



ACADEMY FOR DENTAL ASSISTANTS

2024-2025 CATALOG

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Academy for Dental Assistants

Welcome

Academy for Dental Assistants would like to welcome you to the Entry Level Dental Assistant Program. We offer a program designed to give you the basic foundational knowledge and dental assisting skills to start you into your new career.

We have designed this program from the perspective of the dentist and experienced dental assistants who work in an actual dental office daily. We will give you exposure to a wide range of techniques, materials, and dental knowledge; we will focus on the vital skills that a dental assistant will use in everyday practice.

Entry Level Dental Assistant job opportunities are available in every state. While we cannot guarantee job placement, the dental profession is currently a field that is in high demand.

Institutional Purpose/Mission

Our primary purpose is to provide an education while recognizing and respecting the dignity of each individual student. We are committed to contributing to the oral health needs of the community by providing education and information while instructing students.

The Entry Level Dental Assisting program strives to provide a variety of quality academic, laboratory, preclinical and clinical learning experiences that prepares students to assume the role of a dental assistant in a variety of practice settings. Students, while having the responsibility for their own learning, are provided with an environment for effective learning by the faculty. The faculty encourages students to attain their professional goals while realizing their individual potential as learners and beginning professionals.

Philosophy

The philosophy of the Academy for Dental Assistants is based on the belief that people can be trained in a relatively short period of time if performing the duties on a regular basis to be prepared to enter the world of professional entry-level dental assisting. We believe that our hands-on program will successfully prepare any motivated individual to secure their first entry-level dental assisting job. It is our intent to equip each student with the knowledge and technical proficiency necessary to allow them to immediately enter the entry-level dental assisting workplace upon graduation. We also feel that our many years of dental experience not only qualifies us to teach these skills but also gives us the opportunity to pass on what we have learned along the way. We feel a practicing dental office is the perfect setting for students to maximize their time and experience.

Legal Status

Academy for Dental Assistants is a registered fictitious name owned by BayBrooke Center, LLC. Ronda Miller Rdh, LMHC, is the Manager and sole member of BayBrooke Center, LLC. Ronda Miller is the Chief Financial Officer, Director, and Manager of BayBrooke Center, LLC. The school assumes full responsibility for any agreement reached between the student and the school.

Licensure, Accreditation and Approvals

Academy for Dental Assistants is Licensed by the Commission for Independent Education, Florida Department of Education License #7538. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Academy for Dental Assistants is an Approved Provider by the Florida Board of Dentistry to provide Expanded Functions Dental Assistant Certification and Dental Radiology Certification.

Procedure to Review Licenses and/or Approvals

Students and prospective students may review and/or copy licenses, or approvals relating to Academy for Dental Assistants, upon request to the school director, Monday - Friday, from 9:00 am – 4:00 pm (except holidays).

Facilities, Equipment and Resources

Academy for Dental Assistants is 3245 square feet and includes a business office with a computer, phones, 3 copy machines, a reception area, a classroom, a lab area with 6 fully equipped treatment dental chairs, 3 X-ray rooms with 3 digital x-ray sensors, a sterilization area, a private teachers office, and two restrooms and a student library area with access to computers, textbooks, and online resources. The equipment includes one autoclave and sterilization unit, one ultrasonic cleaner, a cold sterile bath, 3 periapical x-ray machines, and 10 curing lights. Approximately 20 mixing bowls and spatulas, many impression materials and cement, 8 lab vibrators, and dozens of dental instruments and dental handpieces (drills). There is an up-to-date OSHA compliance program already in place with a full listing of Material Data Safety Sheets (MSDS) on every material used in the office.

Library Resources include copies of textbooks, online resources, and computers for students to reference resources via the Internet.

Instructors will use lesson plans from the teaching manuals, current dental assisting textbooks, appropriate flip charts, diagrams, handouts, audiovisual equipment (TV and Computers), and all the dental equipment and supplies necessary for operator and laboratory training.

School Hours of Operation

Administrative hours are from Monday through Friday 9:00 am – 4:00 pm (except holidays). Instructors' office hours vary, appointments to meet with an instructor outside of class time must be scheduled with an appointment time. The Student Library can be utilized during administrative hours Monday- Friday preferably with a scheduled time set up by any administrative personnel or instructor.

School Holidays

The school-observed holidays are Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, and New Year's Day.

