

## School Catalog

January 1, 2017 through December 31, 2017

The tuition for the DENTAL ASSISTING course of study offered by this institution is **\$2,895**. The tuition covers all costs for the course. Lunch is not provided, however numerous eating establishments are nearby. The course will run ten (10) consecutive Saturdays, eight classroom hours per week for a total of eighty (80) classroom hours of instruction plus an additional clinical session (for a total of 88 hours) producing radiographs on four patients provided by the student for their CA Dental X-Ray Certification. This program includes lecture material as well as clinical "hands on" training. In addition, there is approximately 80 hours of home study for a total of approximately 168 course work hours. The extra clinical day is offered during week number nine with each student selecting a Weekday or Sunday for bringing their four clinical patients to our dental office for radiographs. Didactic/lecture instruction is delivered in the AM hours utilizing power point presentation, audio/video plus dental office equipment and products to instruct and teach "**dental**" anatomy, terminology, instruments, procedures, materials and products commonly used in California dental offices. From 1:00 to 5:00 PM the students are trained to work "manually" with the instruments and materials that were explained during the AM presentation in order to gain the clinical or "hands on experience." Students are trained to: produce intra and extra oral x-rays, mix, take and pour up patient impressions, sterilize and process dental instruments, instrument knowledge and handing them to the dentist referred as "four handed dentistry," clinical retraction and suctioning techniques, set up and cleaning of the dental operator and patient scheduling. See page 7.

OCDC's mission is to train and certify students to become **Dental Assistants** for hire, as entry-level employees in California. This program does **not** have a list of requirements for eligibility for licensure since the previously mentioned employment positions in California require Dental Board Certification in Radiation Safety and 8 hour Infection Control. OCDC is an approved California Dental Board provider of these two certifications. You graduate with a Certificate in Dental Assisting, a letter of recommendation outlining your experience and training and your State Dental Radiation Safety including 8 hour Infection Control Certificates, the only certification needed to work as a dental assistant in California; after 6 months of employment or interning you are required to obtain a CPR card. The main objective at OCDC is to prepare graduates for immediate employment or internship in the dental field without quitting their present job. The dental board grants 3 months of internship credit to the graduates of our 10-week program. Students take 1 quiz, a midterm, final exam and a clinical practical exam. A combined score of 70% is required for passing this program.

### Tuition includes the following:

- Syllabus: "Concepts in Dental Assisting", Richard Erickson, DDS, 5<sup>th</sup> Edition (2015); DCI Publishing.
- All training and visual aids, materials and dental supplies used throughout the course.
- Dental Radiology X-ray plus 8 hour Infection Control **Certification** for compliance with the California Dental Board
- Scrub Uniforms.
- Job Interview preparation and coaching.
- Digital radiology and intra oral imaging
- Free Job Placement assistance and referral service. When a dentist calls, asking for our students we will refer you to them.
- Use of all dental equipment and instrumentation with actual "hands on" training during the course of study. There are no hidden or additional expenses.
- Training in ALL aspects of General Dental assisting.
- A Certificate in Dental Assisting and a letter of recommendation outlining your training and experience will be awarded to students attaining a 70% or above grade average.
- All training is done by Dr. Eliades and Nick Eliades, R.D.A. in their actual practicing **dental office**, not a classroom at 15541 Beach Blvd Suite D, Westminster, CA 92683

Dr. Eliades is a practicing dentist who has served Orange County since 1987. He is a member of the American, California and Orange County Dental Societies. Dr. Eliades earned his California Teaching Credential at California State University Long Beach plus a B.A. in Chemistry. He received a Doctorate in Dental surgery from Northwestern University in Chicago, IL in 1985. He holds a current “dentist license” to practice dentistry in California from the California Dental Board in July, of 1987. He is board certified in dental surgery in the states of Connecticut, Illinois, Main, New York, Pennsylvania, New Hampshire, Rhode Island, Ohio, Wisconsin, Indiana, Oregon, District of Columbia, Hawaii, South Carolina and Colorado. Dr. Eliades has instructed and directed dental assisting classes at OCDC since February, of 2007.

Nick Eliades, R.D.A. has been, and continues to be, a dental assistant to Dr. Eliades since February 2007. Nick has earned a California Teaching Credential and an A.A. degree from California State University Long Beach, and maintains a current “registered dental assistant license” with the Dental Board of California, earned in July, 2006. He has instructed dental assisting at OCDC since February, of 2007.

Admission Requirements:

- 1) High School Diploma or equivalent
- 2) 18 years of age
- 3) Read, write and speak **English**  
OCDC does not provide **English** as a second language  
We accept a TOEFL score of 60 or greater  
Visit [www.ets.org](http://www.ets.org) for testing information
- 4) Being able to clearly understand the terms and conditions of the Enrollment Agreement written in **English** without help from others
- 5) Being in adequate health to perform physical tasks in the dental office
- 6) Present with a clean and orderly appearance
- 7) Attendance and all records are kept for five years, transcripts for 7 years, and are part of the student evaluation for future prospective employers.

