



Dental Assisting Training and Certification Program of Va. LLC.
T/A Dental Assisting Training Program of VA

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Postsecondary Schools Offering Entry- Level Dental Assisting

Volume I, 2009

Locations:

Centreville

5713 Centre Square Drive
Centreville, Va. 20120

Lorton

8998 E Lorton Station Blvd.
Lorton, Va. 22079

DATCP of Virginia, LLC. T/A Dental Assisting Training Program of VA

**In: Lorton
Centreville**

Certified to Operate in Virginia by State Council of Higher Education for Va. (SCHEV)
James Monroe Building
101 N. 14th Street
Richmond, Va. 23219

Governing Board:

Debbie Thomas, RDH, DA

Edwin W. Wentworth III

5973 Piney Grove way
Gainesville, Va. 20155

Owner: Debbie Thomas, RDH/ DA

DATCP of Virginia, LLC is registered to do business in Virginia

Disclosure: DATP of Virginia, reserves the right to change programs, start dates, tuition and to cancel programs.
Any changes will be made in accordance with the Department of Education rules and regulations.

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DATCP of Virginia, LLC.

Goal and Objectives

There is demand for Dental Assistants; they are important members of the dental health-care team. We created a certificate and training program that provides education and well trained assistants. The program provides on-the-job training, is short and usually assistants seek employment quick at a higher salary level than with no training.

The objective of DATCP of Virginia, LLC. Is to provide entry-level dental assistant training, which focuses on the fundamental knowledge and skills needed. The training takes place in actual dental offices.

The Dental Assisting Training Program has been created by a Dental Hygienist and Dental Assistant with 30 plus years of experience and some Dentist. At the moment it's only operated in Virginia.

Completing the program the assistants can be employed in a dental office as entry-level assistants and receptionists. The program also trains the assistants to take x-rays.

The Field

Becoming a dental assistant involves more than just acquiring the knowledge and developing the skills necessary to perform a variety of duties. An entry-level assistant provides assistance to patient care, the office and laboratory, works chair side with the dentist and staff. The tasks include helping making patients comfortable, preparing them for treatment and obtaining their dental and medical record, hand instruments to the dentist, helps keep patient's mouth dry, take x-rays, sterilize, disinfect, prepare tray setups and give patients instructions on pre and postoperative and general oral health care.

According to the U.S. Department of Labor, there are many opportunities as a dental assistant nationally. There is no state licensing or certification required for an entry-level dental assistant in Virginia.

Dental assisting generally requires physical work, standing on ones feet for long periods of time, in small places and moving throughout the office. Dental assistants should be in good physical health because of the close contact with the patients.

Training Program

Classroom

The training is offered on a two weekday evening sessions, Fridays and Saturdays for 9 weeks for a total of 18 class, 72 hrs within a dental office. They will be about 10 students to one instructor.

The student will be given a hands-on experience in all areas of dental assisting. They will be training in real treatment rooms, laboratories, facilities for x-ray taking and office/reception areas. There will be sessions for lecture and lab, videos/slides on DVD's that will be presented by the instructor. Class will be focusing on learning and practicing skills using treatment rooms, labs and different equipment that are being utilized in a regular dental office. There will be time for questions, answers, and review.

Sessions

Evening sessions are held from 6:00pm-10:00pm Mon. / Wen. , Tue. /Thu. Saturdays from 8:00am-4:00pm.

Dates

See Schedule

Language

The program is in English

Scope of Training

Entry-level Dental Assistant program is a basic introduction; more on-the-job training is required to be a fully functional dental assistant.

Dental Assisting Training and Certification Program

72 Clock Hours

Class objectives

Each class objective is to teach vocabulary used in the dental office, demonstrate tasks performed and allow the students to practice their skills. The classes are 4 hours long.

<u>Classes</u>	<u>Class& Lab Hrs.</u>	
Part-1 The Dental Assisting Profession	3	1
The Professional Dental Assistant The Dental Healthcare Team Dental Ethics Dentistry and the Law		
Part-2 Sciences in Dentistry	2	2
General Anatomy General Physiology Oral Embryology and Histology Head and Neck Anatomy Landmarks of the Face and Oral Cavity Overview of the Dentitions Tooth Morphology		
Part-3 Oral Health and Prevention of Dental Disease	3	1
Dental Caries Periodontal Disease Preventive Dentistry Nutrition Oral Pathology		
Part-4 Infection Control in Dentistry	3	1
Microbiology Disease Transmission and Infection Control Principles and Techniques of Disinfection and Instrument Processing and Sterilization		

Part-5 Occupational Health and Safety 3 1

Regulatory and Advisory Agencies
Chemical and Waste Management
Dental Unit Waterlines
Ergonomics