Program Enrollment and Class Schedules

The enrollment period is open until the start of the first scheduled class. We encourage students to tour the facility prior to enrollment in the program, which can be scheduled through the administrative office, Monday – Friday 9:00 am – 4:00 pm, and speak with the office staff knowledgeable of the program. Classes are offered during the day, from 8:30 am to 4 pm. Evening classes are offered Mondays and Wednesdays from 6 pm to 9:30 pm. At the time of enrollment, the student's schedule is established.

Schedule transfers are not allowed. A 30 min lunch is provided for the full-day classes.

The program accepts a maximum of 12 students per class. The student/teacher ratio will be a maximum of 12 students per instructor for lecture classes and 6 students per instructor for lab classes.

Location

Academy for Dental Assistants is located in St. Petersburg, Florida. Our physical address is 4995 49th Street N., St. Petersburg, FL 33709. The office phone number is (727) 914-0599, the Email address is info@academy4da.com, and the website is www.academy4da.com.

Faculty and Staff

Ronda Miller, RDH, LMHC

Bachelor's Degree in Dental Hygiene
Master's in Counseling and Psychology

CFO, Program Director, Instructor

St. Petersburg College, FL
Troy University, Tampa, FL

Teresa Householder, EFDA

EFDA & Radiography Certification

Lead Instructor

Dental Assisting Institute, Pinellas Park, FL

Brooke Cauchon, EFDA

EFDA & Radiography Certification
Associates In Arts Degree

Instructor, Admissions Representative, Registrar

Academy for Dental Assistants, St. Petersburg, FL
St. Petersburg College, FL

Robert Lakatos

Business Applications; Oracle, SAP,
Microsoft AX Dynamics Certification
Dale Carnegie Management &
Leadership Skills Certification
Supervisor/Manager I & II Certification

Admissions Representative, Accounting

Baxter Healthcare, IL
Dale Carnegie Training Programs
Baxter Healthcare, IL

Danielle Vincent

Microsoft Word Excel &
PowerPoint Certified
QuickBooks Certified

Admissions Representative, Registrar

Microsoft Courses

What is an Entry Level Dental Assistant?

Job Description

The Entry Level Dental Assistant is the liaison between the dentist and the patient. He/she maintains communication with the dentist, patient, and the front office staff to ensure that the patient received satisfactory service and treatment. The Entry Level Dental Assistant assists the dentist chairside during treatment procedures, performing all assisting duties.

Desired Personality Traits

A people person and team player who possesses professional mannerisms. An individual who will work well under pressure, respects and follows the hierarchy of command, and will respect and follow policies and procedures. An individual who strives to advance in this chosen profession.

Key Responsibilities

- Assist the dentist at the chair while he/she is engaged in any treatment of patients
- Must anticipate the dentist's needs and be prepared for the next steps
- Ensure all OSHA policies and procedures are properly followed
- Maintain proper patient treatment records
- Give pre and post-operative instructions – within the limits designated by the dentist
- Stocks supplies in operatories, restrooms, lab, etc. as needed
- Informs floor supervisor when supplies need to be re-ordered
- Informs floor supervisor of broken or malfunctioning equipment
- Performs all duties of disinfection and sterilization between patients

Entry-Level Dental Assistant Program

Program Description

The Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical, radiographic, and administrative procedures. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson, and administrative assistant.

Student Learning Outcomes

Upon completion of the Entry Level Dental Assistant diploma program, graduates will be able to:

- Utilize appropriate dental terminology
- Assist in chairside support to dentists
- Conduct Dental X-Ray procedures (following certification)
- Perform relevant dental administrative functions

Academy for Dental Assistants has designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting. This program allows our graduates to access the job market quickly without incurring high tuition costs and a loss of time away from their current profession.

The program runs for twelve (12) consecutive weeks in a clinically focused learning environment with experienced instructors. The program consists of eighty-four (84) hours of instruction through a combination of theory and lab instruction, with actual hands-on training in dental assisting procedures. In addition to the 84 hours of instruction, students will be required to complete a 200-hour/3 month externship with a Florida Licensed Dentist to receive practical on-the-job training for a total of 284 hours of training in Dental Assisting.

