



Dental Assistant Training Program



2011-2012 Catalog

**4949 N. MAIN ST.
STRATFORD, CT 06614
(203) 380-9858**

**80 SHUNPIKE RD.
CROMWELL, CT 06416
(866) 336-8836**

DENT-TEMP CAREERS, LLC

www.dent-tempcareers.com

Dental care has changed in the last few years and the future has never been brighter. Dental assisting is a stimulating career where you will never stop learning and developing new skills. In nearly every area of the country there is shortage of trained dental assistants. Full or part time work is almost always available.

In only (8) eight Saturday sessions, from 9:00 am to 5:00 PM (56 hours), Dent-Temp Careers will introduce you to dentistry and assisting.

Dent-Temp Careers training is done at the offices of Drs. Hoos and Zitnay in Stratford, and 80 Shunpike Road in Cromwell. The dental offices are very high quality practices, with state of the art equipment and the finest supplies and materials. Your instructors are highly skilled and experienced dental assistants. There should be no more than 15 students in any one class so you will receive very personal attention at all times.

Sincerely,

Edna Solomon, Director

FACILITIES

The Dental Assistant training program will take place at the dental office of Drs. Hoos and Zitnay in Stratford or at 80 Shunpike Road in Cromwell. The dental offices are very high quality practices, with state of the art equipment and the finest supplies and materials.

COURSE DESCRIPTION AND GOALS

The dental assistant training program is designed to provide the student with the basic skills to function at an entry level position in a general dental practice. The students will gain valuable experience in restorative dentistry, endodontics, prosthodontics and radiology. By the end of the course, students will receive a certificate of completion from Dent-Temp Careers.

COURSE ADMISSION REQUIREMENTS

Dent-Temp Careers will accept applicants for admissions on a first come first serve basis. The requirements for admission to the course are as follows:

1. The student must speak, read and write the English language (to be determined at the time of the interview).
2. All students must show the school a proof that he/she has received the first Hepatitis B shot and a negative tuberculosis test prior to commencement of classes.
A series of three (3) injections are required as follows: 1st injection to be completed before starting the course. 2nd injection to be completed approximately 30 days after the first injection, 3rd injection to be completed 5-6 months later. Documentation letter from an M.D. will be required.
The student is responsible for all arrangements and fees for vaccination.
3. The students must be able to physically perform the duties required of a dental assistant.
4. Dent-Temp Careers will not discriminate against any applicant on the basis of race, gender or ethnicity.

TUITION AND TERMS OF PAYMENT

The total cost for the dental Assistant training program is \$2500.00. This fee will include the following:

- Text: *Modern Dental Assisting*, 8th edition, by Bird & Robinson
- Use of all equipment and materials
- Use of all x-ray equipment

- All training, including lab, clinical, visual and audio aids.
- Syllabus containing course outline
- Clinical experience and training provided by professional dental staff in a dental office
- Uniforms

TERMS OF PAYMENT

1. Non refundable application fee of \$100.00 due with application.
2. Tuition deposit of \$500.00 due with signing of the enrollment agreement
3. Balance of tuition \$1500.00 due no later than two (2) weeks prior to first class

REFUND AND CANCELLATION

Students may select to terminate training at any time. Refunds will be as follows:

Before the 1st session- \$1500.00 refund (tuition minus \$500 non refundable.)

Before the 2nd session- \$1000.00 refund

Before the 3rd session- \$500.00 refund

Students who cancel due to personal or medical reasons may resume classes at the next session. Refunds are based on the last day of the recorded attendance and will be forwarded within thirty (30) days of that date.

COURSE REQUIREMENTS

Classes meet on Saturdays from 9am to 5 pm.

There is a tremendous amount of material to cover in eight weeks, so the training is quite intensive and significant home study is required.

From our experience in the dental field, hands-on lab experience is more effective than book learning. Therefore, lecture time will be limited to approximately the first half of the day. The rest of the day will be devoted to demonstrations by the instructors, students practicing with each other in a real dental setting and the use of audio/visual aides.

A written quiz will be given on each Saturday. It will include ten (10) questions and will last 20 minutes. The quizzes are designed to help the staff evaluate whether the material covered was understood and if there are areas that need repeating or improving. A final written exam will be given on the last day of the course. It will consist of 50 (fifty) questions and will last 90 minutes.

In addition to written exams, we will also conduct weekly evaluations on the clinical performance ability of each student. During the lab sessions, the staff will fill out a form evaluating the student's performance on three levels (excellent, satisfactory,

unsatisfactory). The staff will then meets with each student receiving either satisfactory or unsatisfactory grades and counsel him/her on areas of needed improvement.

The students will be evaluated on their performance in the following criteria:

1. Knowledge of material
2. Technical ability
3. Neat appearance

The evaluation form will be placed in each student's file.

ATTENDANCE POLICY

Classes start promptly at 9am. Students are required to come to class on time. Repeated serious tardiness (more than an hour per day) may lead to dismissal.

Students can miss no more than 8 hours of instruction. Longer then 8 hour absence can lead to dismissal from the program.

STUDENT CONDUCT POLICY

Dent-Temp Careers, LLC. Reserves the right to terminate a student for the following reasons: non-payment of tuition, unsatisfactory academic progress as outlined by the student catalog, unsatisfactory attendance as outlined by the student catalog, possession or under the influence of alcohol and/or drugs on school property or on school time during externship, intentional disruption or obstruction of teaching or administrative meetings, cheating, plagiarism, giving false information, altering institutional documents, possession of weapons, threatening or the delivery of harm to another student or member of faculty and unacceptable behavior during class or externship. If a student is dismissed for any of the above reasons, no tuition will be refunded.

DRESS CODE POLICY

Student must adhere to a dress code of scrubs, either provided by the school or their own personal scrubs.

Neat appearance must be kept at all times and students should be aware that, in general, dental offices frown upon visible tattoos and body piercing.

GRADING POLICY

The grading policy will be as follows:

The weekly quizzes will account for 25% of the final grade

The final exam will account for 50% of the final grade.

Clinical evaluation will account for 25% of final grade.

Students will not graduate or receive a certificate of completion with a total score of less than 80%.

A= 90-100%
B= 80-89%
C= 70-79%
D= 60-69%
F= 0- 59%

GRADUATION POLICY

Students will receive a certificate of completion upon successful completion of the program and having met all the financial obligations as defined on the Enrollment Agreement. Job placement assistance is available, however, the school cannot guarantee employment.

TERMINATION POLICY

Students may be terminated from the program for the following reasons:

- 1. Absence for more than 8 hours, unless there is a documented medical or personal emergency**
- 2. Tardiness that seriously disrupts the class, or other behavior that impedes the ability of the instructors to teach and the students to learn. (See school catalog for Conduct Policy).**
- 3. Failure to obtain proper vaccination (see course admissions)**
- 4. Failure to adhere to all OSHA standards**
- 5. Failure to comply with all financial arrangements**
- 6. Failure to sustain an adequate level of performance on written or lab quizzes and exams**
- 7. Failure to maintain satisfactory academic progress as defined above**

COURSE DESCRIPTIONS

The course totals 56 hours.

Week 1 8 hours

Dental terminology equipment, sterilization, amalgam procedure

This course will cover dental terminology, sterilization procedures and amalgam. Basic tray set up, instruments names and uses and sequence of instrument transfer.

Week 2 **8 hours**

Composite procedure

This course will cover the uses of instruments and materials in composite procedures.

Week 3 **8 hours**

Radiology

This course will cover Radiology terminology, theory, equipment, settings and developing.

Week 4 **8 hours**

Prosthodontics procedures

This course will cover crown and bridge, materials, temporary crowns and pouring models.

Week 5 **8 hours**

Endodontics procedures

This course will cover endodontics materials, instruments and indications for endotherapy.

Week 6 **8 hours**

Radiology

Week 7 **8 hours**

Sealants, bleaching, nightguard

This course will cover extractions, periodontal surgeries, sealants, bleaching and nightguards.

Week 8 **8 hours**

Finals: Written and clinical

COMPLAINTS/ INQUIRIES

Inquiries and/or complaints can be made to Edna Solomon by calling (203) 380-9858.

Comments are confidential and will be followed up within ten (10) business days. If a

student is not satisfied with the outcome of their complaint/inquiry, they may file a written complaint to the Commissioner of Higher Education at:

State of Connecticut

Dept.of Higher Education

61 Woodland St.

Hartford, CT. 06105 (860)947-1816