wednesday only</p>
5	<p>Chapters 11,12</p> <p>Homework:</p> <p>-workbook chapter 11 questions #1-5</p> <p>-workbook chapter 12 questions pgs 95-97 #1-9</p> <p>-complete online quizzes</p>	<p>1) Go over workbook questions</p> <p>2) questions #10-18 pg 97-98 in workbook, refer to pages 99-102 in textbook</p> <p>3) Discuss recare workflow</p> <p>4) watch videos in Dentrix</p> <p>5) apply videos in Dentrix</p> <p>-Complete lessons 4,5,6 in “Scheduling Essentials for Teams”</p> <p>-Evolve dental simulation- Practice exam mode Thursday only</p>
6	<p>Chapters 14,15</p> <p>Homework:</p> <p>-workbook chapter 14 questions #1-5</p> <p>-workbook chapter 15 questions #1-7</p> <p>-complete online quizzes</p>	<p>1) Go over workbook questions</p> <p>2) Discuss posting to ledger, making adjustments and generating a bill statement</p> <p>3) watch videos in Dentrix</p> <p>4) apply videos in Dentrix</p> <p>5) go over “Steps to being the Face of the Front Office” handout</p> <p>-Complete lessons 7,8 in</p>

		<p>“Scheduling Essentials for Teams”</p> <p>-Take “Scheduling Essentials for Teams” exam</p> <p>-Send certificate to instructor</p>
7	<p>Chapters 16,17</p> <p>Homework:</p> <p>-workbook chapter 16 questions #1-7, pgs 129-132</p> <p>-workbook chapter 17 questions #1-3</p> <p>-complete online quizzes</p>	<p>1) Go over workbook questions</p> <p>2) Discuss posting patient payments, checking out patients, generating billing statements, viewing reports and running reports</p> <p>3) watch videos in Dentrix</p> <p>4) apply videos in Dentrix</p> <p>5) partner up and do mock patient day using “DAA Mock Patient Day Script” handout</p> <p>-Read “6 Steps to a New Patient Phone Call”</p> <p>-Evolve dental simulation- Practice exam mode Friday only</p>
8	<p>Chapter 18</p> <p>Homework:</p> <p>-workbook chapter 18 questions #1-6 & 8</p> <p>-complete online quizzes</p>	<p>1) Go over workbook questions</p> <p>2) Discuss the “6 Steps to a New Patient Phone Call” and “Calling in a Prescription” handouts</p> <p>3) partner up and have them complete “DAA Mock Phone Call Script” and fill out new call sheet</p> <p>5) If enough time, start Resumes and cover letter HOMEWORK TO FINISH THEM</p>
9	<p>Homework: bring resume and cover letter to class</p>	<p>1) Mock patient day using “DAA Mock Phone Call Script” and “DAA Mock Patient Day Script”</p> <p>2) use grading sheet for both so students can see what they need to improve on for final test on week 10</p> <p>3) Check over resumes and</p>

		cover letters, discuss where students can send them to
10	Final class day	1) HIPPA/OSHA training and take online quizzes 2) final test: mock phone call script and mock patient day script 3) GRADUATION PARTY!

Academic calendar

Expected program length: 10 weeks

Program schedule: Hybrid. (60 clock-hours)

Spring 2024

March 2 9 16 23 30

April 6 13 20 27

May 4

Summer 2024

June 1 8 15 22 29

July 6 13 20 27

August 3

Fall 2024

September 7 14 21 28

October 5 12 19 26

November 2

Winter 2024

December 7 14 21 28

January 4 11 18 25

February 1

Optional yet Highly Recommended Externship

The students have the option of spending 8 to 10 hours in a dental office at any time throughout the 8-week course. They will be practicing skills which include the following:

- Those necessary to provide a safe environment for patients and dental staff.

- Demonstrating an understanding of basic administrative dental skills as it relates to patient treatment.
- Performance of administrative skills knowledgeably and proficiently
- Effective communication skills, both written and oral, when dealing with dental patients and the dental healthcare team.
- Exhibiting a professional and collaborative work ethic that recognizes the legal and ethical responsibilities of those employed in the dental field.

Standards of Academic Progress

Our program will consist of student assignments, four tests and OSHA/HIPPA completion. Each assignment 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 assignments and tests are shown on the syllabus above.