The Entry Level Dental Assisting program strives to provide a variety of quality academic, laboratory, preclinical, and clinical learning experiences that prepare students to assume the role of a dental assistant in a variety of practice settings. Students, while having the responsibility for their own learning, are provided with an environment for effective learning by the faculty. The faculty encourages students to attain their professional goals while realizing their individual potential as learners and beginning professionals. Completion of this program does not qualify a graduate for state certification, Graduates of the program are eligible to work in the field, and only after 200 hours/3 months of on-the-job training under the direct supervision of a dentist, are graduates eligible to apply for state certification.

Disclosures

Completion of this program does not qualify a graduate for state certification. Graduates of the program are eligible to work in the field, and after 3 months of on-the-job training under the direct supervision of a dentist, are eligible to apply for state certification. The program requires a significant amount of homework (8 to 10 hours per week), and access to a home computer/internet/color printer and email is required. Students who do not have access to a computer may utilize the school's computers, which are available during regular office hours and by appointment only. The student is ultimately responsible for securing an externship with a Florida Licensed Dentist due to the Externship Site requiring an interview prior to a student beginning an Externship, but Academy for Dental Assistants has Affiliation Agreements in place with multiple large corporate dental offices to assist students in securing an externship site, such as Aspen Dental, Heartland Dental, Great Expressions Dental, Greenberg Dental and Orthodontics, Florida Dental Centers, Coast Dental and many others. Academy for Dental Assistants does not require upon enrollment a criminal background check or proof of immunizations. We are committed to providing equal educational opportunities to all, irrespective of their health status or criminal background, upholding principles of non-discrimination in our educational practices. With that said, please be aware, a dental office may ask or require these credentials for Externship or upon being hired.

Program Costs

Tuition is due and payable in advance before class starts to hold your spot since enrollment is limited. However, students may elect to arrange for other payment options while attending school as described below. The cost for the Entry Level Dental Assisting Program is \$2795, as detailed below:

Tuition Registration	\$ 2645.00
Fee Total Price	<u>\$ 150.00 (non-refundable)</u>
	\$ 2795.00

Other non-refundable costs for which the student is responsible:

- Textbook -\$140 (Students can purchase from the school or on their own)
- Dental Typodont - \$75 - must have 32 teeth and a pole mount attached to the typodont (Students can purchase from the school or on their own)
- Bound and Colored Dental Instrument & Tray Set Up Booklet - \$25 (Students can purchase from the school or print in color on their own)
- Face Shield - \$15 (Students can purchase from the school or on their own)
- Navy Blue Medical Scrub Uniform and Cuffed Lab Coat **(Estimated Cost \$100- NOT Provided by School can be purchased at any Medical Scrub Uniform Store)**
- Professional Liability Insurance from HPSO.com - \$45 - approximately **(Students must purchase from HPSO.com – School does not provide)**
- **12 Week Print All Handouts Binder (Optional Supply) Cost \$200.00**

Program costs may be paid by using any of the following payment methods:

1. Payment in full by cash, check, or credit card on or before the first day of class.
2. In-office payment plan

Any other materials and equipment used in class are provided by the school.

Admissions

Admission Requirements

Any person who has attained a high school diploma, G.E.D., or High School Equivalency Certificate is eligible to attend Academy for Dental Assistants and may be subject to a personal interview. Any student that does not have a High School Diploma or equivalent will be given a basic comprehension assessment, in lieu of a high school diploma, and must obtain a minimum score of 75% to be eligible to enroll in the program. There is no entrance exam, but all applicants must exhibit a proper willingness and enthusiasm to learn the art of dental assisting. Students must be at least 17 years old to take this program. Applicants under the age of 18 must have a parent or guardian's signature.

Dental Assistants are required to stand for long periods of time on the job, have good manual dexterity, and be able to lift at least 25 pounds. Candidates should be physically capable of withstanding the requirements of practicing as a dental assistant.

Admission Procedures

Admissions to Academy for Dental Assistants are conducted throughout the year. Those applicants who apply during the program of class training will be given first consideration to be enrolled in the next program. New programs start approximately every 13-16 weeks.

Academy for Dental Assistants encourages students to schedule a tour of the school prior to enrollment and welcomes the parent, spouse, or other family member to also attend. During the tour, the appropriate registration forms will be provided, information regarding tuition and financing options will be provided, and students will be shown the required textbook and supplies needed for class.

Admission representatives are available Monday through Friday, from 9:00am – 4:00pm (except holidays) by appointment.

