

# **Dental Assistant Pioneers Academy**

## **Student Catalog**

**Address:**

**5107 Andrus Ave. Orlando, Fl. 32804**

**Phone: 407-900-9338**

**Website : [www.dapaedu.com](http://www.dapaedu.com)**

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## **School Information**

## **Mission Statement and Objectives**

Dental Assistant Pioneers Academy prides itself in creating a cohesive program that focuses on education and training. It is our mission to provide quality on-site education that is compatible to a real life dental laboratory and hands-on clinical experiences in the dental field. Dental Assistant Pioneers Academy enables students to exhibit the clinical skills and professional qualities required to remain in a competitive market.

### **To support our mission, our objectives are:**

- To provide a stimulating and supportive learning environment that encourages students to excel and succeed.
- Meet workforce demands for dental assistants by providing motivating and innovative education.
- Provide a caring and qualified faculty and staff that are committed to the professional and academic success of each student.
- Provide relevant program content which enables students to qualify for registry examinations where required, and that meets the expectations of employers.
- Provide resources for the personal growth of our students for the improvement of professional skills.

## **Statement of Ownership and Control**

Dental Assistant Pioneers Academy is owned solely by Natacha Overchuck.

## **Licensure**

Dental Assistant Pioneers Academy, Orlando FL is licensed by the Florida Department of Education, Commission for Independent Education. Additional information regarding the licensure of the institution may be obtained by contacting the following agency:

Commission for Independent Education Florida Department of Education [L] [SEP] 325 W. Gaines St, Suite 1414 Tallahassee, Florida 32399-0400 Phone: (888) 224-6684

Dental Assistant Pioneers Academy curriculum is approved by the Florida Board of Dentistry: 4052 Cypress Way, Bin C08 Tallahassee Florida 32399. Phone (850) 921-5389

<http://www.doh.state.fl.us/mga/dentistry>

## **Catalog and Policies**

Students are expected to be familiar with the information presented in the enrollment agreement, catalog and any addenda to the catalog. This catalog serves as a handbook for the student. By enrolling in Dental Assistant Pioneers Academy, the student agrees to abide by all policies of the institution. If at any time there is conflict between the enrollment agreement and the catalog, the enrollment agreement is the binding contract.

## **School Facilities**

Dental Assistant Pioneers Academy is located at 5107 Andrus Ave. Orlando, Fl. 32804. The total commercial office is 1686 sq. FT.

The one story mid-century modern building has a modern reception/seating area located in the front of the building immediately entering the front the front entrance. Attached is a hallway that leads to the main classroom that contains all the student desk, dry erase board, AV learning tools and projector. The classroom space is approximately 800 sq. FT. to the right is a doorway that leads into the dental laboratory. In this space you will find all the dental chairs and clinical equipment which include sterilization equipment and x-ray machines. This room measures approximately 500 sq. FT. To the left of the dental laboratory is a doorway that leads into the computer lab. This space contains 5 computer stations with functioning computers and a conference table. The computer lab measures approximately 386 sq. FT.

The dental laboratory houses a variety of different dental equipment capable of performing all expanded function/radiology duties. There are lab tables, laptops with internet access for student use . lab also equipped with a monitor, and audiovisual screen display.

## **Hours of Operation**

The hours of operation are as follows:

Monday through Friday: 8:00 am to 8:00 pm

Saturday- Sunday: 8am – 6pm

## **Program Advisory Committee**

Dental Assistant Pioneers Academy holds quarterly meetings with local dental professionals to retrieve up to date information and ideas to help ensure students are trained with the most accurate and current techniques.



# **Admissions Information**

## **Admissions Requirements**

- Minimum age of eighteen years old.
- Valid high school diploma or GED certification showing completion.
- Valid driver's license.
- Completion of a background check.
- Completion of an interview.
- If prior dental experience: a letter from a board certified Florida dentist on office letterhead verifying dates of employment and duties.
- There are no physical limitations and the facility is handicap accessible.

## **Health Screening and Immunizations**

Students are subject to obtaining Hepatitis vaccination series. It is the responsibility of each student to complete the entire series before entering any dental clinic rotation. The cost incurred is the responsibility of the student. Student is to show proof of completed series before entering any dental rotation.