Instructional Materials

As part of the overall tuition, each student will be given the *Administrative Dental Assistant 5th Edition* by Linda J. Gaylor RDA, BPA, MEd, a corresponding workbook and a subsequent binder with all physical practice worksheets and additional teaching material.

Equipment and Teaching Devices

The student will be utilizing a computer or laptop to access the Dentrix online office software as well as online dental office practice to learn technical skills.

Tuition and Fees

Total for the Program: 60 clock-hours

Expected Program Length: 10 weeks

Program Cost: \$3,495 for Pay in Full Option 1 (as outlined below)

\$3,670 for Automatic Withdrawal Options 2 and 3 (as outlined on page 12)

Cost Breakdown:

Registration Fee.....	\$125.00
Textbook.....	\$90.00
Laptop.....	\$125.00
Tuition and Materials.....	\$3,155.00

Total: \$3,495.00

We do not accept institutional scholarship award plans or grants.

Payment Options

Option 1:

-\$125.00 due with the registration form

-\$3,370.00 is due on or before the first day of class

Option 2:

-\$125 due with the registration form

-5 x \$709 due every other Monday the week of class

Option 3:

-\$125 due with the registration form

-\$1,000 due by enrollment

-5 x \$509 due every other Monday the week of class

We accept checks and all major credit cards.

Make all checks payable to:

Union Centre Institute

4845 Rialto Rd, Suite A

West Chester, Oh 45069

Other Fees

Fees not included in the tuition would entail a uniform or appropriate dress for interviews.

Attendance Policies

Absence: In order to graduate, all homework and tests must be completed and receive the minimum point value to receive his or her certificate of completion. A student is allowed to miss up to two classes with those class hours being made up with the instructor. Probation will be determined by the Program Director. If a student does not submit two or more assignments, 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.

Student Progress Evaluation

Please note: Students will not be given credit for previous education, training or experience. Students are given student assignments, four tests and OSHA/HIPPA completion. Each assignment and test will be stated a week beforehand and topics will be covered as to what the students can expect to be on them. Students will be given the topics as to what to expect on these quizzes. Each assignment is out of 20, each test is out of 100. There is no academic probationary period. Ways to improve a student's grade will be determined with the school director.

Re-enrollment/Leave of Absence

With a 10-week course, any assignment that is missed by a student is expected to be made up. If a student misses two assignments and does not turn these in, he or she will not be eligible to graduate.

There is no LOA policy, but we understand that students may have to suspend their training due to extenuating circumstances. Should this occur, the student may request a readmission 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 (672 points minimum) is required to satisfactorily complete the programs.

Final GPA is calculated as follows:

Exams: points earned out of 100 per exam

Student assignments: points earned out of 50 per quiz

New Patient Call Slip: points earned out of 50

OSHA/HIPPA test: points earned out of 100

Total points: 770 points

A 770-738

B 737-705

C 704-672

D 671-639

F 638 and below

Graduation Requirements

Students will receive a certificate of completion licensed by the Ohio State Board of Career Colleges and Schools for Administrative Dental Assisting, Dentrix Scheduling Essentials certificate, Dentrix Patient Information Essentials certificate and OSHA/HIPPA certificate upon satisfactory completion of all program requirements.

Students must:

- Receive a minimum passing grade of a C (672 points)
- Turn in and complete all assignments
- Have no outstanding balances owed to the school

If a student does not meet all of the following criteria, the student's certificate of completion will be held until he or she makes arrangements with the Program Director to complete the criteria.

Dress

Scrubs must be worn at all times. It is recommended that students wear business casual to interviews.

Outside Institutional Accreditation

Union Centre Institute is not an accredited institution due to the amount of clock hours our programs are entitled to. In order to be considered for accreditation, a school must have a minimum of 300 clock hours. We are, however, licensed by the Ohio State Board of Career Colleges and Schools and hold a license to operate as a school in the state of Ohio.

Language of training

All programs are offered only in English at this time. Union Centre Institute does not offer English as a second language instruction.

Enrollment

Entrance requirements

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in Union Centre Institute's training programs based upon age, race, gender, disability, or national origin.