Academic Policies and Standards

Grading

Students will have four written online State Board Exams, 4 Quizzes, 4 Clinical Hands-On Assessments, and Homework assignments throughout the 12-week program. Each Section 1-4 exam will be made up of written and clinical assessments. Students must pass each Section Written Online Exam and Clinical Hands-On Assessment separately with a 75% or better to continue on to the next Section. If the student falls below the 75 % passing score on any of the Written Exams, Quizzes or does not meet the clinical standards of the In-Class Assessments, the student will receive a remediation or probation notice, be given additional homework, and be required to schedule a time before the next scheduled class to retake and must pass the Exam/Assessment/Quiz before the next class in order to continue in the program. Each student will be allowed to retake each section of the Exam/Assessment/Quiz only one time. The 12-Week Program is divided into 4 Sections. Each of the 4 Sections will have a Written Online Exam, a Clinical Hands-On Assessment with Dental Charting, and four Quizzes throughout the 12 weeks that will require a passing score to continue on to the next Section. If the student does not pass the Exam/Assessment/Quiz on the second attempt, they will be dismissed from the program.

Satisfactory Academic Progress

Satisfactory progress is defined as passing with a minimum of 75% on each of the 4 Written Exams and 4 Quizzes administered during the program and meeting the academic standard on the 4 Clinical Assessments. A student whose Exam or Quiz score is below 75%, not meeting the academic standard of the Clinical Assessments, and/or not completing the assigned homework will be placed on probation.

Satisfactory progress will be determined by the accumulation of the 4 written exams, 4 clinical assessments, 4 quizzes, assigned homework, attendance, and successful participation in the in-class clinical modules. If the student is not meeting the academic standard set forth on any written exam or quiz, not meeting the academic standard in clinical modules or Clinical Assessments, is not completing homework, or fails to meet the attendance guidelines will be placed on academic probation as defined below.

Academic Probation

A student on academic probation will be allowed to retake a Written Exam, Quiz or Clinical Assessment after remediation of that section but the retake must be completed before the next scheduled class. The student must schedule an appointment with the Instructor for a retest at a time other than the scheduled class time. A student will be allowed to retake each section of the Written Exam, Quiz, or Clinical Assessment only one time. If the student passes the Exam/Quiz/Assessment(s), the student will be informed by their instructor and removed from probation. If the student fails more than 2 the Exams/Quizzes/Assessments with a 75% or less and does not pass the retake, they will be terminated from the program.

A student that is terminated from the program for unsatisfactory progress may apply for re-admittance to the program during the next enrollment period and must restart the program from the beginning. The student will not be credited for previous class time or fees previously paid when restarting the program.

Attendance Policy

Attendance is mandatory. Several of your grades will depend on in-class activities/clinicals. In addition, homework assignments listed on the Course Outline are due on each class assigned per the Course Outline. Much of the in-class time will be spent working on clinical procedures, missing a class will hinder the student's time spent learning and practicing the hands-on clinical procedures. Students are REQUIRED to read PRIOR TO THAT CLASS MODULE, the assigned Textbook Chapters, watch videos, and Homework Assignments for the Modules that will be covered in each class.

Students are expected to attend and be on time for all classes. Tardiness can disrupt classmates and instructors.

Students who arrive more than 15 minutes late to class will be considered tardy. A student who is tardy two times will be counted as an absence. A student that is tardy more than twice will be placed on attendance probation and any further tardiness will result in termination from the program.

Since the program is only 12 weeks in length it is very important to attend all classes. Just 1 missed class can result in the student falling behind in the Clinical Hands-On portion of the program. The school has no provision for absences, as there are no make-up days for missed classes. Two absences will result in termination from the program. If an Assessment Day is missed the student will need to schedule a separate time to retake the Assessment with the Instructor other than class time and pay an additional fee to retake a missed assessment due to an absence. If an Assessment is missed it must be retaken before the next scheduled class date.

A student terminated from the program due to unsatisfactory attendance or unsatisfactory progress in the Program may apply for re-admittance to the program during the next enrollment period and must restart the program from the beginning and no previous class time or fees paid will be credited to the student when restarting the program.

If a student is going to miss a class or be late, they are required to contact the instructor. The office has voicemail that a student can leave a message no matter what time of day, our business email is another way to contact the instructor, info@academy4da.com. Each student is required to attend all hours of each class unless otherwise cleared by the instructor.

