



## Assisting School

Dear Interested Student,

Started in 1987, this program was the first in the country to train dental assistants in an actual practicing dental office. All classes will be held in our office and you learn from dental professionals who practice and teach the most current up-to-date methods.

We have enclosed some registration materials if you wish to reserve a place in that class. Since the class fills up quickly, we suggest that you mail in your deposit at least two weeks prior to the starting date. If you would like to visit our facility, please call our office and we will arrange a tour of our office and training facility. We offer several tuition payment options **which can lower your payments to as little as \$107 per month.**

There are not many dental assisting programs to choose from in this area. We are proud of the low cost of our program. We also won't waste your time teaching you subjects that do nothing more than inflate the program to 6 months as other schools do to justify a tuition of \$10,000.

Our course is designed to give the student maximum "hands-on" training and experience in a real, working dental office. Our facility is equipped with the very latest state-of-the-art dental equipment and audio-visual teaching aids. You will be taught the most up to date techniques using the very best technology available. The teaching is stimulating, fast paced, and relies heavily on individual participation. Each group is no larger than one instructor per ten students. This insures personal attention and a worthwhile learning experience. You will not have time to be bored.

A career of helping people improve their dental health will be rewarding and enormously satisfying for you. No two days will ever be the same and your job will continuously renew itself. It is a career that will always be in demand and in need of capable, trained and caring Dental Assistants. It could be a career for you!

**Classes fill up quickly so don't wait  
until the last minute to register**

Please read over the information and call us if you have any questions. My staff and I look forward to having you in our next class!

***Start Your New Career Today !***

Sincerely,

**Brea Lewis, RDA**  
Dental Assisting Instructor



## Assisting School

### **Tuition and Financial Arrangements**

The tuition for the *DENTAL ASSISTING* course of study offered by this institution is:

**\$3149.00**

The above tuition covers all costs for the course. Lunch is not provided, however several eating establishments are within a short distance.

The course will run ten (10) consecutive weeks, eight classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training. In addition, there is approximately 60 hours of home study, plus an optional, voluntary 10 to 15 hours of observation for a total of approximately 155 course work hours.

The tuition fee includes all of the following:

- Textbook: "Modern Dental Assisting", Torres & Ehrlich, 8<sup>th</sup> Edition (Saunders)
- Textbook: "Concepts in Dental Assisting", Richard Erickson, DDS, 2nd, Edition (DCI Publishing)
- All training and visual aids, materials and dental supplies used in the clinical training.
- Use of all equipment and instrumentation with actual "hands on" training during the course of study. There no hidden costs or expenses once you get started.
- A **Certificate in Dental Assisting**, **Dental Assistant** pin, and a letter of recommendation outlining your training and experience will be awarded to all students who have attained a 70% or above grade average.
- X-ray training in accordance with state regulations.

- Training in all phases of General Dentistry, including, Endodontics, Crown & Bridge, Cosmetic Bonding, Amalgam Restorations, Impressions, Oral Surgery, Periodontics, 4-handed dentistry, front desk, and much more!
- All training is done by dental professionals in a practicing dental office, not a classroom.

The tuition may be paid using one of the following payment options:

- z **\$3149.00 at the time of registration.**
- z **\$1149.00 down payment, then \$200.00 at the beginning of each class (10 payments).**
- z **CareCredit Extended Financing (see instructions and options on next page)**

**Fill out the application on the back side and send in with your payment option. Thank You!**

I wish to register for the upcoming class and have selected one of the following 3 payment options:

- z **\$3149.00** Paid-in-Full (ENCLOSED).
- z **\$1149.00** Down payment (ENCLOSED), then **\$200.00** per week for ten weeks.

