

# *The Dental Careers Institute*

*7766 Winghaven Blvd.*

*O'Fallon MO. 63368*

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[www.dentalcareersinstitute.net](http://www.dentalcareersinstitute.net)

## Student Handbook

And

## Course/Program Bulletin

## Dental Assisting

Owner: Eric Hurtt D.M.D.

Director: Tija K. Hunter CDA/EFDA

Instructor: Terri Conley RDH

Class Start Date: Saturday, \_\_\_\_\_ Time: 8:00am-5:00pm

Welcome to: *The Dental Careers Institute*. We look forward to sharing with you our knowledge and experience in the dental field. We are here to help you through this process and beyond. This handbook will serve as a guide for you during your time here. Although we have tried to include everything in it, if you have any questions or concerns, please do not hesitate to ask one of our staff. Good luck! We wish you nothing but the best in the journey ahead of you!

## DENTAL ASSISTING COURSE

### OUR MISSION

Is to provide our students with a basic understanding of the field of dentistry and help them obtain the skills necessary to have a successful and rewarding career.

The *Dental Assisting Course* offered here is a thirteen week program consisting of 96 hours of instruction and practical training (12 weeks). In addition to that, each student will do a 40 hour internship, totaling 136 hours of instruction (13 weeks total).

**Goal and Objective:** To prepare each student for a career in the field of dentistry. This course schedule is designed to meet that vocational goal and objectives. Each week the student will receive 4 hours of lecture and video instruction with approximately 4 hours of clinical or hands on instruction. Home work is provided with an average of 3 hours per week. There is a one hour scheduled lunch each day.

**Internship:** Is designed to give students additional hands on training that they wouldn't get in a classroom setting. They will develop practical skills and become familiar and comfortable working with and around patients. The internship office and dentist will ensure that each student get the required 40 hours' worth of training. DCI does not provide internships for its students. Internship is the responsibility of the individual student.

The students will work directly under the supervision of a licensed dentist and their staff. This will give the students valuable experience while assisting the doctor chair-side and being directly involved with sterilization and front office. Internship activities will include; Sterilization, tray set ups, Autoclave, proper handling of dental instruments, assisting the doctor during procedures, answering the phone, accounts receivable, making appointments, etc. The doctor will ensure that the required 40 hours is completed with a pass/fail grade. Students must receive a "pass" grade on their internship in order to graduate from the program.

## *Criteria for Graduation*

Students must pass two written exams, the Mid-Term and the Final, weekly quizzes, weekly competency work and the Internship as listed above to graduate.

Each student must receive a score of 80% or higher on each of the Mid-Term and Final Exams to Pass this course. Scores of 79% or lower on Mid-Term or Final Exams will result in failure of this course. Weekly quizzes from the workbook and in the lab will be graded and will count 10% of the overall grade for the class. Competency work will be evaluated weekly on a pass/fail basis. In the event that a student should fail a practical lab they will have the once chance to retake and pass. There is no retake on the Practical Final Exam which is given week 12. Student's must complete 40 hours of internship and receive an evaluation of Pass to pass either course. An evaluation of failure from the internship requirement will result in failure of either course as well. **Upon graduation students will be awarded a certificate of completion to denote their achievement.** The grading is as follows: Midterm and Final Exam=80%, Practical=10%, Weekly quizzes=10%.

Student's progress will be evaluated by weekly quizzes with questions coming from the homework, and evaluation of competency labs. Students will receive a Progress Report every two weeks, which will include current status of Pass or Fail and course of action to improve in the case of failure. If the student has not made satisfactory progress by the next progress report (two weeks) then they will receive a notification to be dropped from that course session and allowed to retake the course starting at the next session. Failure to attend the next session will result in an automatic F for the course. **In the event that a student should fail the Mid-Term exam they will have one chance to retake it. All retakes must be taken within two weeks of failed exam or competency and retake scores are used to determine pass or fail. Final exam and Practical exam cannot be retaken in the event of failure.**

### *Each student must receive/attend;*

- \*Weekly Quizzes/Lab work 80% or higher (cumulative)
- \*Mid-Term Exam (written) 80% or higher (one re-take)
- \*Final Exam (written) 80% or higher (no re-take)
- \*Practical Exam 80% or higher (no re-take)
- \*Internship Pass/Fail
- \*Attendance 96 hours Lecture with Lab/40 hour internship

**Admissions Policy** is as follows: Applicants must either be a high school diploma or equivalent credential, to be admitted into either course. Applicants must pay a \$75.00 application fee upon application. Class size is limited to 24 students per session, therefore students will be admitted on a first come first serve basis. To Apply: Applicants can obtain an application form from Tija Hunter, 7766 Winghaven Blvd, O'Fallon MO 63368, or from our web site. Applications must be submitted with \$75.00 application fee to the address above, no later than 3 days before the start of the next class. If submitted less than 3 days prior to the start of the session and there is sufficient room to allow the student in, the student will be admitted. If class size is full, then the student will be allowed to start at the next session date.

The **Standard and Grading** for student achievement is as follows: Passing scores or evaluations are 80% and higher. Failing scores or evaluations are 79% and less. Mid-term and Final written exams, as well as Competencies and Internship must each receive a Pass for graduation. Quizzes are scored weekly and cumulatively count for 10% of the overall grade. Students must pass the Practical Exam with a score of 80% or better to pass the course.

## **FOR STUDENTS PAYING IN FULL BEFORE PROGRAM START DATE:**

The **Tuition, Fees and Supplies** for the Dental Assisting course are \$3475.00, which includes:

- A. Instructional Materials-\$300.00**
  - 1. Dental Assisting Text Book with Workbook
  - 2. Additional printed information/Handouts
- B. Uniform and Safety Equipment-\$175.00**
  - 1. Scrubs
  - 2. Safety Glasses
  - 3. Name Tag
- C. Dental Supplies and Materials used for instruction and practice-\$400.00**
- D. Tuition-\$2525.00**
  - 1. CPR Class
- E. Application Fee-\$75.00**

*Additional Expenses that expected of students: White tennis shoes and socks to be worn each day are required as part of your uniform. Pencils, pens, note book paper*

**Method of Payment:** Tuition and fees is as follows: Students must pay 50% of tuition and fees before the first class in the first week of the course and 100% of tuition and fees before the first week of class in the 4<sup>th</sup> week of the course. Students will be dropped from the course if payments are not made accordingly. All major credit cards are accepted. A payment agreement will be contract in the enrollment agreement before a student begins this course.

## **CANCELLATION AND REFUND POLICY**

Rejection: If for any reason an applicant is rejected by the school, they are entitled to a full refund of all monies.

**Refund Policy:** Students must give written notice of cancellation including name, date and reason for cancellation to:

**Tija Hunter, Director; 7766 Winghaven Blvd., O'Fallon MO. 63368**

When a notice of cancellation is given within 3 days after the date that enrollment agreement is signed (not including Saturdays, Sundays or Holidays) all application-registration fees, tuition, and any other charges (full refund) shall be refunded to the student. When notice of cancellation is given after the 3<sup>rd</sup> day (not including Saturdays, Sundays or Holidays) following enrollment but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$75.00, plus the cost of uniforms (only if enrolled in the Dental Assisting course) which is not to exceed \$125.00. When notice of cancellation is given after the student's completion of the first day of class attendance, the school may retain the application-registration fee, plus the cost of any books or materials, and cost of the uniform which have been provided by the school. Tuition will be reimbursed at the schedule below.

***Refund Policy: Refunds will be given according to the following schedule:***

10% complete---90% refund

20% complete—80% refund

30% complete—70% refund

40% complete—50% refund

50% complete—40% refund

51% or more complete—no refund is given

Due to the personal protective equipment given out on the first day, at no time shall the Uniform and Safety Equipment fee of \$125 be refunded.

**FOR STUDENTS USING UGA TO FINANCE THEIR TUITION:**

**TUITION**

United Guardian Acceptance ([www.ugafinance.com](http://www.ugafinance.com)) is a financial institution to which you have, at this point gone into contract with to secure funds for attending this program. The breakdown goes as follows:

The **Tuition, Fees and Supplies** for the Dental Assisting course are \$4225.00, which includes:

- B. Instructional Materials-\$300.00**
  - 3. Dental Assisting Text Book with Workbook
  - 4. Additional printed information/Handouts
- C. Uniform and Safety Equipment-\$175.00**
  - 4. Scrubs
  - 5. Safety Glasses
  - 6. Name Tag
- E. Dental Supplies and Materials used for instruction and practice-\$400.00**
  - F. Tuition-\$2525.00**
    - 2. CPR Class
  - F. Application Fee-\$75.00**
  - G. Finance Fee-\$750.00**

**There is a \$400.00 down payment that is made to Dental Careers Institute and is due on or before the first day of class for that session. All other transactions are between you and United Guardian Acceptance. Application for funding through United Guardian Acceptance is made online. Once approved, UGA will contact you and make arrangements for payment. Assistants with your loan will go through them via their contact information.**

**Method of Payment:** All payments are due the first day of class. Students will be dropped from the course if payments are not made accordingly. A payment agreement will be contract in the enrollment agreement before a student begins this course.

### **CANCELLATION AND REFUND POLICY**

**Rejection:** If for any reason an applicant is rejected by the school, they are entitled to a full refund of all monies.

**Refund Policy:** Students must give written notice of cancellation including name, date and reason for cancellation to:

**Tija Hunter, Director; 7766 Winghaven Blvd., O'Fallon MO. 63368**

When a notice of cancellation is given within 3 days after the date that enrollment agreement is signed (not including Saturdays, Sundays or Holidays) a full refund of the application fee and \$400.00 down payment shall be refunded to the student. The loan the student has taken out with UGA will be canceled and null in void. When notice of cancellation is given after the 3<sup>rd</sup> day (not including Saturdays, Sundays or Holidays) following enrollment but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$125.00, plus the cost of uniforms (only if enrolled in the Dental Assisting

course) which is not to exceed \$125.00. The remainder of the application fee and \$400 down payment will be refunded to the student and the loan the student has taken out with UGA will be canceled and null in void. When notice of cancellation is given after the student's completion of the first day of class attendance, the school may retain the application-registration fee, plus the cost of any books or materials, and cost of the uniform which have been provided by the school. The loan the student has taken out with UGA will be canceled and null in void. Tuition will be reimbursed at the schedule below.

***Refund Policy: Refunds will be given according to the following schedule:***

10% complete---10% of loan value due/contract cancelled

20% complete—20% of loan value due/contract cancelled

30% complete—30% of loan value due/contract cancelled

40% complete—40% of loan value due/contract cancelled

50% complete—50% of loan value due/contract cancelled

51% or more complete—no refund is given and student is expected to continue their loan payment with UGA for its full term under all contract agreements with them.

**Termination or Withdrawal:** Any student may withdraw in person or in writing. Withdrawal from the program should be directed to Tija Hunter, Director. Withdrawal date will be the date the letter is received in the Director's office. Students who discontinue training for any reason are requested to have an exit interview with the Director. Exit interviews are not mandatory, but recommended.

**Dental Assisting Course Calendar:** Each course session is a twelve (12) week course, or 96 hours of instruction followed by a one week, 40 hour internship. Instruction given weeks 1-6 with a mid-term exam given on week 7. Instruction given weeks 7-12 with a final and practical exam given on week 12, followed by one week (40 hours) of internship. There are four course sessions a year, January, April, June and September.

**Absence and tardiness policy:** Class is from 8am to 5pm on Saturdays with a one hour scheduled lunch each day. Students must make up any missed class time the following week. If a student misses two or more classes the student will automatically be withdrawn

from the class. The student can choose to finish the program the following session or the student can be issued a refund based on the criteria of the of the refund policy. Half days count as whole days. Tardiness will not be tolerated for the respect of all students. If a student is later than 15 minutes the student must contact the director immediately. Exceptions will be given only to sever illness or death in the family. If a student fails and is removed from that session, or has gotten ill and can't continue with the remainder of the session, they will be allowed to attend the next session of class at no charge.

**Rules of Conduct and Appearance:** Classes begin promptly at 8:00am each Saturday and run until 5pm. If you are running late, you must call the instructor to let them know your approximate time of arrival. Students must wear uniform or scrubs and clean white tennis shoes and socks during class instruction. Students must wear safety equipment (safety glasses, gloves and masks) during all lab and operatory instructions. Students must not eat, drink smoke or chew gum during class instruction. Students must not be disruptive during class time or interfere with the instruction of other students. Failure to follow these requirements for conduct and appearance are grounds for dismissal. Students caught cheating on exams will NOT graduate this course and receive a grade of F on the final. We will not tolerate cheating of any kind.

**Student Services:** Students will receive a certificate of completion, a transcript and a letter of recommendation. Students can obtain additional copies of certificates, transcripts or letters for \$10.00 each. Students must make a written request including their name, the address where the documents should be sent, which documents and quantity with an enclosed check for the appropriate amount. The request must be addressed and checks payable to:

*The Dental Careers Institute*

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*O'Fallon, MO 63368*

**Grievances:** If a student has an incident to treatment received or an objection about their education, they must submit that in writing to the instructor within three days from the day of the incident. The instructor will then answer that appeal with in three days of receiving that letter. If the student is not satisfied with the instructor's decision, the student has the right to appeal to the Director. The Director has five days to resolve the situation with the student. This procedure must be done by the student only. No petition by more than one

student or group of students will be considered as an official appeal. Students not satisfied with The Dental Career Institute's grievance policy may pursue further resolution of complaints through the following agency.

Coordinating Board for Higher Education

PO Box 1469

Jefferson City, MO 65102

**Physical Description of School Facilities:** All classes are taught in a modern state of the art dental office complete with 6 operatories, 2 restrooms, a sterilization area, business office and reception area. Classes (lecture) will be held in the lounge area or the kitchen area of the office and lab will be held in the back office or operatories. Our office was build April 2010 and is fully handicapped accessible. Equipment available for use: 6 working operatories that include; Adec working units with a high volume evacuator, saliva ejector, two three way syringes, coupler for a high speed hand piece and coupler for a slow speed hand piece. A working chair, rheostat, overhead light, computer, water unit and supplies.

**Transferability of Credits:** The Dental Careers Institute does not accept transfer of credits from another institution nor can students transfer credits to another institution from here.

**Number of students:** The number of students for any given course may range from 4 to 20, not to exceed 24.

**Nondiscrimination Policy Statement:** The Dental Careers Institute is committed to equal opportunity for education for all persons regardless of race, color, sex, age, national origin, citizenship status (as defined under the Immigration Reform and Control Act), disability, or veteran's status.

**Faculty:**

**Eric Hurtte D.M.D.** Graduate of Southern Illinois University School of Dental Medicine, 2000. Upon graduation, Dr. Hurtte worked for a company servicing the elderly in nursing homes. He has been in private practice for 9 years, is involved in community outreach projects and continues to serve the elderly in an adult day care facility.

**Tija Hunter CDA, EFDA, FADAA** is a graduate of Missouri College (1981) and holds her Certified Dental Assistant certificate from the Dental Assisting National Boards, her Expanded Functions certification in Restorative I and II, Prosthodontics and Orthodontics through the Missouri Dental Association. She also holds her N2O Sedation Certificate from the Missouri Dental Association. She is the current office manager/assistant to Dr. Eric Hurtte.

**Terri Conley RDH** is a registered dental hygienist in the state of Missouri and has held that credential for almost 20 years. Before that Terri was a dental assistant for 12 years.

**Main Campus Location:**

Boardwalk Family Dental  
7766 Winghaven Blvd.  
O'Fallon, MO 63368

*Updated: 01-01-2014*