OCDC does **not** accept any credits earned at any other dental assisting institution; this institution has **not** entered into an articulation or transfer agreement with any other college or university. OCDC does not award credit for prior experiential learning. **No** instruction will occur in a language other than English.

**Student records (Transcripts)** are according to the student’s name, class start date and the last four digits of their social security (or E.I.N. #). Financial and academic records shall be stored and maintained in the same file. Attendance, test/quiz scores, final grade and payment history documents are included. The records are maintained at OCDC for a minimum of five years, transcripts 7 years.

**Attendance** is not mandated but is recorded on the student’s transcript that is given to prospective employers. Low attendance is a poor reflection of the student’s reliability, which hurts one’s chances of future employment. Transcripts are maintained indefinitely.

**Probation policy:** students that score below 70% on the X-ray identification quiz in week five are placed on academic probation with a written warning notice; these students are given another x-ray quiz to repeat in the 6<sup>th</sup> week; students that achieve a combined score of 70% or higher on the remedial quiz plus the midterm exam are removed from academic probation; if not the student remains on probation and are given written notice stating they are unlikely to graduate from OCDC and will be dismissed. Students are given a written warning before **dismissal** from our program. Reasons for dismissal is chronic tardiness, not paying their tuition as agreed, being disruptive or rude to others and not capable of getting off of academic probation.

**Library facilities** are not provided; instead students borrow all reference material including an expansive textbook that contains useful interactive DVDs. Additionally an intensive course manual is provided. This academic work is done daily, at home (minus Saturdays).

### Student Services at OCDC

**Enrollment Services** – OCDC assists students with the enrollment process for this dental assisting program.

**Support Services** – OCDC assists with career guidance and supplemental reference materials (DVDs and supplemental textbooks) to help students develop goals, to plan for achieving desired results, and to support and contribute to students self-realization.

**Financial Services** – OCDC does not offer financial aid or student employment.

**Activity Programs** – OCDC does not offer athletics, student clubs, student government and student activities.

**All Learning Resources** such as dental text books, clinical DVD's, models and all academic assets are available to students as additional reference material in the dental office by verbally asking Dr. Eliades or Nick Eliades, R.D.A. for permission.

OCDC's **sole facility** is the Dental Office of George Eliades, D.D.S. The office has been modified to instruct a maximum of 6 students per session.

**This Facility** is a modern dental office with a comfortable lecture room.

**Training equipment** consists of everything utilized in a modern dental office including x-ray machines, masks, gloves, protective eyewear, hanpieces, computers, dental instruments and supplies, manikins, dental chairs, overhead lights, aspiration, air water deliveries, sterilization equipment, learning CD's, intra oral cameras, digital sensors, analog film, manual and automatic processing machines and dental laboratory equipment and tools. Morning lecture utilizes digital projection to deliver a power point presentation including clinical videos.

### **Placement Services**

While no guarantee of job placement is made, Dr. Eliades will advertise to other practicing dentists in Orange County the availability of trained dental assistants from OCDC at no charge to the dentists or graduates.

### **OCDC's standards for academic achievement**

Students must complete the program within ten weeks with a minimum academic average of 70%. The final grade is based on the performance on quiz, practicals and written exams on a scale of 1% to 100%.

X-ray Quiz worth 40 points is given in week # five.

Midterm Exam worth 100 points is given in week # six.

Technique Practical worth 100 points is given in week # ten.

X-Ray Practical worth 20 points is given in week # ten.

Final Exam worth 100 points is given in week # ten.

Total raw score of 360 points is possible which is converted to a % grade.

A final score below 70% scholastically is a failure. The student does not receive a certificate but is invited to re-take the entire course with half off of the cost of tuition.

### **Policies on student rights and procedure for addressing student grievances**

Students are entitled to having a safe and comfortable learning experience in the dental office, our school. Students shall be respectful and courteous to others in order to maintain a friendly and fun atmosphere where students are eager to attend and learn.

If a student has a grievance they will request a "Report of Complaint" form from Dr. Eliades or Nick Eliades, R.D.A. After completing and returning the form to Dr. Eliades, the complaint will be investigated quickly and corrective action will be implemented.

The all-inclusive \$2,895 tuition is paid using the following payment method:

**\$695.00** down payment, then **\$220.00** at the **beginning of each class** (10 payments)

THE TOTAL CHARGE FOR THE CURRENT PERIOD OF ATTENDANCE IS \$2,895

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS \$2,895

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT IS \$695

If a student obtains a loan to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### **Cancellation, Withdraw and Refund Policies**

#### **"STUDENT'S RIGHT TO CANCEL"**

Students have the right to cancel their enrollment and obtain a refund of all charges paid through attendance at the first class, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later, minus \$250 (Registration non refundable fee). No refunds will be given after the completion of the sixth week (60%).