Grade and Attendance Appeals

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

Graduation Requirements

To graduate from the program and to receive a diploma, students must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written exams and clinical assessments with a 75% average, complete all assigned homework, 200 Hour Externship is completed and satisfy all financial obligations to Academy for Dental Assistants.

Requests for Diploma/Transcripts

There is no charge for the original copy of your Diploma; however, additional copies of the Diploma will cost \$10.00, each. Official transcripts of the student's records are issued upon receipt of a written signed request from the student. The first copy is provided at no cost. There is a \$10.00 per copy transcript charge for each subsequent transcript request.

An invoice for the duplicate Diploma or transcript will be sent to the student or a check or money order made payable to Academy for Dental Assistants for each duplicate Diploma or transcript request. Cash payments can be accepted only during regular business hours at the school's office. Email written requests for transcripts or a duplicate Diploma to: Academy for Dental Assistants at info@academy4da.com, Attention: Records. Transcripts cannot be released if the student is on hold due to an unmet financial obligation to the school.

Definition of a Clock hour

One clock hour constitutes 50 minutes of directed, supervised instruction or lecture during a 60-minute period.

Transfer of Credits

Academy for Dental Assistants does not accept transfer credits for coursework from other Dental Assisting Programs due to the specialized nature of our program. Academy for Dental Assistants does not offer credits. The program is measured in clock hours. Therefore, it is unlikely that hours and coursework completed at our school will transfer to other institutions. The transfer of credits is up to the receiving institution. It is the student's responsibility to confirm whether coursework completed at Academy for Dental Assistants will be accepted by another institution of the student's choice.

Student Responsibilities

1. Textbooks and Additional Materials

- Textbook -Modern Dental Assisting 14th Ed. Robinson - Hard Cover Textbook 14th Ed – ISBN: **9780323824408** (Can be purchased through the school)
- Dental Typodont - with 32 teeth and a pole mount attached to typodont (Can be purchased through the school)
- Bound and Colored Dental Instrument and Tray Set Up Booklet (Can be purchased through the school)
- Face Shield (Can be purchased through the school)
- Navy Blue Medical Scrub Uniform and Cuffed Lab Coat (Not purchased through the school)
- Professional Liability Insurance from HPSO.com (Not purchased through the school)
- Access to Email Account
- Photocopies of handouts not in the Textbook as required for in-class work (Handouts Section Online)

The books and typodont for the class can be purchased at any bookstore or through the school online before the start of class. Currently, we are using Modern Dental Assisting 14th Ed. Robinson Textbook.

2. Uniform and Appearance

Students are required to wear a Navy-Blue medical scrub uniform with a Navy Blue or White lab coat to class. Lab coat can be short or long but must have cuffed sleeves. Uniforms can be purchased at any uniform store or store of the student's choice. Students are to arrive to class with clean shoes, hair pulled away from their faces, no big bulky jewelry, and clean trimmed fingernails. While in class the student will act and look professional to prepare the student for work in the actual dental office setting.

3. Professional Liability Insurance

Students are required to carry their own Healthcare Professional Liability Insurance through HPSO.com The cost is approximately \$45/yr. This is not purchased through Academy for Dental Assistants.

4. Personal Medical Insurance

Students are required to carry their own medical insurance during the Training Program.

Students Services

Employment Assistance

The Academy for Dental Assistants does not make any guarantee of employment or salary upon a student's graduation. The school provides students with placement assistance, which consists of identifying employment opportunities and advising graduates as to how they may best realize these opportunities.

Student Advising and Library Hours

The staff and library are available during regular office hours Monday through Friday 9:00 am – 4:00 pm (except holidays) preferably with an appointment. Instructors are available during class hours or with a scheduled appointment time outside of class hours, to assist students with school or dental professional-related questions or concerns.

General Policies and Procedures

Statement of Non-Discrimination

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

Financial Aid

The Academy for Dental Assistants is not recognized by the United States Department of Education as an eligible institution for participation in Title IV Programs. Therefore, if you enroll in this institution, you are not eligible for Title IV Federal Financial Assistance or State Student Financial Assistance. In addition, credits earned at this institution may not be recognized by employers.

Cancellation and Refund Policy

A student's enrollment may be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00). No Monies will be refunded for Textbooks, Typodont, Dental Instrument Booklet, or Face Shield purchased at our facility are not returnable within 3 working days from the student's signing an enrollment agreement or contract. Withdrawal after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund of tuition computed on the number of hours elapsed to the total program hours, as of the student's last day of attendance. No Monies will be refunded for Textbooks purchased at our facility which are not returnable because of use, within 3 working days from the student's signing an enrollment agreement or contract.
4. Withdrawal after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund of tuition computed on the number of hours elapsed to the total program hours, as of the students' last day of attendance. No Monies will be refunded for Textbooks, Typodont, Dental Instrument Booklet, or Face Shield purchased at our facility are not returnable, within 3 working days from the student's signing an enrollment agreement or contract.
5. Withdrawal after completing more than 40% of the program will result in no refund.
6. In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless an earlier written notice is received.
7. Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.
8. For any course or program that is canceled by Academy for Dental Assistants, Academy for Dental Assistants will refund the tuition in full.

Termination and Re-Enrollment

A student may be terminated due to:

- Unsatisfactory progress
- Unsatisfactory attendance
- Nonpayment of program fees
- Failure to follow rules and regulations set by the school

If a student is terminated from the program for any of the above-mentioned reasons, the student may be readmitted to the next class with the approval of the school director, under the following conditions:

1. The problem which caused the dismissal must be satisfactorily resolved, and
2. The student must demonstrate the potential to succeed.

Students who are re-admitted are not provided any financial credit or attendance credit for modules previously completed and must start the Program from the beginning and follow the same rules for attendance and financial payments.

Grievance Policy

From time to time, differences in interpretation of school policies will arise among students, faculty and/or the administration. When such differences arise, usually miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individuals involved. If the problem cannot be resolved in this manner the School Director should be contacted. Normally, the informal procedure of discussing the difference will resolve the problem. However, occasionally, more formal (written) procedures are required.

When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to the School Director. The School Director will then review the grievance; meet with all parties involved, and will notify all parties of the decision, in writing, within seven business days. If the director's decision does not resolve the grievance to the satisfaction of all parties, the student or staff may contact the State of Florida, Department of Education, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399, (850)245-3200 or toll-free (888)224-6684.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, D.C.
20202-8520

Student Conduct

Students must adhere to the highest standards of conduct, which will reflect credit upon themselves and the school. Students must conduct themselves in a manner that will not in any way interfere with the learning process of their fellow classmates, the instructors' classroom lectures, or the progress of the class in general. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:

1. Non-conformity with the rules and regulations of the school.
2. Conduct which reflects unfavorably upon the school and/or its students.
3. Unsatisfactory academic progress.
4. Unsatisfactory attendance.
5. Non-payment of academic costs.
6. Cheating, whereby non-permission written, visual, or oral assistance including that obtained from another student. The unauthorized possession or use of examination or program related material may also constitute cheating.
7. Falsifying school records.
8. Demonstrating poor judgment or inability to function properly which could put student safety in jeopardy.
9. Entering the school under the influence of alcohol, drugs or narcotics of any kind.
10. Carrying a concealed or potentially dangerous weapon.
11. Willful neglect, damage or abuse of school property.

Entry Level Dental Assistant Program Outline

Courses are numbered in the order they are taken.

Course Number	Course Title/Description	Length/Prerequisite
Module 1	<u>Introduction to Dental Assisting, Infection Control and Prevention, Disinfection and Sterilization</u> Clock Hours: 3.5 The student is introduced to the role of an expanded functions dental assistant as part of the dental team. Personal protective Equipment, Disinfection and Sterilization techniques as well as the importance of infection control to prevent contamination of sterilized instruments. HIV/AIDS and other disease transmission. Prerequisite: None	
Module 2	<u>The Oral Cavity, Oral Dentition, Tooth Morphology</u> Clock Hours: 3.5 The student learns descriptive dental terminology of the oral cavity to include tooth names, numbers and surfaces. Prerequisite: Module 1	
Module 3	<u>Dental Charting, Dental Instruments and Handpieces</u> Clock Hours: 3.5 The student begins dental charting of restorations and be introduced to most commonly used dental instruments and instrument procedure set ups Prerequisite: Module 2	
Module 4	<u>The Dental Unit, Four-Handed Dentistry</u> Clock Hours: 3.5 Four handed dentistry is introduced; including assistant operating zones, instrument transfer techniques, suction techniques, retraction, and air and water syringes. Prerequisite: Module 3	
Module 5	<u>Exam Section 1 – Modules 1-4 Foundations of Radiology Theory</u> Clock Hours: 3.5 Students will be tested on their knowledge of the previous Chapters 11, 12, 19-21, 28, 32-35, and clinical applications. The student is introduced to the theory of dental radiology and radiation safety. Discussing x-ray history, x-ray machine components, terminology, and x-ray exposure and precautions. Prerequisite: Module 4	