## **Cardio Pulmonary Resuscitation (CPR) Training**

Students attending clinical rotations must maintain valid CPR certification. Satisfactory completion of the American Heart Association Basic Life Support for Healthcare Providers course is required. If at any time during the program the student's CPR card is near expiration, the student must re-train and provide the school with proof of satisfactory completion of a new course. The student should submit evidence of CPR certification prior to beginning any clinical training. The CPR Course is included in the Entry Level Expanded Functions/ Radiology and is covered with tuition. If student misses the class, student will have to pay an outside facility to complete CPR certification. There will be no second class offered

## **Entry Level Expanded Function/ Radiology Overview**

Dental Assistant Pioneers Academy offers an Entry Level Expanded Functions / Radiology.

Applicants are accepted on a first come basis once admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hardcopy letter, and a phone call.

Prior to externship, students are required to complete a statement of health which must be signed by a healthcare practitioner indicating that the student is in good health. Tuberculosis screening must be done no sooner than 3 months to the start of externship and immunizations must be up-to-date. The cost of this process is paid by the student.

The following items are required to complete the application process:

- Application for Admission
- Declaration (If applicable)
- Documentation Providing Evidence of Required Education
- Enrollment Agreement

## **Transfer of Academic Credit**

Dental Assistant Pioneers Academy does not accept transfer credits from any other institution.

## **Institutional Cancellation or Delay Policy**

The institution reserves the right to delay or cancel a class due to a class size that is economically too small to offer. If the class is delayed, the students will remain scheduled into the next start date. If the class is cancelled, all students enrolled in that class will be rescheduled into the next class being offered. The tuition rates will remain unchanged. A student does have the right to request a refund for that class if they choose to not continue enrollment in that class. In the event classes are permanently cancelled by the school, the student will be entitled to a refund of any tuition monies already paid for their cancelled classes.

# General Information

## Statement of Nondiscrimination

Dental Assistant Pioneers Academy admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

## Student Rights and Responsibilities

All students have the right to know:

- The school's licensing agencies.
- The school's programs, facilities, and faculty.
- The cost of attending school.
- The payment programs available if any.
- How to submit appeals under various school policies.
- The school's method of determining satisfactory academic.
- Student completion and retention rates, placement rates, and student body diversification.

### **All students have the following responsibilities:**

- To review and consider all aspects of the school program before enrolling.
- To provide additional documentation, verification, correction, etc. as requested by the school or agency.
- To read, understand, and keep copies of all forms

received.

- To notify the school of any change in their financial circumstances.
- To understand the school's satisfactory academic progress policy.
- To understand the school's refund policies.
- To sign all required certification statements.

## **New Student Orientation**

Orientation is typically held prior to the first day of class or during the first week. During orientation the student will have the opportunity to learn about the instructional and support personnel associated with the school and to review school and academic policies. It is important that students are aware of all of the resources that will be available to assist them throughout the educational process.

## **Student Dress Code**

The institution maintains a professional dress code for all students for reasons of safety as well as appearance. The dress code is designed so that students convey a message of professionalism, discipline and pride. You are to wear the following whenever you are participating in school activities unless notified otherwise by your instructor or program director. This includes all times when you are coming to school for scheduled laboratory classes, unscheduled times when you are coming for extra hands-on practice either with or without instructor guidance, and all clinic courses.

- Scrub top and bottom. White turtle neck or white T-shirt may be worn underneath the scrub top if more comfortable, but it must be tucked into the scrub bottoms and at no time is to be seen hanging beneath the scrub top.
- White socks.
- White shoes that tie with closed toes and closed heels (Shoes may have a logo such as the Nike swish that are in another color but the shoe is to be white, not white with colored stripes or contrasting colors. When in doubt, check new shoe purchases with your instructor prior to wearing so they can be returned unworn if they are inappropriate.)
- Hair must be no longer than neck length or is to be tied back. Only natural looking hair colors are acceptable.
- Single pierced earring in ears only. Earrings are to be very small hoop earring style or stud style, preferably gold or silver appearance
- Nails are to be no longer than 1/4 inch past fingertip, preferably with no polish or with clear polish only. No artificial nails are allowed.
- Jewelry is limited to wedding bands or single ring only.
- A watch is required at all times.
- White lab coat will be provided by the school for clinical training.

## **Student Conduct**

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments and for conducting themselves in a manner consistent with the best interests of the institution and the student body.

Dental Assistant Pioneers Academy reserves the right to dismiss any student for any reason including but not limited to:

- Failure to maintain satisfactory academic progress.
- Failure to pay school fees or tuition in a timely manner.
- Disruptive behavior.
- Posing a danger to the health or welfare of students, faculty or staff.
- Failure to comply with any published school rules or regulations.
- Use of profanity.
- Threatening behavior of any type.
- Violation of the school's drug and alcohol policy.
- Theft of property.

## **Student Appeal Procedure**

Dental Assistant Pioneers Academy tries its best to formulate and enforce school policies that support the mission of the institution. At times, a student may be unable to meet the school's policy as it is described due to extenuating circumstances. A student who wishes to appeal

the school's decision must submit their request in writing within three (3) business days of receiving notification of the school's decision. A student should explain all mitigating circumstances that may have existed. The school will review a student's request and make a determination if the student will be reinstated to satisfactory status. The student will be notified in writing of the decision within 10 business days. The decision is final and may not be appealed.

## **Grievance Procedure**

It is the hope of Dental Assistant Pioneers Academy staff and faculty, that all students will have an enriching experience while completing their program, however if a student has a concern or grievance, they are encouraged to resolve the grievance whenever possible, in the following manner:

1. A complaint or grievance involving an individual, fellow student, faculty member, or other staff member should be taken to that individual first in an attempt at resolution of the issue.
2. If a complaint involves a policy, procedure, or financial issue, the student should address the concern to the person tasked with enforcing the school policy.
3. Should the complaint not be resolved after attempting to address the concern, the student should make an appointment with the administrative office or write a letter to that individual outlining the points of concern, doing so within three (3) business days of the offending occurrence. The student should receive a response to the letter within three (3) business days.
4. If the complaint is still unresolved after working with the



administrative office, then the student should provide a written letter (or e-mail) grievance petition indicating the concern to the owner for the appropriate campus within three (3) business days of the office's response. The petition needs to describe the problem and indicate the perceived deficiency of the school, or school personnel, and request a specific remedy to the unresolved situation. The owner should respond to the letter, or e-mail, within three (3) business days of receipt.

### **Electronics and Cellphone Policy**

All electronic devices: iPods, cell phones, pagers, etc. are to remain in the "OFF" position during class time. Cell phones and pagers may be checked during breaks. If you have a special circumstance that requires that you be reached immediately, please see your instructor.

### **Drug and Alcohol Policy**

The school prohibits the possession, use, or distribution of illegal drugs and/or alcohol on school premises or at any school event. Additional details of the health risks, legal penalties, sanctions and information on counseling and treatment can be requested from the program director or owner.

### **Inclement Weather**

Dental Assistant Pioneers Academy will follow the directives of the public school system regarding school cancellations and late opening as a result of inclement weather unless otherwise directed by the owner.

### **Smoking**

There is no smoking inside the school, including the restrooms and break areas. Please smoke only in designated smoking areas. Properly dispose of your cigarettes and matches by not leaving them scattered on the ground and ensure they are properly extinguished.

## **Communicable Disease Policy**

Should a student contract a communicable disease, that information must be provided immediately to Dental Assistant Pioneers Academy. Depending upon the circumstances, the student may be administratively withdrawn from certain courses, particularly clinic/lab courses, or externship and then return upon resolution of the disease.

## **Sexual Harassment Policy**

The school is committed to treating its students and employees with dignity and respect. All students and employees have the right to be free from unwanted verbal, physical or sexual advances. Sexual harassment violates both federal and state laws.

If it is determined that a student or employee appears to have been harassed, there will be appropriate disciplinary action taken. If a student is involved, there may be expulsion from the institution and if an employee is involved, it may include termination from employment. If you experience any suspected harassment, it should immediately be reported to the owner of the academy.

## **Rights to Privacy and Access to Records and**

## **Procedure to Inspect Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. Each student enrolled at Dental Assistant Pioneers Academy shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance, and other information. Parents are not entitled to inspect and review financial records of their children. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's educational records are defined as files, materials, or documents including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's educational records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in a administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility or

commitment to the school.

3. Students may request a review of their educational records by submitting a written request to the administrative office. The review will be allowed during regular school hours under appropriate supervision.
4. Students may request that the institution amend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the administrative office, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, Dental Assistant Pioneers Academy will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.
5. Directory information is information on a student that the school may release to third parties without the consent of the student. Dental Assistant Pioneers Academy has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credentials

- awarded. If student does not want his or her directory information to be release to third parties without the student's consent, the student must present such a request in writing to the administrative office.
6. The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
  7. A student who believes that Dental Assistant Pioneers Academy has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

## **Transcripts**

A transcript of final grades will be retained with the student's permanent record. An official transcript is provided to the student upon completion of his/her program at no charge. Requests for additional transcripts may be made in writing to the administrative office. There is a charge of \$5.00 for each transcript. A student is not eligible to receive a diploma or transcript if he or she is not in good financial standing with the school.

## **Transferability of Credit to Other Schools**

The Course at Dental Assistant Pioneers Academy is oriented towards job preparation, not continuing education. Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution

of the student's choice. Dental Assistant Pioneers Academy does not imply, promise or guarantee that any credits earned at Dental Assistant Pioneers Academy will be transferable or accepted by any other institution. You should assume that credits earned at Dental Assistant Pioneers Academy are not transferable to other institutions unless you have personally spoken to an authorized representative of the institution to which you wish to transfer any credits and obtained assurances that it will accept Dental Assistant Pioneers Academy credits. Each institution has its own policies governing the acceptance of credit from other institutions. Students should inquire as to policies on credit transfer at any institution to which they seek admission.

## **Reasonable Accommodations Policy – Individuals with Disabilities**

### **SECTION 504 OF THE REHABILITATION ACT**

Dental Assistant Pioneers Academy does not discriminate on the basis of disability in its programs and activities in violation of Section 504 of the Rehabilitation Act, as amended and the implementing regulations (Section 504). Programs and activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to students, and nonacademic services. The person responsible for coordinating our efforts to comply with Section 504 the owner; who is also the person responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments and (2) receiving requests for academic adjustments.

# **Financial Information**

## **Tuition and Fees**

Students may pay by cash, check, money order or credit card for educational costs. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the interview. Students who are unable to make timely tuition payments must speak with the owner to continue in their program of study. Unexcused late payments may be cause for suspension or dismissal.

## **Employer Sponsorship**

Applicants currently employed are urged to look into any tuition reimbursement benefits offered by their employers. Tuition reimbursement is paid by the company directly to the employee, not to the school. Most companies require the employee to pay for their program and then reimburse the employee after completion of their program of study. Payments due to the school are not dependent on tuition reimbursement.

## **Cost of Attendance**

### **Entry Level Expanded Functions /Radiology**

- Total Tuition Cost: \$2,600
- Registration fee/ Deposit :\$300 (Non-Refundable)

Should a student's enrollment be terminated or cancelled 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 30 days before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$300.00).

## **Program Termination or Cancellation Policy**

In the event classes are permanently cancelled by the school, the student will be entitled to a refund of any tuition monies already paid for their cancelled classes.

## **Enrollment Cancellation**

A student may cancel his enrollment within three (3) consecutive days from registration of course on [www.dapaedu.com](http://www.dapaedu.com) . In the event that a student cancels his/her enrollment, within the 3 consecutive day period all tuition minus non- refundable registration fee and deposit fees is returned .

## **Insufficient Funds Policy**

There is a \$25 fee for any checks returned for insufficient funds.



# **Academic Information**

## **Graduation Requirements**

- Completion of all required lecture, laboratory, and externship clock hours as required by the course.
- A final percentage of 80% or higher in all courses.
- All fees have been paid and have cleared.

## **Definition of a Clock Hour**

## **Textbooks**

There is one required textbook for this course.

### **Essentials of Dental Assisting 6<sup>th</sup> Edition**

by: Debbie S. Robinson, Doni L. Bird

Publisher: Elsevier Health Sciences

Publication Date: October 1, 2016

## **Academic Integrity Policy**

Academic integrity is a core value at Dental Assistant Pioneers Academy. It is expected that all work submitted be your own work. If using another's thought or idea, it should

be properly cited or referenced. Any form of deception when completing an assignment is considered a form of dishonesty. Each student is expected to submit work without falsification, copyright violations, fabrication, cheating or attempts to plagiarize. In the event a violation takes place, the faculty should immediately refer the case to the owner.