Visa       Mastercard       Check       Money Order       Care Credit

Visa or MC # \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code (3 digits): \_\_\_\_\_  
(or Care Credit #)

Cardholder Signature: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_  
(if different from student's)

Card Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

- z CareCredit® Plan (application instructions below). I have selected the following estimated CareCredit installment payment plan:
  - \$515** per month (6 mos; no interest)
  - \$150** per month (24 mos; at 11.9% APR)
  - \$107** per month (36 mos; at 11.9% APR)

Student Name: \_\_\_\_\_ (PRINT)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Soc.Sec.# \_\_\_\_\_  
last 4 digits

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CareCredit Financing Application Instructions**

You can apply for CareCredit financing in total privacy using one of the two methods below:

1. By Phone: Call 800-365-8295 and follow the automated prompts.
2. Online: Apply at [www.carecredit.com](http://www.carecredit.com) 1. Under "Doctor's name or phone" put our #: **712-255-3440**

To insure approval, enter the fee (tuition) for the course when asked (\$2800), and make sure all information is correct, especially social security numbers. Include ALL sources of household income (salary, bonuses, alimony, investments). Consider using a co-applicant if your application is denied.

Upon approval, you will be given a 16 digit number beginning with "6". Write this number in the "CareCredit #" space above, complete the rest of the information requested and send in to the address above or FAX it to **712-252-5670**

### **Refunds and Cancellations**

| A graduation certificate, letter of recommendation, and pin will only be awarded to those students attaining a 70% or above grade average. Those students whose grade average is below 70% will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of **\$1995**.

| A full refund will be made of all deposits or payments if cancellation is made before the start of the first class.

| After the first class but prior to the second class, all but **\$375.00** will be refunded if cancellation is made.

| For cancellations during Class 2 through 5, **\$250.00** per session will be charged plus **\$375.00** for the first class and any remaining balance will be refunded. There will be no refunds after the fifth session.

| Those wishing to cancel for illness or personal reasons may resume their course of study in the next class series with no penalty and may repeat the already completed sessions if desired.

# Dental Assisting

## Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our *state-of-the-art* practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive in excess of 8 hours of instruction in radiology. Our students have been trained in many of the "expanded duties" as well.. Details of the student's extensive clinical training are outlined below.

### I. Dental Theory and Terminology

- A. Dental and oral anatomy, tooth identification and numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology
- D. Equipment operation, chair positioning, assistant equipment usage
- E. Treatment options available, depending on oral conditions

### II. Receptionist - Front Desk Office Management

- A. Phone techniques and appointment book control
- B. Billing: accounts receivable and accounts payable, collections
- C. Filing insurance forms and pre-treatment estimates
- D. Insurance terminology

### III. Four-Handed Dental Assisting

- A. Instrument transfer techniques, chair-side assisting and patient suctioning
- B. Chair-side doctor-patient-assistant positioning
- C. Tub and tray systems of instruments and materials
- D. Familiarity and use of instruments and materials in assisting for:
  - 1. Operative Dentistry-amalgam and composite restorations
  - 2. Oral Surgery - instruments, procedures and post-op protocol
  - 3. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
  - 4. Endodontics - instruments, medicaments and materials: how and why they are used
  - 5. Periodontics - disease origin and usual treatment methods
  - 6. Pedodontics - commonality and differences in treating children vs. adult patients

### IV. Radiology

- A. X-ray theory and technique, use of Rinn® holders and other methods
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Developing x-rays using the automatic processor
- D. Darkroom care and maintenance
- E. X-ray identification, interpretation, safety and precautions

### V. Impressions and Model Trimming

- A. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
- B. Wax bites, counter impressions,
- C. Model pouring and trimming

### VI. Cements and Liners

- A. Introduction to various cements and liners used in dentistry
- B. Practice mixing cements and liners

### VII. Sterilization Techniques

- A. Sterilization theory and terminology, autoclave operation
- B. Instrument and equipment sterilization / disinfection
- C. Treatment room disinfection and asepsis techniques
- D. Handpiece care and maintenance

### VIII. Job Interview and Placement Assistance

- A. Proper image, dress, resume, and how to prepare for the job interview itself
- B. Difficult questions you may face - how to answer them
- C. Do's and don'ts during the interview, what to expect.