Part-6 Patient Information and Assessment 2 2

The Patient Record
Vital Signs
Oral Diagnosis and Treatment Planning
The Medically and Physically Compromised Patient
Principles of pharmacology
Assisting in a Medical Emergency

Mid term exam

Part-7 Foundation of Clinical Dentistry 4 4

The Dental Office
Delivering Dental Care
Dental Hand Instruments
Dental Handpieces and Accessories
Moisture Control
Anesthesia and Pain Control

Part-8 Dental Radiology 8 8

Foundations of Radiography, Radiographic Equipment and Radiologic Safety
Dental Film and Processing Radiographs
Legal Issues, Quality Assurance, and Infection Control
Intraoral Radiography
Extraoral and Digital Radiography

Part-9 Dental Materials

4 4

Restorative and Esthetic Dental Materials
Dental Liners, Bases, and Bonding Systems
Dental Cements
Impression Materials
Laboratory Materials and Procedures

Part-10 Assisting in Comprehensive Dental Care

8 8

General Dentistry
Matrix Systems for Restorative Dentistry
Fixed Prosthodontics
Provisional Coverage
Removable Prosthodontics
Dental Implants
Endodontics
Periodontics
Oral and Maxillofacial Surgery
Pediatric Dentistry
Coronal Polishing
Dental Sealants
Orthodontics

Part-11 Dental Administration and Communication Skills

4 0

Communication in the Dental Office
Business Operating Systems
Financial Management in the Dental Office
Marketing Your Skills

Final exam

Learning Program Materials

Program Materials

Essential of Dental Assisting, 4th edition (2007) Text Book and Workbook by D. Bird and D. Robinson, Dental Instruments Guide, 3rd edition (2009), total of 3 books.

Program classes equipment and teaching devices

All classes will be held in dental offices with the latest equipment, the program will provide all supplies necessary to perform all tasks. These dental offices are equipped with all required tools and devices to help the students learn the basic dental assisting skills. There will be dental chairs with lights, dental instrument trays, water/air syringes, autoclaves, x-ray machines, equipped darkrooms, film processors or digital x-ray equipment, dental laboratories and offices with all necessary equipment to run the offices.

Slide projector and presentation boards

Projector will be showing learning material from DVD's and different presentation boards will also be used as teaching tools.

Program Enrollment

Enrollment is open to any qualified applicant. No exclusion is allowed to any qualified applicant from enrollment based on age, race, gender, disability, or national origin by the Dental Assisting Training and Certification of Virginia, LLC.

Requirements for Enrollment:

Arrangements to pay the tuition.

Executed an enrollment agreement.

Students may not transfer any previous training or education to apply to this program.

There are no provisions for late enrollment.

Facility

Training will be taking place within functioning dental office. The students will perform hands-on tasks in operatories, labs, x-ray areas and other dental rooms.

Program area:	Lecture Size	Total Sq Ft	Lab size	Total Sq Ft
Lorton	32 ft x 22 ft	380 sq ft	9 ft x 7 ft	61.75 sq ft
Centreville	20 ft x 17 ft	340 sq ft	8 ft x 7 ft	56 sq ft

Tuition

The cost of the program is \$2,500.00 and should be paid in full prior to the first day of class. Outside lending sources maybe available that the student may make prior arrangements.

Registration

At the time of enrollment there is a deposit of \$300.00 which is applied to the tuition. Of this \$300.00, \$29 is for personal liability insurance, books and supplies, \$100.00 is the registration fee. Books are given and measurements for a set of uniforms will be taken.

Books, Learning and other Materials

There will be a textbook, a workbook and a pocket guide for dental instruments, a set of uniforms and a name tag to be worn to each class and consumable supplies are included in the tuition.

Withdraw and Refund Policy

The enrollment agreement is a legal instrument, when the program's written acceptance of the admission application. This agreement can be cancel at any time within seven calendar days after signing the contract for a full refund. If withdrawal occurs seven calendar days after signing the original contract and prior to the first class, a refund will be given except the registration fee of \$100.00. Students who elect to withdraw or are terminated from the program after the class has started the tuition will be refunded or pro-rated.

Percentage of Course Taught:	Tuition Refunded:	Tuition Owed:
Less than 25%	75%	25%
26-49%	50%	50%
50-74%	25%	75%
More than 75%	No Refund	100%

Within 45 days of the last day of class attendance a refund will be paid.

Extenuating Circumstances:

In this case the director will consider a settlement that is reasonable and fair to both parties.

Changes can be made by the program, closures, and cancellations. If that happens and the student who has started is unable to complete the training, there will be arrangement made to accommodate the student. If for some reason the program is not able to make the proper changes, the student will be refunded.

Academic Information

On the first day of class students receive a copy of the course syllabi and outlines.