- Module 6 **Digital Radiology Techniques**
Clock Hours: 3.5
Students learn the fundamental system of digital radiology including the differences between a sensor and x-ray film, along with the advantages and disadvantages of a digital x-ray system. **Prerequisite: Module 5**
- Module 7 **Intraoral Imaging**
Clock Hours: 3.5
Students learn how to prepare for dental imaging and the various techniques on how to take a digital image. Student will learn how to assemble different tools used for taking a digital image.
Prerequisite: Module 6
- Module 8 **Oral Health and Prevention of Dental Disease Preventative Dentistry, Moisture Control and Dental Dams** Clock Hours: 3.5
Discuss the goal and components of Preventative Dentistry. The components used for early detection. Discuss how tooth decay is formed and prevented. Discuss Patient Education for prevention. Discuss and practice the use of moisture control procedures to include, oral evacuation systems, dental dams and their techniques to decrease moisture during a dental procedure.
Prerequisite: Module 7
- Module 9 **Dental Impressions and Study Models**
Clock Hours: 3.5
The student learns procedures in taking alginate impression to be used for study models. Students practices hands on task for taking impressions, pouring impressions into plaster/stone to make study models.
Prerequisite: Module 8
- Module 10 **Dental Caries and Periodontal Diseases**
Clock Hours: 3.5
Explain the caries process including the factors that cause dental caries. And methods of caries intervention. Describe the basic types, signs and symptoms of periodontal disease and prevention. **Prerequisite: Module 9**
- Module 11 **Exam Section 2 – Modules 5-10 Preventative Dentistry**
Clock Hours: 3.5
Student will be tested on their knowledge on the previous Chapters 38,39,40,41,42 and clinical applications.
Explain to the student preventative techniques to include brushing, flossing, and different items to aide in preventative dentistry.
Prerequisite: Module 10

- Module 12 **Restorative Dentistry: Amalgam and Composites with Liners, Bases and Varnish**
Clock Hours: 3.5
Introduction of operative dentistry and examples of cavity preps. Materials used in restorative dentistry; Components of restorative materials to include amalgam and composite materials.
Prerequisite: Module 11
- Module 13 **Overview of Expanded Functions Dental Assistant Duties**
Clock Hours: 3.5
Explanation of Duties allowed by Florida law for a dental assistant to perform under specific supervisions of a dentist. Direct supervision, indirect supervision, and general supervision. Practice of Expanded Functions Duties.
Prerequisite: Module 12
- Module 14 **Coronal Polishing and Patient Education**
Clock Hours: 3.5
Discuss polishing and the difference between prophylaxis and polishing, contraindications to polishing, Dental instruments and products used for polishing. Discuss the importance and types of preventative measures the dental assistant should discuss with patients.
Prerequisite: Module 13
- Module 15 **Exam Section 3 – Modules 11-14 & Anesthetics and Oral Surgery** Clock
Hours: 3.5
Student will be tested on their knowledge on the previous Chapters and clinical applications. Presentation of general local and topical anesthetics. Delivery of local anesthetics and the use of syringes are demonstrated. Instruments and procedures in the extraction of teeth.
Prerequisite: Module 14
- Module 16 **Dental Sealants**
Clock Hours: 3.5
Explain the use of dental sealants for prevention of caries, indications and contraindications, materials, instruments and steps for placement of dental sealants.
Prerequisite: Module 15
- Module 17 **Crown and Bridge Fabrication, Fixed Prosthodontics**
Clock Hours: 3.5
Students learn indications for the use of crowns and bridges. Includes porcelain/metal crowns, gold crowns, and implants. Students will fabricate single-unit temporary crowns and 3-unit temporary bridges with the use of an impression.
Prerequisite: Module 16

- Module 18 **Fixed and Removable Prosthodontics**
Clock Hours: 3.5
The student learns the specialty in which missing teeth are replaced with a removable appliance that the patient can freely take in and out of the mouth freely. Removable prosthodontics procedures are explained and shown to include plastic/metal partial dentures and full dentures.
Prerequisite: Module 17
- Module 19 **Specialty Practices and Treatment Planning**
Clock Hours: 3.5
Discussion of specialty offices to include indications and definitions used in Orthodontics, Endodontics, Periodontics, Pedodontics, and Oral Surgery. Students learn the importance of a thorough and complete medical history and making a treatment plan.
Prerequisite: Module 18
- Module 20 **Regulatory and Advisory Agencies – OSHA Training and Biomedical Waste Management**
Clock Hours: 3.5
The student learns the importance and procedures of infection control and sterilization methods and guidelines. Prevention of cross contamination, use of personnel protective equipment and barriers to infection.
Prerequisite: Module 19
- Module 21 **Resume and Interview Techniques to include Externship**
Clock Hours: 3.5
Review of building a resume and cover letter and review documentation and requirements needed for externship.
Prerequisite: Module 20
- Module 22 **Preparation for Final Exam**
Clock Hours: 3.5
Review clinical applications of Expanded Functions Dental Assistant Procedures to prepare for the Final Exam.
Prerequisite: Module 21
- Module 23 **Section 4 Exam and Assessment Part 1**
Clock Hours: 3.5
Students will be tested on their knowledge of the previous Chapters 19, 22-23, 37,50-57,60 and clinical applications of Expanded Functions Dental Assistant Procedures.
Prerequisite: Module 22

Module 24

Section 4 Exam and Assessment Part 2

Clock Hours: 3.5

Continuation of Section 4 Exam and Clinical Assessment

Prerequisite: Module 23

Module 25

Externship

Clock Hours: 200

200-hour externship with a Florida Licensed Dentist to receive practical on-the-job training

Prerequisite: Module 1-24

Appendix

FL Anti-Hazing Law

1006.135 Hazing prohibited at schools with any of grades

(1) **DEFINITION.**—As used in this section, “hazing” means any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any of grades 6 through 12. “Hazing” includes, but is not limited to:

- (a) Pressuring, coercing, or forcing a student into:
 - 1. Violating state or federal law;
 - 2. Consuming any food, liquor, drug, or other substance; or
 - 3. Participating in physical activity that could adversely affect the health or safety of the student.
- (b) Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(2) **SCHOOL DISTRICT POLICY.** —Each school district shall adopt in rule a policy that prohibits hazing and establishes consequences for a student who commits an act of hazing. The policy must include:

- (a) A definition of hazing, which must include the definition provided in this section.
- (b) A procedure for reporting an alleged act of hazing, including provisions that permit a person to anonymously report such an act. However, disciplinary action may not be based solely on an anonymous report.
- (c) A requirement that a school with any of grades 9 through 12 report an alleged act of hazing to a local law enforcement agency if the alleged act meets the criteria established under subsection (3).
- (d) A provision for referral of victims and perpetrators of hazing to a certified school counselor.
- (e) A requirement that each incident of hazing be reported in the school’s safety and discipline report required under s. 1006.09(6). The report must include the number of hazing incidents reported, the number of incidents referred to a local law enforcement agency, the number of incidents that result in disciplinary action taken by the school, and the number of incidents that do not result in either referral to a local law enforcement agency or disciplinary action taken by the school.

(3) **CRIMINAL PENALTIES.** —This subsection applies only to students in any of grades 9 through 12.

- (a) 1. A person who commits an act of hazing upon another person who is a member of or an applicant to any type of student organization commits a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083, if the person knew or should have known the act would result in serious bodily injury or death of such other person and the act results in serious bodily injury or death of such other person.
- 2. A person who commits an act of hazing upon another person who is a member of or an applicant to any type of student organization commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083, if the person knew or should have known the act would create a potential risk of physical injury or death to such other person and the act creates a potential risk of physical injury or death to such other person.

(b) As a condition of any sentence imposed pursuant to paragraph (a), the court:

1. Shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

2. May require the defendant to make a public apology to the students and victims at the school.

3. May require the defendant to participate in a school-sponsored antihazing campaign to raise awareness of what constitutes hazing and the penalties for hazing.

(c) It is not a defense to a charge of hazing that:

1. Consent of the victim had been obtained;

2. The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or

3. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

(4) CONSTRUCTION. —This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.