Applicants must meet the following requirements:

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

No GED or prior knowledge in the dental field is required to enroll in Union Centre Institute's training programs

Transfer or granting of credit

Licensed private career schools offer a curriculum measured in clock-hours, not credit hours. Certificates of completion are issued to students who meet the clock-hour requirements as well as the attendance policy. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school will not be accepted. If a student has taken the radiology exam and is already licensed by the State for radiology, this can be applied towards our program.

Late Enrollment

There are no provisions for late enrollment. Union Centre Institute will accept enrollments up until the first day of class.

Refund Policy

If the student is not accepted into the program, all monies paid by the student shall be refunded. Refunds for books, supplies, and all other fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one term for this program that is 10 weeks in length and enrollment agreement or school application may be canceled within 5 calendar days after the date of signing provided the school is notified of the cancellation and writing. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 333 21-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated to pay the registration fee. (\$125.00)
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated to pay for 25% of the tuition and the 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 to pay 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% complete but before the academic term is 40% completed will be obligated to pay 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 a refund of the tuition and fees.

The school shall make the appropriate refund within 30 days of the date the school was able to determine that the student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance.

Academic Information and Standards of Progress

Syllabus

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

Registration

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

Records

Student records, including grades and attendance, maintained by the school are available upon 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. All records are maintained with the same security and confidence as patients dental records. A set of records will be maintained by the corporate office for as long as the school exists.

Rules of Conduct

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. Union Centre Institute reserves the right to terminate the students on any of the following grounds:

- Not complying with rules and regulations

- failure to pay fees when due
- falsifying records
- unprofessional conduct
- Bullying classmates or instructors

Drug-free school and workplace

Union Centre Institute 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 or removal.

No Smoking

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

Dress

Students must wear neutral colored scrubs. A long t-shirt underneath or clinical assisting jacket is optional as well. All students must also wear tennis shoes or some kind of closed toe shoe.

Cancellation and Settlement Policy

An enrollment agreement may be canceled within 5 calendar days after the date of signing provided the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition paid and refundable fees pursuant to the enrollment agreement. The refund shall be made no later than 30 days after cancellation. This provision shall not apply where a student has already started classes, and if this is the case, a refund will be issued according to the Ohio Administrative Code Tuition Refund Policy on page 13 .

Complaint or Grievance Procedure

All student Complaints should first be 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 or her satisfaction by the school, the student may direct any problem or complaint to:

The State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481

Columbus, Ohio 43216

Phone: (614) 466-2752 or (877) 275-4219

Faculty

Kaitlin Dougherty: has her high school diploma and Bachelor's degree from Miami University in pre-dental, chemistry and creative writing. Director and founder of Union Centre Institute. Five years' experience operating and directing technical programs.

Natalie Lewis: Has her high school diploma, co-instructor at Union Centre Institute, orthodontic assistant with specialty training from an accredited program, x-ray certified, 4 years experience.

Erin McCollough: Has her high school diploma, instructor at Union Centre Institute, orthodontic assistant with specialty training from an accredited program, x-ray certified, 10 years experience.

Kaitlyn Elliot: Has her school diploma, instructor at Union Centre Institute, orthodontic assistant with specialty training from an accredited program, x-ray certified, 4 years experience.

Logan Tate: Has her high school diploma, instructor at Union Centre Institute, orthodontic assistant with specialty training from a licensed program, x-ray certified, 4 years experience.

Savannah Lewis: Has her high school diploma, instructor at Union Centre Institute, orthodontic assistant with specialty training from a licensed program, x-ray certified, 2 years experience.

Hannah Giles: Has her high school diploma, co-instructor at Union Centre Institute, Orthodontic assistant with specialty training from an accredited program, x-ray certified, 4 years experience.

Kayla Richie: Has her high school diploma, instructor at Union Centre Institute, general dental assistant with specialty training from an accredited program, 5 years' experience.

Tara Farrell: Has her high school diploma, instructor at Union Centre Institute, general and orthodontic dental assistant with specialty training from an accredited program, 7 years' experience.

Jamie Cogan: Has her high school diploma and Bachelor's degree from Miami University in Nursing, instructor at Union Centre Institute. Jamie is an RN and has four years' experience working in hospital settings and managing the psychiatric floor. Jamie also fills in for medical assistants when needed and assists in hiring MA's for her hospital.