



Career in Dental Assisting

Program Catalogue

Dental Assistant Training Program

12 Webster Ave, Brookline MA 02446

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Career in Dental Assisting is a private occupational school providing a program of study which will enable students with little or no experience to become a valuable member of the dental profession in just ten weeks. The eighty-hour program combines classroom instruction with clinical training in an ultra modern state- of-the-art dental office. Career in Dental Assisting is proud to offer as part of its program, training in advanced digital radiography, as well as instruction in a variety of topics in Dentistry. This will prepare the student for professional opportunities in quality oriented modern dental practices throughout Massachusetts.

*Massachusetts requires every dental assistant to be licensed. Additional requirements are necessary to obtain that license. This program does not qualify students to be licensed as Formally Trained Dental Assistants.

The Facility

The school which is located in Brookline, Massachusetts is able to accommodate up to 12 students. Housed in an operating dental office, instructors are able to teach students in one of multiple patient treatment rooms equipped with all necessary instrumentation so as to provide the student with a complete learning experience.

The Program

The program will include both classroom and clinical training on the following subjects:

Course #1: Introduction to Dentistry

Course #2: Basic Dental Assisting Theory – Part 1

Course #3: Basic Dental Assisting Theory – Part 2

Course #4: Assisting for Operative Dentistry

Course #5: Radiology – Part 1

Course #6: Radiology – Part 2

Course #7: Assisting for Prosthodontics

Course #8: Dental Specialties

Course #9: Introduction to Administrative Techniques

Course #10: Administrative Techniques and Graduation

Enrollment Procedure

Students must be 18 or older and have earned a high school diploma or its equivalent. Interested individuals are invited for a tour of the facility as well as a brief interview during which time any questions they may have will be answered. Following completion of the enrollment agreement, and payment of the full tuition, the student will be admitted into the program. Registration closes 48 hours prior to the first class. CDA offers multiple classes per year and admissions are accepted on a rolling schedule.

Inclement Weather

In the event of severe weather that requires school closure, admissions staff will contact students directly. Career in Dental Assisting will add an additional class to end of the schedule to ensure all coursework is complete.

Class Calendar

Classes are held on Saturdays from 9 am until 5.30 pm, with a 30-minute break being given in the afternoon. During non-class hours, the school is open to students by appointment only.

Payment Options

Total cost for the full 10 classes is \$4,895.

Payment is accepted by cash, check or credit. Visa, MasterCard, Discover, and American Express accepted.

Instruction: \$4,500

Text Books: \$200

Dental Materials: \$145

Administrative Fee: \$50

Total Due: \$4,895

Dress Code Students are expected to wear a scrub type uniform and clean white sneakers or white uniform shoe.

Graduation

Following successful completion of all academic and tuition requirements, receipt of a passing grade in all ten courses and dental radiography license, each student will be awarded a diploma for program completion. Additional requirements are needed to obtain a Massachusetts Dental Assistant License. No transfer credits available.

Dental Radiography License

Students are required to complete a course in radiological techniques and safeguards that meet the requirements of the Commonwealth of Massachusetts Board of Dentistry. The course offered at Boston University (BU) will satisfy the state requirement. Upon successful completion of the BU course students will be licensed to take dental radiographs in the state of Massachusetts. The cost for radiography certification from Boston University is \$250 and is separate from Career in Dental Assisting tuition.

School Policies

- Refund policy found in the Enrollment Agreement as per M.G.L Chapter 255, Section 13K.
- Our facility is a smoke-free facility. No smoking will be permitted on the premises.
- Career in Dental Assisting offers career counseling and guidance to assist students in deciding on the path for their career in dentistry. Career in Dental Assisting will assist students in finding available positions and creating a professional resume. Job Placement is not guaranteed or promised by Career in Dental Assisting.
- Per 230 CMR 15.07(2), a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.
- Students may contact the Division of Professional Licensure's Office of Private Occupational School Education at any time with comments, questions or concerns about this school should be directed to occupational.schools@mass.gov or 617-701-8719.

Attendance

- Attendance is imperative; if a student must miss a course they must contact the school. It will be the student's responsibility to make arrangements with the instructor to review the course material missed prior the start of the next class. The student will take a written quiz and receive a clinical evaluation. If the student receives a passing grade in accordance with the grading policy, the student is given credit for passing the missed course. Students will not be permitted to advance to the next course until they have received a passing grade for class make-up. Failure to make-up a course could result in dismissal from the program. Refunds are issued according to M.G.L Chapter 255, Section 13K.
- Class cuts are not permitted and shall be recorded as an absence.
- Any student not physically present at the start of the scheduled class period will be considered tardy. Excessive tardiness can result in dismissal from the program. Refunds are issued according to M.G.L Chapter 255, Section 13K.

Grading

- Satisfactory Progress- There will be a midterm exam and final exam, as well as weekly quizzes and clinical evaluations. 230 CMR 15.01 (1) requires the school to provide students with appropriate reports of progress. Students will receive a written progress report in-person upon completion of the midterm examination (50% completion of the program).

<u>Classroom and Clinical Instruction</u>		<u>Midterm and Final Exams</u>		<u>Grading Scale</u>
Attendance	30%	Attendance	10%	A 90-100%
Clinical Evaluation	35%	Clinical Exam	45%	B 80-89%
Written Quiz	35%	Written Exam	45%	C 70-79%
				D 60-69%

- *Students must achieve a 70% or above on each course to receive a diploma. F 59 and under
- Students receive graded tests and quizzes by the end of each completed course. Students will be made aware of their academic standing weekly. Students will be given one chance to retake a failed course. If a student fails their midterm exam twice they will be given the option to retry the program with the next session or withdraw from the program (see Withdrawal for more information).
- Students who are terminated by the school for academic, disciplinary, or attendance reasons as set forth by school policy may request re-entry within ten weeks of the date of termination. Such

request must be in writing to the school director and set-forth valid reasons for granting the request. This request will be reviewed and the student notified of the Director's decision. This policy does not apply to voluntary withdrawals.

Withdrawal

- If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall: (a) treat the withdrawal as a termination of the enrollment contract, effective immediately; (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination.
- If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:
 - (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
 - (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
 - (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

Termination

A student is subject to termination for violation of the following:

- A. Destroying or damaging school property
- B. Abusing any illegal drugs or alcohol.
- C. Failing to meet all school financial obligations.
- D. Cheating on a school examination.
- E. Engaging in any unlawful or improper action.
- F. Acting with disrespect toward any member of the school staff or another student.
- G. Acting with disrespect toward any member of the school staff or another student.
- H. Violating any of the conditions set forth in the signed Program Enrollment Agreement

Appeal Process

Students may appeal a determination by submitting a letter to the school director. The appeal must be based on the existence of extenuating circumstances. Extenuating circumstances may include but are not limited to, severe medical problems and an extended period of illness.

Financial Aid

- After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

- In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to:

- (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost