

# American Dental Academy

## Dental Assisting Program

### STUDENT CATALOG

January 1, 2022- December 31, 2022

212 S Atlantic Blvd Suite # 103,106

Los Angeles, CA 90022

(323) 622-6688

[www.la-ada.com](http://www.la-ada.com)

## **American Dental Academy - Dental Assisting Program**

### **LEGAL ORGANIZATION**

American Dental Academy (ADA) is an affiliated company of Western Health Occupational Training School, Inc. Western Health Occupational Training School, Inc., is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. . An approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. American Dental Academy is located at 212 S Atlantic Blvd # 103 & # 106 East Los Angeles, CA 90022. Telephone number (323) 622-6688, [www.la-ada.com](http://www.la-ada.com) .

### **MISSION**

American Dental Academy (ADA) is a private institution developed by the combined effort of Dr. Lin Y Hu and Constantino Gabrie CDT. ADA is approved to operate by the Bureau for Private Postsecondary Education. ADA offers the best possible dental assisting education in the shortest possible time consistent with proper educational procedures. ADA will help prepare interested persons in becoming part of the dental profession and assume a position as a well-respected dental assistant as it is described under United States Department of labor Code 31-9091.

### **PURPOSE**

It is our endeavor to prepare individuals with the knowledge, technical proficiency, and interpersonal skills that will allow them to become immediately employable in a dental office upon graduation. American Dental Academy is dedicated to the ideal of developing efficient, effective dental assisting through a competency based program. It is our goal to offer the best possible education in the shortest possible time consistent with proper educational procedures. Students are accepted regardless of sex, race, age, and marital status, and religious creed, ethnic or national origin.

### **OBJECTIVES**

Students will learn to pass instruments, mix filling and impression materials, take and develop dental x-rays, sterilize instruments, helping patients feel comfortable before, during, and after dental treatment, providing patients with instructions for oral care, teaching patients appropriate oral hygiene strategies to maintain oral health. Perform limited duties under the direction of a Dentist. After students have completed the Dental Assisting program, the graduates may have future opportunities to become a Registered Dental Assistant, or a Registered Dental Hygienist or a Dentist with further education, work experience and successful completion of the Dental Board Requirements. American Dental Academy (ADA) prepares students for entry-level positions as a chair side Dental Assistant. Students will learn proper chair side assisting by practicing the skills necessary to properly assist the dentist during a variety of treatment procedures.

### **No Bankruptcy Statement**

ADA does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it 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. Section. 1101 et seq.) (CEC 94909)(a)(12).

## **ADMISSION INFORMATION**

### **Statement of Non-Discrimination**

American Dental Academy does not deny admission or discriminate against students on the basis of race, color, religion, sex, age, handicap, financial status, residence or sexual orientation or nationality. ADA will reasonably accommodate applicants and students with a disability to the extent by law.

### **Transferring Units**

ADA does not accept prior experiential learning. Any student who has either attended this school or been enrolled in a similar course elsewhere and who has voluntarily ceased his/her training for a period of time may, upon paying the application fee and the assessment fee of \$40.00, be tested and given the appropriate credit, provided that all other requirements have been met.

### **Assessment Policy and Procedures**

The school director will determine the credit of tuition after the completion of an assessment examination. The maximum allowable credit will be up to 50% of the total tuition. The tuition will be reduced accordingly and the student will be informed in writing.

Provision for Appeal,

If the student is not in agreement with the results of the credit determination, he/she may appeal the decision in writing to the President and follow the steps outlined in the complaint section of this catalog. (See page 18)

### **Admission Eligibility/Requirements**

Applicants interested in enrolling are required to meet the following admissions requirements:

- 1). High School Diploma or equivalent.
- 2). 18 years of age (or with parent permission if under 18).
- 3). High school English Level documented by a high school diploma.  
ADA does not provide ESL; we accept a TOEFL score of 60 or greater.
- 4). Be able to clearly understand the terms and conditions of the Enrollment Agreement written in English without help from others.
- 5). Be in adequate health to perform physical tasks in the dental office.
- 6). Present in a clean and orderly appearance.
- 7). Attendance and tardiness records are kept and are part of the student evaluation for prospective employers.

**Note: If English is not the primary language and a student is unable to understand the terms and conditions of the enrollment, the student shall have the right to obtain a clear explanation of the terms and conditions and all the cancellation and refund policies in his or her primary language. (ADA can provide oral translation in Spanish and Chinese). If another language is needed the student will be encouraged to bring someone who can translate in the desired language.) Although some advertisement may be in multiple languages, all final recruitment**

**and final enrollment procedures will be conducted in English. Instruction is provided only in English.**

### **Ability-to-Benefit**

Foreign high school diplomas are acceptable proof of high school graduation but must be verified by a translator. Any applicant who cannot provide a high school diploma or equivalent must pass a nationally recognized *Ability-to-Benefit* test. ADA uses the *CELSA Test: Combined English Language skills Assessment Basic Forms 1 and 2*.

#### **Form 1: Passing Score 97**

#### **Form 2: Passing Score 97**

Applicants may submit an application for admission in person, by mail, or online. All applications must be submitted 30 days prior to the first day of class. No late enrollments will be accepted. Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

### **Foreign Students/ESL**

ADA does not admit students from other countries nor are Visa services provided. ADA does not offer English as a Second Language course. Students must be able to clearly understand read and write English as evidenced from the basic skills noted above and complete an interview with the President. Instruction will not be provided in any other language other than English.

**Distance Education-** ADA does not plan to offer Distance Education.

### **Re-Admission**

The school President will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The school director will determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems. If eligible, the student may reapply at the beginning of the next term. A complete new application procedure will be required, as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will begin at the beginning of the next scheduled term.

### **Exception**

A student taking a voluntary leave of absence from the school may re-enter during the next term at the point in the course where the leave was taken. No additional tuition will be required beyond the original contract. Students not returning during the next term must begin at the beginning of the program and be considered a new student.

### **Credit for previous training**

American Dental Academy does not accept prior experiential learning. Any student who has either attended this school or been enrolled in a similar course elsewhere and who has voluntarily ceased his/her training for a period of time may, upon paying the application fee and tuition, be tested and given appropriate credit, provided all other requirements have

been met. The school President will determine the credit for advancement after the advancement standing examination. The maximum allowable credit is 50% of the total program. The tuition will be reduced accordingly and the student will be informed.

## **ENROLLMENT PROCEDURES**

Classes are structured so that registration for classes is continuous through the year. Program start dates are every Monday depending on seat availability. (If an observed holiday falls on a Monday, the program enrollment will begin the following day.) Interested applicants may obtain information from the front office. Applicants are asked to make an appointment to meet the President or one of the instructors to discuss their career objectives and the ADA programs.

### **Academic School Calendar**

Contact the school President for specific dates included in the school calendar supplemental along with a listing of holidays and vacations.

**Note:** American Dental Academy does not provide English-as-a-second language instruction.

## **ACADEMIC STANDARDS AND POLICIES**

### **Grading standards, probation and dismissal policies**

Students must adhere to high standards of scholarship. An overall grade of 70% is required for graduation. Satisfactory progress is considered a grade point average of 70% or better, unsatisfactory progress is considered an overall average of below 70%. If a student receives an "I" (incomplete) for any course of training or a grade below 70%, the student may repeat the course the next time it is taught and pay a prorated portion of the tuition for that course. *A student may repeat a course only once.*

A student will be considered to have unsatisfactory progress and be on probation if his/her average is below seventy percent. The student will be removed from probation when the overall average is above seventy percent. If a student receives less than a seventy percent in the average of two courses, the student must repeat these courses and receive a passing grade in one of them the next time they are taught. If a student receives less than a seventy percent average in three courses, the student will be terminated from the program. If the student wishes to be readmitted to the program, he/she must follow the re-admittance procedures.

The School President has the discretion to place a student on probation at any time, if deemed necessary, for incidents such as repeated absences, tardiness, disruptive attitude, and inappropriate behavior e.g., foul language, disrespect to staff/ students, etc. Students placed on probation will receive notice indicating the duration of and reasons for the probation including corrective actions required to remain in good standing. However, if a student fails to comply with the corrective actions, a student will be dismissed from the school and may follow re-admittance procedures if a student wishes to be readmitted.

### **GRADING SYSTEM:**

A 90-100%; B 80-89%; C 75-79%; D 70-74%; F Below 70%; I Incomplete; W Withdrawal

Averaging all grades and assigning a letter grade as defined above obtain the overall grade

average. A grade of I is a temporary transcript entry that will be treated as an F until changed. A grade of W will be treated as an F until the course(s) is/are completed.

### **Conduct Standards**

Since career preparation is the objective of the dental assisting program, the student's conduct should be that which is normally required in the dental profession. Uses of profanity, alcoholic beverages or drugs on school property are all grounds for immediate suspension. Neither eating, drinking, nor smoking is permitted in the classrooms. Students may use the office break room for eating; however, no smoking is allowed in these facilities.

### **Knowledge of rules and regulations**

American Dental Academy reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to require a student to withdraw from the school for just cause, defined, as any cause deemed detrimental to the school or other students, as determined by the school President.

The school President may suspend students violating the conduct standards. A suspended student may apply for reinstatement after a one-month separation. The decision of the President will be final.

### **Controlled Substances, Alcohol and Drug Abuse Policy**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violation this rule will be subject to immediate termination of employment or their program training. In addition, person(s) distributing drugs to employees and/or students will be referred to the authorities and the school will press charges of drug distribution.

### **Retention of Student Records**

ADA shall maintain records of name, address, e-mail address, and telephone numbers of each student who is enrolled in the Dental Assisting Program. ADA shall maintain for each student granted a certificate, permanent records of all of the following:

1. The certificate granted and the date on which that certificate was granted;
2. The courses on which the certificate was based;
3. The grades earned by the student in the course.

ADA shall maintain for a period of not less than five years at the 212 S. Atlantic Blvd, #103, Los Angeles, CA address.

ADA shall maintain complete and accurate records of all of the following information:

- a. The educational program offered by the institution and the curriculum for the program.
- b. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- c. Any other records required to be maintained by this institution.

**Grade Reports:** The school will issue a transcript of grades at the end of the training period. Each student is entitled to one copy of his/her transcript provided the tuition account has been satisfied.

**Make-up Work:** Students may make up work missed due to excused absence at the discretion of the individual instructor.

## **GRADUATION REQUIREMENTS**

Graduates of the program receive a certificate of completion upon successful completion of their program of study. An overall average of 70 is required for graduation.

## **TRANSCRIPTS**

Transcripts are available upon request unless the student is indebted financially to the school. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of her/his academic record. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$15.00 fee. A federal or state agency, which periodically requires a transcript in order to determine a student's progress, is exempt from this fee.

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

The transferability of credits you earn at American Dental Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Dental Assisting Program 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 may 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 American Dental Academy to determine if your certificate will transfer.

**Note:** *American Dental Academy has not entered into an articulation or transfer agreement with any other college or university.*

## **SCHOOL POLICIES AND REGULATIONS**

### **Orientation**

Orientation is held on the first day of class. Notification of time and place of orientation is delivered by mail to all students.

During orientation, students will be acquainted with the rules and regulations of the school, informed of student services available, familiarized with the facilities, and introduced to instructors and administrators.

### **Attendance**

Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes. Students are responsible for all work missed during an absence and should contact an instructor regarding makeup work. Makeup work shall not be authorized for the purpose of removing an absence.

Students may not miss more than two classes during a program term for a total of 6 (six hours).

If a student misses two complete classes 12 (twelve hours), the students must make up these classes the next time the program is taught. If a student misses more than two complete Classes, the student will be terminated from the training program and must follow the institutional procedure for re-admittance.

**Note:** A complete class is defined as one six-hour class. Students must arrive on time for all scheduled classes. Any time out of class (tardiness) will be treated as absence time.

### **Family Educational Privacy Act**

All students enrolled at the school shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The procedure for reviewing records and subsequently correction or deleting portions of the records may be received from the school President.

### **Disabilities**

In accordance with the Americans with Disabilities Act, the school does not discriminate on the basis of disabilities. Persons with disabilities should contact the school to determine if their capabilities will enable them to meet the requirements for graduation.

## **STUDENT PROTECTION POLICIES**

### **Leave of absence Policy**

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. A withdrawal or *Leave of Absence* request is made in writing to the Lin Yun Hu DDS , at 212 S. Atlantic Blvd., #103, East Los Angeles, CA 90022

## **STUDENT TUITION RECOVERY FUND**

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:

Bureau for Private Postsecondary Education  
1747 N. Market BLVD. STE 225 SACRAMENTO, CA 95834  
(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 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.
8. 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 non-collection 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.

## **CANCELLATION & REFUND POLICY**

### **Cancellation Policy:**

**STUDENT'S RIGHT TO CANCEL:** The student (applicant) has a right to cancel the enrollment

agreement and obtain a refund of charges paid through attendance at the first class session, or the 7<sup>th</sup> day after enrollment, whichever is later.

All notice of cancelation should be submitted in writing, Cancelation notice will be effected immediate after is hand deliver to Lin Yun Hu DDS at: 212 S. Atlantic Blvd., #103, East Los Angeles, CA 90022.

A full refund of all monies paid will be made to any applicant who cancels the enrollment agreement within seven business days of signing the enrollment agreement and making initial payment to the school.

An applicant requesting cancellation of enrollment after more than seven business days after enrolling and signing an enrollment agreement is entitled to a refund of all monies paid minus the \$100.00 application fee.

A full refund of all monies paid will be made to any applicant who is not accepted by the school. A full refund of all monies paid will be made to any applicant if school discontinues educational service. A full refund of all monies will be made to any applicant if the school cancels or changes the time or location of the program is such a way that a student who had started the course is unable to complete.

Any monies due the applicant shall be refunded within 30 days from date of cancellation or failure to appear on or before the first day of class.

**Refund Policy:**

1. Refund computations will be based on scheduled clock hours of class attendance and calculated as of the last date of attendance. Refund will be made in full to the applicant within thirty days as directed on our policy.
2. The official date of withdrawal will be considered to have occurred the earliest of the following:
  - (a) The last date of attendance, if the students is terminated by the school; or,
  - (b) The date of receipt of written notice from the student; or,
  - (c) The day after the second complete absence from the program.
3. If an applicant pays any portion of tuition prior to entrance and does not enter school after the seven-business day cancellation privilege, a full refund of the tuition will be made to the applicant minus the \$100.00 application fee.
4. Once the student has entered school and after the expiration of the seventh-business day cancellation privilege, the following policy will be in effect:

*The student may withdraw from the course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 100% or less of the instruction. The tuition charges made by the school will be the pro rata amount of tuition based on the number of clock hours completed.*

**AN EXAMPLE OF THE REFUND POLICY:** If a student completes 12 hours of the 147-hour program and has paid the entire tuition of \$4,460.00 the student would receive a \$4,114.76 refund for the unused portion of tuition paid. This is based on the fact that the tuition is \$28.77 per instructional clock hour.

### **Financial Aid**

ADA participates in Federal Financial aid program (EDD/Worksource). It does not participate in any state financial aid. If needed ADA makes provisions for students to make payments. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund.

If the student defaults a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.
3. That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **STUDENT SUPPORT SERVICES**

**Telephones-** The front desk will take emergency calls only.

**Office Equipment-** Students are allowed to use the office telephones, copy machines, or fax machines in the Student Service Office only when the use is applicable to the needs with regard to training and/or employment. The Student Services Office hours: 9 AM – 4 PM Monday – Friday.

**Advising-** It is the mission and purpose of ADA to assist students to complete the program in which they have enrolled successfully. Academic advising is available to all students throughout the entire program.

### **Job Placement Assistance**

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. The school director will provide leads for job opportunities. The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. Although no guarantee of employment can be made, the school will make every attempt possible.

**First Aid-** First Aid services are available to students for minor injury or burns while students are engaged in laboratory work.

**Housing-** ADA does not provide housing and does not offer housing arrangement services. A variety of housing is available in the surrounding areas such as apartments and rooms for rent. The prices range from \$350.00 to \$1,000.00 and up.

**Transportation-** Routine bus and Metro-link services are available. The Atlantic Station Gold Line is within a 1 minute walking distance.

**Student to Instructor Ratio-** The maximum number of students per instructor is 10 to 1 for both lecture and laboratory.

**Resource / Library Services-** A resource center is available to all students to locate the information, which may aid them in their program of study. The resources consist of text books, reference book and the World Wide Web. Student will be available to barrow one book at a time. Student's will have to return book in seven days and should be return in good condition. In order to check out a book student will have to talk to a staff member and sign the check out log. In order to use computer students will have to arrange time by appointment with a staff member during school hours.

**PROGRAM OF STUDY**

**DENTAL ASSISTING CURRICULUM 155 Clock Hours**

American Dental Academy's Dental Assisting Program is a 8-weeks program which includes a 40-hour externship in a dental office, 8 – hours Infection Control, a 32-hour Dental Radiation Safety course, and a 3-hour CPR Certification course and 72 hour classroom course of lectures/lab for a total of 155 clock hours. The program is offered on Monday and Wednesday from 9 am – 3 pm (twice a week for 8 weeks). At the completion of the 155 clock hours, which is equivalent to credit hours, of the training, students will receive a Certificate in Dental Assisting, a Dental X-ray license approved by Dental Board of California, Infection Control Certificate approved by Dental Board of California and a CPR license approved by American Heart Association.

**Program Hours**

**Weekday classes:**

Mondays and Wednesday from 9 AM - 3 PM, Suite #103 and #106, *(This class will finish a total 155 clock hours in 8 weeks, since students meet twice a week.*

<b>WEEK</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
Week I	Orientation to the Profession/ Sterilization & Infection Control	12
Week II	Dental Anatomy & Physiology / Dental Charting	12
Week III	Initial Clinical Orientation / Instrumentation	12
Week IV	Advance Clinical Procedures 1 / Dental Materials I (Filling Materials)	12
Week V	Dental Materials II /Advance Clinical Procedures II (Impression Materials)	12
Week VI	Dental X-ray Techniques I & II / CPR	7
Week VII	Dental Radiation Safety Certificate	32
Week VIII	Infection Control Certificate	8
	Externship	<u>40</u>
<b>Total Clock Hours</b>		<b>147</b>

## **COURSE DESCRIPTIONS**

### **Orientation to the Profession (DA 101)**

A general overview of the dental profession is given including a discussion of professional team associations, dental specialties, and the role of the dental assistants and administrators in the general dental office. Dental ethics is reviewed emphasizing the dental administrator's obligation to observe established principles. A comparison is made between ethics and jurisprudence. This course includes an introduction to basic infection control and assistants are taught how to protect the patient, doctor, and themselves.

### **Sterilization & Infection Control (DA 102)**

The importance of maintaining sterility in the dental environment is discussed. Various methods of sanitization, disinfection, and sterilization are practiced. Students are given a broader look at the potential spreading of disease from a dental treatment area and an understanding of protection procedures.

### **Dental Anatomy & Physiology (DA 103)**

This course is designed to provide the student with an understanding and knowledge of dental anatomy as well as function. The individual characteristics of dental anatomy are studied as well as the human dentition and supporting structures.

### **Dental Charting (DA 104)**

This course is designed to acquaint the student with the methods and symbols used in the dental office to properly record all needed and existing treatment. The classification of cavities is discussed, and students practice preparing dental charts using appropriate symbols and abbreviations.

### **Initial Clinical Orientation (DA 105)**

This course is designed to give the student basic skills in the initial reception, seating, and examination of the patient. Demonstrations are given using basic instruments and dental filling materials. Students are taught how to develop a dental x-ray film using the automated processor and how to sterilize instruments. Chair side role-playing situations are created to give students actual experience assisting the doctor.

### **Instrumentation (DA 106)**

This course is designed to provide the student with a fundamental knowledge of the hand, surgical, and rotary instruments used in the dental office. The student will become proficient in setting up trays and passing instruments.

### **Advanced Clinical Procedures I (DA 107)**

During this course, students will assume a role-playing status and have the opportunity of assisting in various operative procedures. Students will assist with cavity preparations and fillings, root canal procedures, and simple surgical procedures. Students will take and develop x-rays, chart dental records, and sterilize instruments.

### **Dental Materials I (DA 108)**

This course is designated to provide the students with a basic understanding of the Dental filling materials commonly used in the dental office. The student will become proficient in the manipulation of filling materials through practice simulating conditions of chair side role-playing.

### **Dental Materials II (DA 109)**

This course is designed to provide students with a basic Knowledge as it relates to dental impression materials, waxes, and gypsum products. Student will see demonstrations regarding the use of impression materials and practice mixing these materials until experience is gained.

### **Advanced Clinical Procedures II (DA 110)**

#### **Preventive Dentistry**

Students will continue chair side role-playing moving into more advance procedure such as surgical extractions and crown and bridge preparations. Students will learn to educate patience about proper dental health care. Brushing, flossing, and diet are discussed along with special dental health techniques.

### **Dental X-ray Techniques I (DA 111)**

This course covers the history of radiographic with particular attention given to the potential hazards of radiation. State and OSHA Safety laws are discussed along with the procedures for affecting proper protection. The students learn about the different types of dental x-ray units, x-ray film, and the procedure for exposing a bitewing film.

### **Dental X-ray Techniques II (DA 112)**

Students learn how to expose dental peri-apical x-ray film using the Rinn bisected-angle techniques and Cephalometric films. Film development and mounting are discussed and practiced. Students are given a demonstration of panoramic radiology and gain an understanding of this special procedure.

**Cardiopulmonary Resuscitation, CPR,** Students will demonstrate life saving emergencies performed on adult, children and infants in an effort to manually preserve brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person who is in cardiac arrest or are unable to breath properly. This CPR training class empowers students to learn the core skills of CPR in a 3 hour class, and it teaches and provides a CPR Certification. The CPR training class teaches guidelines and techniques by the American Heart Association and incorporates the very latest science.

### **Dental Radiation Safety Certificate**

This completed Dental Board approved Radiation Safety Course offer students to learn all oral and dental radiology related to Dental anatomy, Dental radiology, physics of radiation/biology, radiation protection and safety, Dental X-ray Unit, films, Techniques, also radiography procedures, examination and exposure, radiography critiques, mounting as well as infection control. This three part course includes theory, laboratory and clinical. This course will also have an introduction to Digital Radiography.

**Infection Control Course** Prepares students with the policies and procedures of Infection Control which is used to prevent the transmission of microorganism from infected patient to other patients and healthcare workers minimizing the risk of spreading infection especially in clinic, hospital and human healthcare environment. This program of Education was developed to meet licensing requirements and to provide dental professionals with up to date principles and practices effective in minimizing the risk of spreading harmful pathogens to patients and staff and visitors in a dental environment as well as Occupational Health Safety Administration guidelines.

**Externship** The students will spend 40 hours in a dental office. This opportunity is offered to the student for practical application of all skills learned while in school. Although the student receives no remuneration, this experience provides actual work experience prior to graduation.

### **Continuing Education Courses**

**Coronal Polish Certification** This completed Dental Board approved Coronal Polishing Course offer students to learn how to perform Coronal polish after a licensed Dentist or Registered Dental Hygienist has determine that the teeth are free of calculus or other extraneous materials prior to coronal polishing. This is a 12- hour Course. Coronal Polishing is the process of removing plaque and extrinsic stains from the crowns of the teeth. In order to perform coronal polishing in California, you must be a Registered Dental Assistant and must complete the Board Approved Course. This Course include theory and clinical application in one of the most widely performed procedures, Coronal polishing. Upon Completion of the course requirements, you will receive a certificate which is necessary requirement for RDA licensure or if you are RDA, you may perform this procedure. This Course could be taken individually.

**Pit and Fissure Sealant Course** This completed Dental Board approved Pit and Fissure Sealant offer students the major characteristics of oral anatomy, histology, physiology, oral pathology and physiological tooth descriptions, morphology and microbiology as they relate to pit and fissure sealant. This course is designed to simplify the training of the Registered Dental Assistant. This 2 days course shall include Lecture, Laboratory and Clinical training. This is a 16-hour Course. After you have completed this course, a certificate of completion shall be given. This Course could be taken individually.

### **Textbook, Reference Books & Training Aids**

**Textbook:** Essentials of Dental Assisting 6 Edition By Debbie S. Robinson and Doni L. Bird

**Reference Books:** Essentials of Clinical Dental Assisting by Joseph E. Chasteen; Dental Assisting A Comprehensive Approach 2<sup>nd</sup> edition by Delmar Publishers Inc. Dental Radiography by O'Brien

**Training Aids:** Currently Dental Assisting trade materials, such as American Dental Association and California Dental Association annual conference update materials for Dental assisting.

**Final tests and Examination Information,** Students need to pass 12 quizzes which include:

Week I Orientation to the Profession/ Sterilization & Infection Control

## Section 20: Catalog / DA

Week II	Dental Anatomy & Physiology / Dental Charting
Week III	Initial Clinical Orientation / Instrumentation
Week IV	Advance Clinical Procedures 1 / Dental Materials I (Filling Materials)
Week V	Dental Materials II /Advance Clinical Procedures II (Impression Materials)
Week VI	Dental X-ray Techniques I & II / CPR
Week VII	Dental Radiation Safety Certificate
Week VIII	Infection Control Certificate

There will be a chapter test at the end of each Dental Assisting course, after the entire course, students need to pass a final exam worth 100 points. For Dental Radiation Safety class, students need to pass the theory and a clinical exam worth 100 points. All students will successfully complete all lecture presentation, hands-on lab training, Dental Radiation Safety class, Infection Control Certification and a CPR Certification class.

### **FACILITY LOCATION / DESCRIPTION**

- American Dental Academy's Dental Assisting Program sessions will be held at 212 S. Atlantic Blvd, Suite103 and Suite 106, East Los Angeles, California 90022. Telephone number (323) 622-6688. Website [ww.la-ada.com](http://ww.la-ada.com)
- The Dental Assisting Program will also have office space in the office of Dr. Lin Yun Hu at 212 S. Atlantic Blvd #103, East Los Angeles, California. There are four dental treatment rooms equipped with dental chairs units, and x-ray machines. There is a darkroom and an automated film processor for the development of dental x-rays.
- There is a dental lab and sterilization area. There is a computerized business office and reception room. American Dental Academy occupies the entire 1100 square feet of space. Office #103 is a typical, clinical dental office.
- The following equipment is found in the office and used in hands-on training to achieve the educational objectives for the Dental Assisting Program:  
Royal Model 16 Dental Chair Units (4); Gendex Model 6x-770 X-ray machine (2); Tuttbauer 2340 model autoclave (1); Ray Foster model processing machine (1); Star X-ray view mount (3).

### **FACULTY AND STAFF**

**Dr. Lin Y Hu, DDS**, Chief Executive/and Chief Academic Officer, School President

Dr. Lin Y. Hu received her DMD from Kunming Medical College, China, in 1984, and earned her Masters of Oral Medicine from Shanghai Second Medical University, China, in 1990. Dr. Hu is a member of the American Dental Association, California Dental Association and the Southern California Chinese Dental Association, and San Gabriel Valley Dental Society and PUNJABI Dental Society. Dr. Hu has practiced dentistry since 1984, established Gabriele Dental Center in 2000, and founded American Dental Academy in 2005. She makes the final decisions regarding all academic, faculty, and student issues.

**Constantino Gabriele, CDT**, Volunteer



Constantino Gabriele received his AA in Humanities from Ventura Community College in 1977, and then earned another AA in Dental Technology in 1980 from Los Angeles City College. In 1999, he obtained a BS in Business Management from the University of Phoenix. For about 10 years Mr. Gabriele worked as a trainer and a sales representative for American Tooth Industries. He is a member of the National Dental Laboratory Association, California Dental Laboratory Association, and the Dental Laboratory Owners Association of California. He has owned and operated American Dental Arts and Crenshaw Dental Laboratory for many years. He holds a bachelor's degree in Business Management. He trained dental laboratory technicians and owners as national trainer for Valplast International, Inc., NY. A consultant for American Tooth Industries, and is a retired Professor from Los Angeles City College. Currently holds a seat on the National Association of Dental Laboratories, National Board of Certification; NBC Board Trustee 2012 and has been nominated as an officer for 2013 - 2015 NBC Educator Board Trustee.

**Teresita Esteban, RDA, Assistant Chief Academic Officer & Instructor**

Teresita Esteban graduated with a Doctor of Dental Medicine from Centro Escolar University in 1993. She practiced dentistry several years in Philippines. She is Registered Dental Assistant in California. She has many years of experience in both dental administration and chair side dental assisting in California. She is also a member of California Dental Assistant Teachers Association. At American Dental Academy, she assists Dr. Hu and Mr. Gabriele in making decisions regarding academic, student and faculty issues; teaches dental assisting and future dental administrative courses; assist the recruitment of students and school tours; and assists students in job placement upon program completion.

**Heriberto Caro, CPR Instructor,**

Teaches the CPR training course at American Dental Academy. I've been an instructor for over 20 years for American Heart Association teaching CPR & First Aid. My Specialty is dealing with clients in the dental field. We cover all the most common emergencies in a dental office and the use of the equipment. Such as oxygen administration. I enjoy what I do and like the interaction with our students.

**Karen Rodriguez, RDA, Instructor**

Karen Been in the dental field for over 21 years. Graduate from Santa Monica College with a science associate and from Los Angeles City College with a biology associate with emphasis in dental technology. I love learning more about dentistry and sharing my knowledge, because I love what I do. When not in the office I love creating new memories with my family and always willing to try something new.

**Maria Maldonado, Program Coordinator & Teaching Assistant**

Maria Maldonado performs routine clerical and organizational tasks, organizes files, drafts messages, and facilitates in the student recruitment process, job placement and school tours for English- and Spanish-speaking student and assists teachers in the classroom.

**TUITION AND FEES**

All students enroll will have to make arrangement with the school coordinator for payment

plans.

<b>Course</b>	<b>Tuition</b>	<b>Application Fee</b>	<b>STRF Fee</b>
Dental Assisting	\$4,360.00	\$100.00	\$0.50 per every \$ 1000.00

Arrangements may be made for students to pay tuition on a monthly basis. Tuition must be paid in full when the student has completed 50 % of the program or two weeks before the student finishes the program. A late fee of \$25.00 is charged for late payments.

**IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT RECEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO REFUND MONEY NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.**

**THE TOTAL CHARGE FOR THE ENROLLMENT PERIOD IS: \$4,462.00**

**THE TOTAL ESTIMATED CHARGE FOR THE ENTIRE ENROLLED PRORAM IS: \$4,462.00**

### **PERFORMANCE FACT SHEET/ENROLLMENT AGREEMENT**

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 this agreement. The documents contain important policy and performance data for this institution. The institution is required to have the student sign and date the information included in the School Performance Fact Sheet relating to completion rates, license examination passage rates and salaries or wages, prior to signing the agreement.

### **PLACEMENT ASSISTANCE/FOLLOW-UP INFORMATION**

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

### **CERTIFICATE PROGRAM LIMITATIONS**

The Dental Assisting Program, a post-secondary certificate program is not accredited by an accrediting agency recognized by the United States Department of Education. The Dental Assisting program does not lead to licensure. Continuing education and additional experience is required to become a future RDA. (See the following requirements.)

### **STATE AND LOCAL LICENSE REQUIREMENTS TO BECOME A RDA**

According to the committee on Dental Auxiliaries (COMDA), to become a state registered Dental Assistant (RDA) an applicant must pass the RDA practical and written examination. In order to qualify to take the examination, the candidate must meet one of three requirements for basic training to become a dental assistant. Generally all applicants for RDA licensure have:

- (1) Graduate from a Board-approved (1) RDA educational program of minimum of 800 hours (approximately 8 months) or;
- (2) Completed at least 15 months of satisfactory(1,280 Hours) paid work experience as a Dental Assistant with a Dentist licensed in one of the states in the United States; or
- (3) Complete a California Department of Education approved four-month educational

program, and 11 months of work experience with a dentist(s) licensed in one of the states of the United States.

Foreign education and /or experience is not accepted

### **WEBSITE INFORMATION:**

American Dental Academy maintains a website that contains the following information:

- (1) The school catalog
- (2) A School Performance Fact Sheet
- (3) Student brochures offered by the institution
- (4) A link to the bureau's Internet Web Site
- (5) The institution's most recent annual report submitted to the bureau
- (6) Programs offered at ADA
- (7) Telephone number (323) 622-6688

<http://la-ada.com>

### **CATALOG UPDATES:**

Pursuant CCR 71810 (a), ADA will update the catalog annually. Annual updates will be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

It is the policy of ADA to provide each prospective student with a catalog prior to enrollment. The catalog will be provided either by a hard copy or electronic version which is ADA website.

A hard copy will be provided at the time initial contract is made by the prospective student at the ADA location.

An electronic version of the catalog will also be provided to a prospective student prior to enrollment. The electronic catalog will be available on the ADA website whereby prospective students are able to click on a catalog icon where the student can view the catalog or print it.

The electronic version of the catalog can also be email to any prospective student that calls the ADA office.

If prospective students bring an electronic device to any initial meeting to ADA, then an electronic version may also be transferred to the student device upon request.

### **COMPLAINT PROCEDURE**

From time to time circumstances will arise where a student wishes to sit down with the school president and discuss a problem or complaint. Students should feel free to see the president to make an appointment for a convenient time where concerns can be discussed. The school president will remain readily available to students.

If, after discussing your complaint with the school president, you still feel that your complaint has not been resolved, you may follow the review procedures listed below:

1. Write a complete description of your complaint and present it to the school director
2. Within ten days of receiving your written complaint, the school president will appoint a review board consisting of the school president, one instructor, and one student.
3. The review board will meet within five business days of the appointment and review the written complaint as well as meet with the complainant.
4. The review board will issue a decision within ten days of the final hearing on a particular complaint. The decision of the review board will be final.

**NOTICE:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 957834

. PO Box 980818, West Sacramento, CA 95798-0818;

Web site Address:[www.bppe.ca.gov](http://www.bppe.ca.gov) Toll-free Telephone#: (888) 370-7589 or by fax (916) 263-1897 or dial direct 1 (916) 431-6959

**COMPLAINT:** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1(888) 370-7589 toll-free 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)

# American Dental Academy

## Dental Administration Program

### STUDENT CATALOG

January 1, 2022- December 31, 2022

212 S Atlantic Blvd Suite # 103,106

Los Angeles, CA 90022

(323) 622-6688

[www.la-ada.com](http://www.la-ada.com)

## **American Dental Academy - Dental Administration Assisting Program**

### **LEGAL ORGANIZATION**

American Dental Academy (ADA) is an affiliated company of Western Health Occupational Training School, Inc. Western Health Occupational Training School, Inc., is a private for Profit Corporation and is approved to operate by the Bureau for Private Postsecondary Education. An approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. American Dental Academy is located at 212 S Atlantic Blvd # 103 & # 106 East Los Angeles, CA 90022. Telephone number (323) 622-6688, [www.la-ada.com](http://www.la-ada.com).

### **MISSION**

American Dental Academy (ADA) is a private institution developed by the combined effort of Dr. Lin Y. Hu . ADA is approved to operate by the Bureau for Private Postsecondary Education. ADA offers the best possible dental administration education in the shortest possible time consistent with proper educational procedures. ADA will help prepare interested persons in becoming part of the dental profession and assume a position as a well-respected professional dental administration assistant as it is described under United States Department of Labor Code 43-1000.

### **PURPOSE**

It is our endeavor to prepare individuals with the knowledge, technical proficiency, and interpersonal skills that will allow them to become immediately employable in a dental office upon graduation. American Dental Academy is dedicated to the ideal of developing efficient, effective dental administrators through a competency based program. It is our goal to offer the best possible education in the shortest possible time consistent with proper educational procedures. Students are accepted regardless of sex, race, age, and marital status, and religious creed, ethnic or national origin.

### **OBJECTIVES**

American Dental Academy (ADA) prepares students for an entry-level position as a Dental Administration Assistant. Students will learn proper procedures to check in patients and scheduling appointments in a dental office; Filing and maintains patient records, billing, coding for insurance purposes and keep track of mails. Modern dentistry requires the coordination and assistance of a dental administrator and receptionist well-trained in dental knowledge, customer service, communication skills, and protocols needed to smoothly manage the office of a dental practice. After students have completed the Dental Administration Assisting Program training, the graduates may have future opportunities to pursuit leadership as a dental administration assistant and become office manager. Other potential positions are supervisory, middle management, instructor, or even sales representative according to The California Employment Development Department Labor Market Information Division.

### **No Bankruptcy Statement**

ADA does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it 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. Section. 1101 et seq.) (CEC 94909)(a)(12).

### **ADMISSION INFORMATION**

#### **Statement of Non-Discrimination**

American Dental Academy does not deny admission or discriminate against students on the basis of race, color, religion, sex, age, handicap, financial status, residence or sexual orientation or nationality. ADA will reasonably accommodate applicants and students with a disability to the extent by law.

#### **Transferring Units**

ADA does not accept prior experiential learning. Any student who has either attended this school or been enrolled in a similar course elsewhere and who has voluntarily ceased his/her training for a period of time may, upon paying the application fee and assessment fee of \$40.00, be tested and given the appropriate credit, provided that all other requirements have been met.

#### **Assessment Policy and Procedures,**

The school director will determine the credit for advancement after the completion of an assessment examination. The maximum allowable credit will be up to 50% of the total tuition. The tuition will be reduced accordingly and the student will be informed in writing.

Provision for Appeal,

If the student is not in agreement with the results of the credit determination, he/she may appeal the decision in writing to the Director and follow the steps outlined complaint section of this catalog. (See page 17.)

#### **Admission Eligibility/Requirements**

Applicants interested in enrolling are required to meet the following admissions requirements:

- 1). High School Diploma or equivalent.
- 2). 18 years of age (or with parent permission if under 18).
- 3). High school English Level documented by a high school diploma.  
ADA does not provide ESL; we accept a TOEFL score of 60 or greater.
- 4). Be able to clearly understand the terms and conditions of the Enrollment Agreement written in English without help from others.
- 5). Be in adequate health to perform physical a tasks in the dental office.
- 6). Present in a clean and orderly appearance.

- 7). Attendance and tardiness records are kept and are part of the student evaluation for prospective employers.

**Note: If English is not the primary language and a student is unable to understand the terms and conditions of the enrollment, the student shall have the right to obtain a clear explanation of the terms and conditions and all the cancellation and refund policies in his or her primary language. (ADA can provide oral translation in Chinese and Spanish). If another language is needed the student will be encouraged to bring someone who can translate in the desired language. However, all recruitment and final enrollment procedures will be conducted in English.**

**Ability-to-Benefit-** Foreign high school diplomas are acceptable proof of high school graduation but must be verified by a translator. Any applicant who cannot provide a high school diploma or equivalent must pass a nationally recognized *ability-to-Benefit* test. ADA uses the *CELSA Test: Combined English Language skills Assessment Basic Forms 1 and 2*.

**Form 1: Passing Score 97**

**Form 2: Passing Score 97**

Applicants may submit an application for admission in person, by mail, or online. All applications must be submitted 30 days prior to the first day of class. No late enrollments will be accepted.

Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

**Foreign Students/ESL**

ADA does not admit students from other countries nor does it offer Visa services. ADA does not offer English as a Second Language course. Students must be able to clearly understand read and write English as evidenced from the basic skills noted above and complete an interview with the Program President. Instruction will not be provided in any other language other than English.

**Distance Education** American Dental Academy does not plan to offer Distance Education.

**Re-Admission**

The school President will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The school director will determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems. If eligible, the student may reapply at the beginning of the next term. A complete new application procedure will be required, as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will begin at the beginning of the next scheduled term.

**Exception**

A student taking a voluntary leave of absence from the school may re-enter during the next term at the point in the course where the leave was taken. No additional tuition will be



required beyond the original contract. Students not returning during the next term must begin at the beginning of the program and be considered a new student.

### **Credit for previous training**

American Dental Academy does not accept prior experiential learning.

Any student who has either attended this school or been enrolled in a similar course elsewhere and who has voluntarily ceased his/her training for a period of time may, upon paying the application fee and tuition, be tested and given appropriate credit, provided all other requirements have been met. The school president will determine the credit for advancement after the advancement standing examination. The maximum allowable credit is 50% of the total program. The tuition will be reduced accordingly and the student will be informed.

## **ENROLLMENT PROCEDURES**

Classes are structured so that registration for classes is continuous through the year. Program start dates are every Monday depending on seat availability. (If an observed holiday falls on a Monday, the program enrollment will begin the following day.) Interested applicants may obtain information from the front office. Applicants are asked to make an appointment to meet the Director or one of the instructors to discuss their career objectives and the ADA programs.

### **Program Hours**

Classes are held every Wednesday from 8 AM – 2 PM for the first seven weeks, and then every Tuesday or Friday mornings from 8 AM – 2 PM for the last five weeks of the program.

### **Academic School Calendar**

Contact the school director for specific dates included in the school calendar supplemental along with a listing of holidays and vacations. **Note:** American Dental Academy does not provide English-as-a-second language instruction.

## **ACADEMIC STANDARDS AND POLICIES**

### **Grading standards, probation and dismissal policies,**

Students must adhere to high standards of scholarship. An overall grade of 70% is required for graduation. Satisfactory progress is considered a grade point average of 70% or better, unsatisfactory progress is considered an overall average of below 70%. If a student receives an ( I ) incomplete for any course of training or a grade below 70%, the student may repeat the course the next time it is taught and pay a prorated portion of the tuition for that course. *A student may repeat a course only once.*

A student will be considered to have unsatisfactory progress and be on probation if his/her average is below seventy percent. The student will be removed from probation when the overall average is above seventy percent. If a student receives less than a seventy percent average in two courses, the student must repeat these courses and receive a passing grade in at least one of them the next time they are taught. If a student receives less than a seventy

percent average in three courses, the student will be terminated from the program. If the student wishes to be readmitted to the program, he/she must follow the re-admittance procedures.

The School President has the Discretion to place student on probation at any time, if deemed necessary, for incidents such as repeated absences, tardiness, disruptive attitude, inappropriate behavior e.g., foul language, disrespect to staff/ students, etc. Students placed on probation will receive notice indicating the duration of and reasons for the probation including corrective actions required to remain in good standing. However, if students fail to comply with the corrective actions, student will be dismissed from the school and follow re-admittance procedures if wishes to be readmitted.

### **GRADING SYSTEM:**

*A 90-100%; B 80-89%; C 75-79%; D 70-74%; F Below 70%; I Incomplete; W Withdrawal*

Averaging all grades and assigning a letter grade as defined above obtain the overall grade average. A grade of I is a temporary transcript entry that will be treated as an F until changed. A grade of W will be treated as an F until the course(s) is/are completed.

### **Conduct Standards**

Since career preparation is the objective of the dental administration program, the student's conduct should be that which is normally required in the dental profession. Uses of profanity, alcoholic beverages or drugs on school property are all grounds for immediate suspension. Neither eating, drinking, nor smoking is permitted in the classrooms. Students may use the office break room for eating; however, no smoking is allowed in these facilities.

### **Knowledge of rules and regulations**

American Dental Academy reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to require a student to withdraw from the school for just cause, defined, as any cause deemed detrimental to the school or other students, as determined by the school President. The school President may suspend students violating the conduct standards. A suspended student may apply for reinstatement after a one-month separation. The decision of the President will be final.

### **Controlled Substances, Alcohol and Drug Abuse Policy**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violation this rule will be subject to immediate termination of employment or their program training. In addition, person(s) distributing drugs to employees and/or students will be referred to the authorities and the school will press charges of drug distribution.

### **Retention of Student Records:**

ADA shall maintain records of name, address, email address, and telephone numbers of each

student who is enrolled in the Dental Assisting Program. ADA shall maintain for each student granted a certificate, permanent records of all of the following:

4. The certificate granted and the date on which that certificate was granted;
5. The courses on which the certificate was based;
6. The grades earned by the student in the course.

ADA shall maintain for a period of not less than five years at the 212 S. Atlantic Blvd, #103, Los Angeles, CA 90022 address.

ADA shall maintain complete and accurate records of all of the following information:

- d. The educational program offered by the institution and the curriculum for the program.
- e. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- f. Any other records required to be maintained by this institution.

**Grade Reports:** The school will issue a transcript of grades at the end of the training period. Each student is entitled to one copy of his/her transcript provided the tuition account has been satisfied.

**Make-up Work:** Students may make up work missed due to excused absence at the discretion of the individual instructor.

### **GRADUATION REQUIREMENTS**

Graduates of the program receive a certificate of completion upon successful completion of their program of study. An overall average of 70 is required for graduation.

### **TRANSCRIPTS**

Transcripts are available upon request unless the student is indebted financially to the school. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of her/his academic record. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$15.00 fee. A federal or state agency, which periodically requires a transcript in order to determine a student's progress, is exempt from this fee.

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

The transferability of credits you earn at American Dental Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Educational Program 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 American Dental Academy to determine if your certificate will transfer.

**Note:** American Dental Academy has not entered into an articulation or transfer agreement with any other college or university.

## **SCHOOL POLICIES AND REGULATIONS**

### **Orientation**

Orientation is held on the first day of class. Notification of time and place of orientation is delivered by mail to all students.

During orientation, students will be acquainted with the rules and regulations of the school, informed of student services available, familiarized with the facilities, and introduced to instructors and administrators.

### **Attendance**

Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes. Students are responsible for all work missed during an absence and should contact an instructor regarding makeup work. Makeup work shall not be authorized for the purpose of removing an absence.

Students may not miss more than two classes during a program term for a total of 12 hours. If a student misses two complete classes (twelve hours), the student must make up these classes the next time the program is taught. If a student misses more than two complete classes, the student will be terminated from the training program and must follow the institutional procedure for re-admittance.

**Note:** A complete class is defined as one six-hour class. Students must arrive on time for all scheduled classes. Any time out of class (tardiness) will be treated as absence time.

### **Family Educational Privacy Act**

All students enrolled at the school shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The procedure for reviewing records and subsequently correction or deleting portions of the records may be received from the school President.

**Disabilities** In accordance with the Americans with Disabilities Act, the school does not discriminate on the basis of disabilities. Persons with disabilities should contact the school to determine if their capabilities will enable them to meet the requirements for graduation.

## **STUDENT PROTECTION POLICIES**

### **Leave of absence Policy**

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. A withdrawal or *Leave of Absence* request is made in writing to the Director

Constantino Gabriele CDT, 212 S. Atlantic Blvd., #103, East Los Angeles, CA 90022.

### **STUDENT TUITION RECOVERY FUND**

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:

Bureau for Private Postsecondary Education  
1747 N. Market BLVD. STE 225  
SACRAMENTO, CA 95834  
(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:

9. 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.
10. 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 within the 120-day period before the program was discontinued.
11. 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.
12. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
13. 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.

14. You have been awarded restitution, a refund, or other monetary award by an arbitrator or courts, 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.
15. 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.
16. 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 non-collection 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.

## **CANCELLATION & REFUND POLICY**

### **Cancellation Policy:**

**STUDENT'S RIGHT TO CANCEL:** The student (applicant) has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 7<sup>th</sup> day after enrollment, whichever is later.

All notice of cancelation should be submitted in writing. Cancelation notice will be effected immediate after is hand deliver to Lin Yun Hu DDS at: 212 S. Atlantic Blvd., #103, East Los Angeles, CA 90022.

A full refund of all monies paid will be made to any applicant who cancels the enrollment agreement within seven business days of signing the enrollment agreement and making initial payment to the school.

An applicant requesting cancellation of enrollment after more than seven business days after enrolling and signing an enrollment agreement is entitled to a refund of all monies paid minus the \$100.00 application fee.

A full refund of all monies paid will be made to any applicant who is not accepted by the school. A full refund of all monies paid will be made to any applicant if school discontinues educational service. A full refund of all monies will be made to any applicant if the school cancels or changes the time or location of the program in such a way that a student who had started the course is unable to complete.

Any monies due the applicant shall be refunded within 30 days from date of cancellation or failure to appear on or before the first day of class.

**Refund Policy:**

1. Refund computations will be based on scheduled clock hours of class attendance and calculated as of the last date of attendance. Refund will be made in full to the applicant within thirty days as directed on our policy.
2. The official date of withdrawal will be considered to have occurred the earliest of the following:
  - (a) The last date of attendance, if the students is terminated by the school; or,
  - (b) The date of receipt of written notice from the student; or,
  - (c) The day after the second complete absence from the program.
3. If an applicant pays any portion of tuition prior to entrance and does not enter school after the seven-business day cancellation privilege, a full refund of the tuition will be made to the applicant minus the \$100.00 application fee.
4. Once the student has entered school and after the expiration of the seventh-business day cancellation privilege, the following policy will be in effect:
  - (a) The student may withdrawal from the course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 100% or less of the instruction. The tuition charges made by the school will be the pro rata amount of tuition based on the number of clock hours completed.

**AN EXAMPLE OF THE REFUND POLICY:** If a student completes 12 hours of the 115-hour program and has paid the entire tuition of \$3,600.00 the student would receive a \$3,224.35 refund for the unused portion of tuition paid. This is based on the fact that the tuition is \$31.30 per instructional clock hour.

**Financial Aid**

ADA participates in the Federal Financial aid Program (EDD/Worksource). It does not participate in any state financial aid. If needed, ADA makes provisions for students to be able to make payments. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund.

If the student defaults on the loan, both of the following may occur:

4. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
5. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

**STUDENT SUPPORT SERVICES**

**Telephones-** The front desk will take emergency calls only.

**Office Equipment-** Students are allowed to use the office telephones, copy machines, or fax machines in the Student Service Office only when the use is applicable to the needs with regard to training and/or employment. The Student Services Office hours are 9am – 4pm

Monday – Friday

**Advising-** It is the mission and purpose of ADA to assist students to complete the program in which they have enrolled successfully. Academic advising is available to all students throughout the entire program.

### **Job Placement Assistance**

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. The school director will provide leads for job opportunities. The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. Although no guarantee of employment can be made, the school will make every attempt possible.

**First Aid-** First Aid services are available to students for minor injury or burns while students are engaged in laboratory work.

**Housing-** ADA does not provide housing and does not offer housing arrangement services. A variety of housing is available in the surrounding areas such as apartments and rooms for rent. The prices range from \$350.00 to \$1,000.00 and up.

**Transportation-** Routine bus and Metro-link services are available. The Atlantic Station Gold Line is within a 1 minute walking distance.

**Student to Instructor Ratio** -The maximum number of students per instructor is 10 to 1 for both lecture and Laboratory.

**Resource / Library Services--** A resource center is available to all students to locate the information, which may aid them in their program of study. The resources consist of text books, reference book and the World Wide Web. Student will be available to barrow one book at a time. Student's will have to return book in seven days and should be return in good condition. In order to check out a book student will have to talk to a staff member and sign the check out log. In order to use computer students will have to arrange time by appointment with a staff member during school hours.

## **PROGRAM OF STUDY**

### **DENTAL ADMINISTRATION CURRICULUM**

**115 Clock Hours**

American Dental Academy's Dental Administration Assisting program is a twelve week program which involves 115 clock hours, twelve weeks of "hands-on" training where students have an opportunity to learn dental procedures and terminology in the first seven weeks; and customer service etiquette, communication techniques, computer scheduling and charting skills necessary to ensure the smooth running of a dental office for the last five weeks. At the completion of the 115 hours, which is equivalent to credit hours, of the twelve-week training, which includes a 40-hour externship in a local dental office and 3 hours of CPR training, students will receive a Certificate of Dental Administration Assisting and a CPR license



approved by the American Heart Association.

The externship may be completed in one week or may be spread over a period of several weeks depending on the availability of the student and or the doctor overseeing the externship. The course of study includes the following on a weekly basis:

Classes are held every Wednesday from 8 AM – 2 PM for the first seven weeks, and then every Tuesday or Friday mornings from 8 AM – 2 PM for the last five weeks of the program.

<b>WEEK</b>	<b>SUBJECT</b>	<b>CLOCK HOURS</b>
Week I	Orientation to the Profession	6
Week II	Sterilization & Infection Control	6
Week III	Dental Anatomy & Physiology	6
Week IV	Dental Charting	6
Week V	Initial Clinical Orientation	6
Week VI	Instrumentation	6
Week VII	Advanced Clinical Procedures I	6
Week VIII	Developing Front-office Communication Skills	6
Week IX	Fundamental Computer Skills and Written Communication	6
Week X	Managing Dental Services & Patient Payment Plans	6
Week XI	Introduction to Computer Dental Software	6
Week XII	Dentistry Marketing and Mastering Administrative Skills	6
	CPR training	3
	Externship	<u>40</u>
<b>Total Clock Hours</b>		<b>115</b>

## **COURSE DESCRIPTIONS**

### **Orientation to the Profession (DAC 101)**

A general overview of the dental profession is given including a discussion of professional team associations, dental specialties, and the role of the dental assistants and administrators in the general dental office. Dental ethics is reviewed emphasizing the dental administrator's obligation to observe established principles. A comparison is made between ethics and jurisprudence. This course includes an introduction to basic infection control and assistants are taught how to protect the patient, doctor, and themselves.

### **Sterilization & Infection Control (DAC102)**

The importance of maintaining sterility in the dental environment is discussed. Various methods of sanitization, disinfection, and sterilization are practiced. Students are given a broader look at the potential spreading of disease from a dental treatment area and an understanding of protection procedures.

### **Dental Anatomy & Physiology (DAC 103)**

This course is designed to provide the student with an understanding and knowledge of dental anatomy as well as function. The individual characteristics of dental anatomy are studied as well as the human dentition and supporting structures.

### **Dental Charting (DAC 104)**

This course is designed to acquaint the student with the methods and symbols used in the dental office to properly record all needed and existing treatment. The classification of cavities is discussed, and students practice preparing dental charts using appropriate symbols and abbreviations.

### **Initial Clinical Orientation (DAC 105)**

This course is designed to give the student basic skills in the initial reception, seating, and examination of the patient. Demonstrations are given using basic instruments and dental filling materials. Students are taught how to develop a dental x-ray film using the automated processor and how to sterilize instruments. Chairside role-playing situations are created to give students actual experience assisting the doctor.

### **Instrumentation (DAC 106)**

This course is designed to provide the student with a fundamental knowledge of the hand, surgical, and rotary instruments used in the dental office. The student will become proficient in setting up trays and passing instruments.