If the student has received federal student financial aid program funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refunds are calculated by subtracting what the student owes O.C.D.C. from what the student has paid. The amount owed to O.C.D.C. is calculated by multiplying the total hours attended by \$33/hr. and then adding \$250.00 (Registration non refundable fee); subtract this sum from what you have already paid to reveal your refund.

The student requesting, completing, signing and submitting to Dr. Eliades a “Withdrawal or Leave of Absence” form initiates the Refund procedure. The student will receive the “O.C.D.C. Notice of Refund” document from Dr. Eliades within five (5) working days and a check within 45 working days.

Example: Mary Brown paid O.C.D.C. \$925. Mary decides to withdraw after the first class and before the start of the second session. She requests and submits a “Withdrawal or Leave of Absence” form. Mary is sent a check for \$411 from Orange County Dental Careers; the check will be issued within forty-five working days after receiving the completed and signed “Withdrawal or Leave of Absence” form from Mary.

**Withdrawal Policy:** All withdrawal requests must be sent to Dr. Eliades in writing and must include the following information: your full name, the program you are enrolled in, the term you are enrolled in and your reason for withdrawing. Requests to withdraw will not be accepted over the phone. Requests to withdraw must be emailed to [dentalhand@gmail.com](mailto:dentalhand@gmail.com), faxed to 714.657.3704 or mailed to: OCDC 15541 Beach Blvd. Suite D, Westminster, CA 92683. All withdrawals from this course need to be received prior to Saturday of week 6 of the term. No withdrawals will be accepted after this date.

**Leave of Absence Policy:** OCDC recognizes that situations may arise when a student may want to voluntarily interrupt his or her vocational training. OCDC is committed to handling reasonable requests for leaves in a responsible manner. This policy may not be used in lieu of disciplinary action to address any violations of the institution’s rules, regulations, policies, or practices. A student who is granted a voluntary leave while on academic and/or disciplinary status will return to that same status. The maximum length of time granted for an absence is 6 months from the date of completion of the current class that the student is withdrawing from. 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 at no cost. The “**Withdrawal or Leave of Absence**” form is requested verbally or by a written request, and then completed and returned to Dr. Eliades. The student will be notified in writing by Dr. Eliades of the approval or denial of the request for a leave within 48 hours. If the request is approved, the terms and conditions of the leave shall be set forth in the approval letter. **On/about six (6) weeks prior to the first day of classes of the quarter in which the student seeks to return, the student** must notify Dr. Eliades, in writing, of the intention to return or re-enroll at the conclusion of the leave period.

OCDC does not offer **financial aid** and does not participate in any State or Federal financial aid programs. A student enrolled in this unaccredited institution is not eligible for federal financial aid programs; federal aid is generally for programs greater than 9 months.

OCDC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

OCDC does not admit students from foreign countries.

**OCDC DOES NOT HAVE ANY RESPONSIBILITY TO FIND OR ASSIST STUDENTS IN FINDING HOUSING.**

OCDC does **not** have dormitory facilities under its control. Monthly fees for housing range from \$800-\$1,250 for studio and 1 bedroom apartments within a ten mile radius of OCDC. There is an ample supply of rentals available, with month-to-month rental agreements or annual leases offered.

It is a State requirement for students paying his or her tuition is required to pay a state-imposed assessment to the Student Tuition Recovery Fund.

### **STRF**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or (916) 431-6959 or by fax (916) 263-1897.”

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone 888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at OCDC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in dental assisting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending OCDC to determine if your certificate will transfer.

In February of 2007 this private institution (OCDC) was issued a one-year approval from the former Bureau for Private Postsecondary and Vocational Education. Subsequently this Bureau closed with a “Sunset” date of July 1, 2007; the “new” Bureau for Private Postsecondary Education replaced the former Bureau in 2010. The BPPE has approved operation of this Dental Assisting Program through November 2, 2021. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations.

## 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 graduates receive in excess of 40 hours of instruction in radiology, 75% digital. Our students graduate with CA Radiation Safety and 8 hour Infection Control Certificates. 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. California Radiation Safety Certification for Dental Radiology**

- A. X-ray theory and technique, use of Rinn<sup>®</sup> 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. P.V.S. bites, counter impressions,
- C. Model pouring and trimming along with splint fabrication.

### **VI. Cements and Liners**

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

### **VII. Infection Control 8 Hour Certification**

- A. Microbiology, Hazardous Waste, Infectious Waste and Bloodborne Pathogen training
- 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.