Attendance:

The program requires the student to attend 72 hours of instruction. Classes that have been missed special arrangements need to be made for makeup. More than 12 hours of absences will cause dismissal from the program. If there are any extraordinary circumstances, the student is required to speak to the director to arrange ways to make up missed classes. The missed classes should be made up no later than the next time the program is offered.

An early departure or late arrival in a class over 30 minutes it will be considered an absence. The instructor will try to make up upon the student's request for missed classes at no charge.

Progress Evaluation:

There will be few quizzes before a midterm exam is given, which should be about the 6th part of the program. The instructor will advise the student after the exam of their progress. The student should receive a 75% or better as a grade, if it's less the instructor will find ways to help raise the grade. If the student is not able to raise the grade after the next quizzes, the student will be requested to withdraw. The student may return at another time or tuition to be refunded following the refund policy.

Re-enrollment and leave of absence:

Due to extenuating circumstances students may have to suspend their training, they may re-admit to the program per the director to a future date. Within a twelve month period from the original start date the training must be completed.

Student grading:

75% minimum average grade is required to pass and complete the program. Lab work will be graded as pass or fail.

Excellent is 90-100, good is 80-89, fair is 75-79 and below 75 is Failing.

Graduation:

All students who passed the program will receive a certificate. Students who didn't fulfill the program's requirements will not receive one.

Records of all students including grades, and attendance are maintained by the program and are available upon written request. The records are kept in a fire-proof place and computer records are backed up daily. A copy of the records is securely and confidentially kept in the corp. office.

There is no housing available.

Dental Assisting Training and Certification Program of Virginia, LLC. Is in compliance with the Family Education Rights and Privacy Act of 1974 Buckley Amendment, 93-380 Public Law, Section 438.

Counseling:

If any student is requesting counseling from the program, the director will refer the student to private or community personal counseling.

Library:

There will be some books, brochures, journals and other educational materials in different office locations.

Employment Placement:

The last part, the program there will be training on employment skills, resume, job skills and interview techniques. The program will seek information from many different dental office to help students get employed and will follow with the graduates who aren't

employed to help assist them with placement. The program will offer placement assistance but no guarantee for employment.

Rules of Conduct

All students are expected to conduct themselves in a professional manner, show respect towards their instructors and classmates.

Dental Assisting Training and Certification of Virginia, LLC. Reserves the right to terminate a student. The following grounds are what the administration will use for termination.

Non compliance with the program (DATCP of Virginia, LLC.) rules and regulations.

Harassment, discrimination, intimidation and sexuality.

Too many lateness, early departures and absences.

Unsatisfactory academic progress.

Payment failure.

Enrollment agreement breach.

Lying, cheating, and falsifying records.

Carrying concealed or potentially dangerous weapons.

Coming to the program under the influence or effects of drugs, narcotics and alcohol.

Unprofessional conduct.

Uniforms

The program will provide a set of uniforms and a name tag to each student and are expected to wear during classes. All students will be wearing gloves, masks, and protective glasses for whenever necessary.

The program has a zero tolerance for any drugs and alcohol. No one will be allowed to be under the influence of any substance, if an individual including any employee is on the program premises may be subject to dismissal.

There is no smoking in the dental offices; any one who wants to smoke must go outside on their break.

Anti hazing policy and sexual harassment:

Dental Assisting Training and Certification Program administration does not tolerate sexual harassment, unwelcome sexual advances, offensive comments, physical contact of a sexual nature among any one and, gestures. It includes harassment because of race, color, age, national origin, religion, disability intimidation or discrimination. Denigrating the integrity (hazing) of any one will also not be tolerating. If any one feels that they have suffered from any of the mentioned policies may be subjected to termination.

Grievance Policy and Unresolved Disputes

Disagreements or conflicts among students should be addressed directly with the individual involved. The student should inform the administration or director if the conflict hasn't gotten resolved. Complaints should be in writing and any meetings will be kept in the students file. The administration will make every attempt to resolve the issues. If the student is not satisfied with the resolution from the program s/he may contact the State Council of Higher Education for Virginia (SCHEV) at: James Monroe Building 101 North Fourteenth Street Richmond, VA 23219 804-225-2600

Director:

Debbie Thomas, RDH/ DA

Administrator:

Edwin W. Wentworth III

Program Advisors:

Dr. B. Burger
Dr. H. Lee
Dr. D. Nguyen

Instructors:

Debbie Thomas, RDH/ DA
Chad Cabrera, DA
Alex Cervantes, DDS (Mexico) DA

Class Schedule

MON/WED 6:00pm-10:00pm

TUES/THU 6:00pm-10:00pm

SATURDAY 8:00am-4:00pm

Winter

Spring

Summer

Fall

The Program is 9 weeks; classes will be 4 hours long each except Fridays and Saturdays there are 8 hours long and there will be breaks, about 15-30 minutes long.

The Program will close for New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Follow local community college closing announcements for program closing dates due to the weather.