## **Approach to Academic Delivery**

### **Theory Classes**

Theory/Lecture/Seminar classes are held in our classroom environment for a total of 16 hours a week

### **Laboratory Classes**

Laboratory classes are conducted at the institution's campus facility with laboratory sessions which are full day and evenings. Additional practice time may also be available to students to build laboratory skills and arrangements may be made through their instructors.

### **Clinical/Externship/Practicum**

Clinical/externship/practicum experiences are located in facilities that provide hand on experience. The locations may vary depending on the course objectives and services offered at the clinical/externship/practicum facility.

## **Class Schedules**

Class schedules are subject to change each session. Students are given academic class schedules for each term at least two weeks prior to the start of each program.

## **Attendance Policy**

### **Courses**

The technical nature and complexity of the Entry Level Expanded Functions/Radiology Course require that students attend each class, lab session, or clinical rotation. It is also expected that students will arrive at their training prepared to do their work and in appropriate dress. Acquisition of the skills needed for success in classes and in the workplace can only be mastered with regular class participation. Due to the short nature of the Entry Level Expanded Functions/Radiology there are no allowed absences or tardiness. Students must complete every scheduled class session for successful completion of the course.

Consequences for absences and/or tardiness are at the discretion of the owner and could be up to and including dismissal from the program.

### **Grading System**

A final grade will be determined by compiling a weighted average of grades awarded for the course during the module and may include laboratory projects, written tests/quizzes, class participation, professionalism, attendance, outside assignments and final examinations. Weighted averages will be specified in each individual course syllabus.

Instructors will issue grades at the end of each program. Students may request a copy of their grades from their

instructor.

If a student receives a grade of “F”, or FAIL for courses in any term, that course must be repeated in its entirety. A student must receive permission from the instructor to repeat an individual course while continuing coursework in a future term if the student is not repeating an entire term. Students cannot repeat an individual course more than once. Second failure or incompleteness of the same course will result in automatic withdrawal from the program.

Failure of more than one class in the same term may result in dismissal from the program at the discretion of the administrative office. This includes theory, lab and clinic courses.

Once a student has failed and successfully repeated a class in one term, any failures in future terms will result in dismissal from the program.

Letter	Percentage	Description	Effect
A	93-100	Above Average	Pass
B	86-92	Average	Pass
C	80-85	Minimal	Pass
F	Below 80	Fail	Fail
I		Incomplete	No Effect
W		Withdraw	No Effect

## **Satisfactory Academic Progress**

All students are expected to maintain satisfactory progress toward graduation. At the time a student begins his or her program of study, the student is considered to be making satisfactory academic progress (SAP). Satisfactory academic progress is measured in terms of cumulative grade point average (CGPA) standards (qualitative measures) and successful course completion percentage (quantitative measures). Students must successfully complete all program requirements within the maximum time frame in order to remain enrolled in the program and qualify for graduation. A minimum 80% grade is required for completion of the program.

### **Rate of Progress towards Completion Requirements**

A course successfully completed is any course in which a grade of 80% or above has been earned. Any course for which the student has a final grade is counted as attempted for purposes of calculating successful course completion percentage.

In addition to the CGPA requirements, a student must successfully complete at least 67% of all credits attempted in order to be considered as making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

### **Warning and Probation**

Student progress is evaluated at the end of each academic week. Students will be placed on warning and then probation when the CGPA and/or successful course completion percentage does not meet the minimum requirements. Students will be notified in writing of their academic status by the owner of the academy. Any action plan to improve performance will be made between the student and the instructor of the specific program and a written advising form will be placed in the student's academic file. The student and instructor must sign the advising form. The plan will be closely monitored by the instructor and program director. During the periods of warning and probation, students are considered to be making satisfactory academic progress and remain eligible for payment plans.

Students will be placed on warning the first week in which the CGPA or the rate of progress falls below the values specified above. At the end of the next week, the student will be removed from warning and returned to regular status if the student meets or exceeds the minimum standards, or will be placed on probation if they continue to fall below the specified values.

Students on probation will be evaluated at the end of their grading period of monitoring. Students who raise their CGPA and rate of progress at or above the minimum may be removed from probation and return to regular status. If a student does not meet the minimum CGPA or rate of progress requirement at the time of evaluation, the student will be dismissed from school. If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student must be dismissed from the school.

Notification of academic dismissal will be in writing. The conduct policy section of this catalog describes other

circumstances that could lead to student dismissal for nonacademic reasons. As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

Students on warning and probation are required to participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring.

Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

## **Transfer Credits**

Dental Assistant Pioneers Academy does not accept transfer credits from other institutions.

## **Appeals**

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the owner of the academy within ten (10) calendar days of receiving notification of his/her dismissal. The student should explain in writing what type of circumstances contributed to the academic problem and what plans the student has to resolve those potential problems in the future. The decision of the owner is final and may not be further appealed. For the appeal of non-academic dismissal, please refer to the grievance policy within the institution's catalog.

## **Reinstatement after Successful Appeal of Termination**

A student who did not complete the prior program and who was academically dismissed may apply for reinstatement to

the institution by submitting a written request to the owner of the academy. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait for a specific time period before being reinstated. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted must sign a new enrollment agreement and will be charged tuition consistent with the existing published rate.

## **Externship Rotations**

Clinical/externship/practicum training courses are designed to be instructional by nature by providing students with hands-on experience. Clinical/externship/practicum training is a cooperative effort between the school, student and the clinical site. It is usual that the clinical hours will be assigned during daytime hours regardless of your schedule for theory or lab classes. It is important that each student make arrangements to accommodate their clinical assignments. Clinical site locations will be provided by Dental Assistant Pioneers Academy. Students must provide their own transportation to clinical sites and lab classes. Some clinical sites may require a criminal background check and drug testing prior to commencement of the student's clinical assignment at the site.

Students must participate in clinical/externship/practicum training courses following the completion of their laboratory and theory courses. A total of 240 hours must be completed prior to the completion of Entry Level Expanded Functions / Radiology.



# **Student Privacy Protection Associated with Student Identity**

## **Verification Processes**

All identity verification methods will include privacy protection for the student, whether through internal processes or third party processes. The Learning Management System used by Dental Assistant Pioneers Academy includes an internal process for protection of student information associated with usernames and passwords, which includes a system in which no passwords are visible in the database and are encrypted and stored in a 28 character GUID, then hashed.

Many of the assignments will be prepared using Microsoft Word so students will need to be able to access Microsoft Word documents posted by their instructors and to complete their assignments using similar word processing software. There are no additional costs to the student associated with participation in the distance education delivery of courses.

## **Student Services Information**

## **Employment Services**

The school provides job search assistance for graduates in good standing. Guidance regarding resumes, as well as local and national job search assistance is also available. The school cannot and does not promise or guarantee employment upon graduation. Dental Assistant Pioneers Academy is not to be held responsible if a student is unable to obtain employment due to a previous criminal background.

## **Criminal Background Check**

Failure to pass a criminal background check may prevent student to obtain employment opportunities

## **Advising**

The staff and faculty at Dental Assistant Pioneers Academy are available for advising and consultation. Those students who may need specialized counseling in a particular area will be referred to qualified counselors in the community. It is the goal of the Dental Assistant Pioneers Academy staff and faculty to assist all students in making their educational experience as enriching and successful as possible.

## **Learning Resources**

Dental Assistant Pioneers Academy is committed to providing quality education which enables students to develop and exhibit the professional skills, personal behaviors, and track record of reliability necessary to successfully obtain entry-level employment in the respective healthcare. The institution's learning resources are customized to fit the profile of our program of study. The resources include reference materials, text books, lab

manuals, dictionaries, various preparatory testing material, as well as internet accessible information.

## **Program Information**

### **Pregnancy Policy**

Pregnancy does not preclude attendance in any of the programs offered by Dental Assistant Pioneers Academy unless the student has been counseled otherwise by her physician. Dental Assistant Pioneers Academy does not endorse the repeated scanning of pregnant students. Pregnant students may be asked to receive prior approval from their physician before attending lab or clinical classes. This additional requirement would be at the student's expense.

### **Program Objectives**

This program is designed to provide students with an entry level understanding of dental patient care procedures and

theory, dental office administration, and communication skills necessary for thorough, successful integration into a dental office.

## Program Description

### Entry Level Expanded Functions /Radiology

**Mode of Delivery: Classroom environment with instructor**

**Required Courses:** The Academy follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix for the program in which it belongs i.e. DA= Dental Assisting.

Course Number	Course Description	Clock Hours
DA 102	Dental Office Procedures	16.5
DA 103	Dental Communications	16.5
DA 104	Microbiology, Infection Control, and Hazard Communications (HIV/AIDS)	16.5
DA 105	Preventative Dental Education	16.5
DA 106	Dental Materials and Lab	16.5
DA 107	Dental Anatomy	33
DA 108	Pharmacology	16.5
DA 109	Dental and Medical Emergencies	33
DA 200	Chairside Dental Assisting I	33
DA 203	Dental Radiology	33

DA 202	Chairside Dental Assisting II	33
DA 201	Dental Specialties	33
DA 204	Chairside Dental Assisting III	33
CD 110	Career Development	33
DA 206	Dental Certification Preparation	33
DA 207	Dental Assisting Externship	240
		<b>Total Hours: 636</b>

## **Entry Level Expanded Function / Radiology**

Certificate for Expanded function/Radiology awarded upon successful completion of all coursework and a grade percentage of 80% or higher.

### **CLASS DESCRIPTIONS**

#### **DA 102 – Dental Office Procedures**

In this course, the student will learn overall aspects of dental office management, including patient reception, marketing, telephone techniques, business office systems, patient scheduling, records managements, accounts receivable, and management of patient's accounts. Inventory control and recall systems management is also emphasized. 16.5 clock hours. Prerequisite(s): None.

## **DA 103 – Dental Communications**

In this course, the student will learn early indication and historical significance of oral disease, names of individuals who had a great impact upon the profession of dentistry, and those who promoted education and organized dentistry. The student will define ethics and provide examples of the ADA's and ADAA's principles of ethics, and see how dentistry adheres to ethical principles in advertising, professional fees and responsibilities. In addition the student will learn to identify how patient care is an integral part of providing quality dental service. Topics of discussion will include effective interpersonal communication skills, professionalism, discrimination, prejudice, sexual harassment and patient education. The student will learn how to aid the dentist in the evaluation of the patient, and recognize levels of patient fear and stress. 16.5 clock hours. Prerequisite(s): None.

## **DA 104 – Microbiology, Infection Control and Hazard Communications (HIV-AIDS)**

This course prepares students for an understanding of infectious diseases and their relationship to patient education and safety. Students will also learn the universal precautions and prevention of disease transmission, and the guidelines of occupational safety for dental office personnel. 16.5 clock hours. Prerequisite(s): None.

## **DA 105 – Preventative Dental Education**

This course covers the development of a caries control program, with an emphasis on oral hygiene. Topics include the study of dental plaque, proper brushing methods, the latest methods of preventing decay, and equipment used in methods of preventing dental disorders. Students will also

learn about the role of nutrition in dental health and participate in dentistry related nutritional counseling. 16.5 clock hours. Prerequisite(s): None.

### **DA 106 – Dental Materials and Lab**

This course covers the materials used in the dental laboratory in support of treatment. Students learn the characteristics, use, control, storage and appropriate delivery of dental materials. 16.5 clock hours. Prerequisite(s): None.

### **DA 107 – Dental Anatomy**

In this course, the student will become familiar with terminology and body systems. The student will also learn specific terms relative to general human anatomy and physiology, including basic units, planes, cavities, and body systems. Other topics covered are prenatal growth and development, function of tissues, and structures in the oral cavity surrounding teeth. The study of the structure and forms of human teeth and their location in the mouth are also touched upon. The student will learn the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology. 16.5 clock hours. Prerequisite(s): None.

### **DA 108 – Pharmacology**

In this course, the student will learn pharmacology and drugs associated with treating diseases. They will also learn the importance of reference texts relating to pharmacology and drug enforcement, their use in dentistry, related terms, and parts of a prescription. 33 clock hours. Prerequisite(s): None.

## **DA 109 – Dental and Medical Emergencies**

The student will learn preparedness in dealing with common medical and dental emergencies and be familiar with contents of an office emergency kit. The student will become certified in cardiopulmonary resuscitation (CPR) and learn to handle common dental emergencies along with taking vital signs. 33 clock hours. Prerequisite(s): None.

## **DA 200 – Chairside Dental Assisting I**

In this course, the student will learn about dental office design and working environments including: how to seat and dismiss patients, necessary positioning of operator (dentist) and assistant for performance of four-handed dental procedures. The student will also learn requirements for special needs patients, instrument grasps and transfer, and methods to maintain a clear working field in the oral cavity, as well as how to use and maintain operatory (treatment room) equipment. 33 clock hours. Prerequisite (s): None.

## **DA 201 – Dental Specialties**

In this course, the student will learn the distinction between DDS and DMD, the eight specialties of dentistry, the skills performed by members of the dental team, and the educational requirements and professional organizations that represent each of the dental professions. 33 clock hours. Prerequisite(s): None.

## **DA 202 – Chairside Dental Assisting II**

A continuation of Chairside Assisting I. This course includes restorative and surgical procedures, specific surgical and restorative instruments, and all dental specialties procedures. 33 clock hours. Prerequisite(s): DA 200.



## **110CD – Career Development**

Students concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interviewing techniques. The student will develop effective communication skills to integrate professionally. 33 clock hours. Prerequisite(s): None.

## **DA203 – Dental Radiology**

In this course, the student will learn the history and biological effects of radiation, safety precautions, components of the dental x-ray unit, and their function. The student will learn how x-rays are produced and will describe composition, sizes, types and storage requirements of dental x-ray film. The student will learn how to expose and process diagnostically acceptable intraoral and external dental films using both paralleling and bisecting techniques and the use of imaging systems for dental purposes. As this course continues students will also learn common production errors, processing techniques, x-ray mounting procedures, and identification of radiographic landmarks. Procedures and state policies required for dental offices to ensure quality radiographs are also reviewed. 33 clock hours. Prerequisite(s): None.

## **DA204 – Chairside Dental Assisting III**

This course provides the principles and practices of chairside assisting. Emphasis is placed on care of the equipment and instruments, oral examination and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, rubber dam placement, cavity preparation and sterilization and infection control procedures. 33 clock hours. Prerequisite(s): DA 202.

## **DA 206 – Dental Certification Preparation**

This course is a summary of the Dental Assisting program and covers the content of material that is on the national certification exam. 33 clock hours. Prerequisite(s): All previous courses listed.

### **DA207 – Dental Assisting Externship**

This course provides an opportunity for practical application of information and skills learned in the on campus portion of the Dental Assisting program. Instructors will verify student readiness prior to externship placement. Students are then assigned to a clinical site for program completion. 240 clock hours. Prerequisite(s): All didactic courses.

## **Staff and Faculty**

- Natacha Overchuck: Owner

Credentials

Expanded Functions / Radiology Diploma From Orlando Vo Tech

- Rosario Felipe: Fulltime Instructor Expanded Function/Radiology

Credentials:

Expanded Functions / Radiology Diploma from University of Florida

## **Holidays**

The following holidays will be observed and Dental Assistant Pioneers Academy will be closed.

Martin Luther King Day: January 18, 2021

President's Day: February 15, 2021

Memorial Day: May 31, 2021

Independence Day: July 4, 2021

Labor Day: September 6, 2021

Thanksgiving Day: November 25, 2021

Day After Thanksgiving: November 26, 2021

Christmas Day: December 25, 2021

New Year's Day: January 1, 2022

## **Academic Calendar 2019-2020**

# January 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Martin Luther King Day CLOSED	19	20	21
22	23	24	25	26	27	28
29	30	31				

# February 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 President's Day CLOSED	16	17	18
19	20	21	22	23	24	25
26	27	28				

# March 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# April 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# May 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Memorial Day CLOSED	30	31			



# June 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# July 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Independence Day CLOSED	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# August 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 <b>Application Deadline</b>	2	3	4	5
6	7 <b>Course Start Date</b>	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# September 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 <b>Labor Day CLOSED</b>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# October 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Course End Date	28
29	30	31				

# November 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Final Grades Available	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving Day CLOSED	24 CLOSED	25
26	27	28	29	30		

# December 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day CLOSED	26	27	28	29	30
31	1 New Year's Day CLOSED					