### **Advanced Clinical Procedures I (DAC 107)**

During this course, students will assume a role-playing status and have the opportunity of assisting in various operative procedures. Students will assist with cavity preparations and fillings, root canal procedures, and simple surgical procedures. Students will take and develop x-rays, chart dental records, and sterilize instruments.

### **Developing Front-Office Communication Skills (DAC 108)**

This course is designed to give students the knowledge and skills as front-line employees in a dental office to ensure the best possible client/customer experience. Students will learn proper patient greeting procedures, telephone etiquette and communication techniques to inform, persuade, assuage, and handle difficult clients. Students will also learn how to address and communicate with other professionals – such as dentists, colleagues, suppliers, etc. – in the dental field. Situational role-plays will make up a significant portion of this class.

### **Fundamental Computer Skills & Written Communication (DAC 109)**

In this course, students will become familiar with basic computer parts, terminology, and functions. They will also become knowledgeable in troubleshooting common computer, printer, and Internet connection issues, and be proficient in using basic computer programs and software, such as Microsoft Word, Excel, and Outlook. This course will also strengthen students' writing skills and styles necessary for electronic and paper correspondence. Forms and formats of written communication – e.g., e-mails, business letters, memos, etc. – will also be introduced and practiced.

### **Managing Dental Services & Patient Payment Plans (DAC 110)**

This course exposes students to a range of dental insurance plans, and equips them with the ability to understand the types of plans, benefits, contracts, and coverage options available. They will also become familiar with the types of dental services performed, and the respective coding system needed to complete dental claim forms for billing. Different types of payment options, the costs and benefits for each type, as well as the consequential procedures for outstanding balances and overdue payments.

### **Introduction to Computer Dental Software (DAC 111)**

This course introduces students to the functions and organizational capabilities of common computer dental software used to schedule appointments, and manage patient information, dental procedures, and treatments. Through a hands-on approach, students will learn to input patient information set up and input treatment plans and payment plans, upload X-ray images to patient records, process billing statements, and etc.

### **Dentistry Marketing & Mastering Administrative Skills (DAC 112)**

This course will discuss advertising and marketing methods through printed materials, such as postcards and brochures, as well as through referrals and establishing strong connections with other dental clinics and businesses. In addition to becoming familiar with various types of patient forms and records filing systems, students will also be knowledgeable in the procedures taken for maintaining and storing patient records. At the end of the course, students will also be capable in creating dental treatment plans and payment plans for patients.

### **Externship (DAC 113)**

The student will spend 40 hours in a dental office. This opportunity is offered to the student for practical application of all skills learned while in school. Although the student receives no remuneration, this experience provides actual work experience prior to graduation.

### **Cardiopulmonary Resuscitation, CPR, (DAC114)**

Students will demonstrate life saving emergency procedures performed on adult, children and infants in an effort to manually preserve brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person who is in cardiac arrest or are unable to breathe properly. This CPR training class empowers students to learn the core skills of CPR in a 3 hour class, and it teaches and provides a CPR Certification. The CPR training class teaches guidelines and techniques by the American Heart Association and incorporates the very latest science.

### **Textbook, Reference Books & Training Aids**

Textbook: Guide to Dental Front Office Administration, 2009 by ICDC Publishing

Reference Books: Dental Practice Tool Kit

Training Aids: Currently Dental administration trade materials, such as American Dental Association and California Dental Association annual conference update materials for Dental administration.

### **Final tests and Examination Information**

Students need to pass 12 weekly quizzes which include:

- Week I Orientation to the Profession
- Week II Sterilization and Infection Control
- Week III Dental Anatomy and Physiology
- Week IV Dental Charting
- Week V Initial Clinical Orientation
- Week VI Instrumentation
- Week VII Advanced Clinical Procedures
- Week VIII Developing Front-office Communication Skills
- Week IX Fundamental Computer Skills and Written Communication
- Week X Managing Dental Services & Patient Payment Plans
- Week XI Introduction to Computer Dental Software
- Week XII Dentistry Marketing and Mastering Administrative Skill

There will be a chapter test at the end of each Dental Administration course. After the entire course, students need to pass a final exam worth 100 points. For CPR Certification class, students will successfully complete all lecture presentation, hands-on lab training.

### **FACILITY LOCATION / DESCRIPTION**

- American Dental Academy's Dental Administration Program sessions will be held at 212 S. Atlantic Blvd. Suite 103 and Suite 106, East Los Angeles, California. Telephone number (323) 622-6688.
- The following equipment is found in the office and used in hands-on training to achieve the educational objectives for the Dental Assisting Program:  
Royal Model 16 Dental Chair Units (4); Gendex Model 6x-770 X-ray machine (2); Tuttnauer 2340 model autoclave (1); Ray Foster model processing machine (1); Star X-ray view mount (3).
- In classroom #106, the following equipment is found and used in the Dental Administration Program for demonstration and role-play practice:  
Healthco International Celebrity dental chair units (2); Dental stools (3); GE X-ray machine (1) owned; Marksman X-ray machine (1); Leeson Model Trimmer; Pelton & Crane Sterilizer (1); Chemiclave 50001 Sterilizer (1); Peri-Pro X-ray Developer (2); X-ray view mount (1).

- The following is a list of equipment used in the Dental Administration Program: Computers (2); Copy Machines (1); Fax Machine (1); Credit Card machine (1)

## **FACULTY AND STAFF**

### **Dr. Lin Y Hu, DDS:** Chief Executive Officer, School President

Dr. Lin Y. Hu received her DMD from Kunming Medical College, China, in 1984, and earned her Masters of Oral Medicine from Shanghai Second Medical University, China, in 1990. Dr. Hu is a member of the American Dental Association, California Dental Association and the Southern California Chinese Dental Association, and San Gabriel Valley Dental Society and PUNJABI Dental Society. Dr. Hu has practiced dentistry since 1984, established Gabriele Dental Center in 2000, and founded American Dental Academy in 2005. She makes the final decisions regarding all academic, faculty, and student issues.

### **Constantine Gabriele, CDT,** Volunteer

Constantino Gabriele received his AA in Humanities from Ventura Community College in 1977, and then earned another AA in Dental Technology in 1980 from Los Angeles City College. In 1999, he obtained a BS in Business Management from the University of Phoenix. For about 10 years Mr. Gabriele worked as a trainer and a sales representative for American Tooth Industries. He is a member of the National Dental Laboratory Association, California Dental Laboratory Association, and the Dental Laboratory Owners Association of California. He has owned and operated American Dental Arts and Crenshaw Dental Laboratory for many years. He holds a bachelors degree in Business Management. He trained dental laboratory technicians and owners as national trainer for Valplast International, Inc., NY. A consultant for American Tooth Industries, and is a retired Professor from Los Angeles City College. Currently holds a seat on the National Association of Dental Laboratories, National Board of Certification; NBC Board Trustee 2012 and has been nominated as an officer for 2013-2015 NBC Educator Board Trustee.

### **Teresita Esteban, RDA:** Chief Academic Officer & Instructor

Teresita Esteban graduated with a Doctor of Dental Medicine from Centro Escolar University in 1993. She practiced dentistry several years in Philippines. She is a Registered Dental Assistant in California; She has many years of experience in both dental administration and chairside dental assisting in California. She is also a member of California Dental Assistant Teachers Association. At American Dental Academy, she assists Dr. Hu and Mr. Gabriele in making decisions regarding academic, student and faculty issues; teaches dental assisting and future dental administrative courses; assist the recruitment of students and school tours; and assists students in job placement upon program completion.

### **Maria Maldonado,** Program Coordinator & Teaching Assistant

Maria performs routine clerical and organizational tasks, organizes files, drafts messages, and facilitates in the student recruitment process, job placement and school tours for English- and Spanish-speaking students. She also assists teachers in the classroom.

### **Lucy Huang,** Program Coordinator & TA

Lucy assists in the student recruitment process and organization of school tours. She assists

teachers in the classroom and arranges job placements for students.

### **TUITION AND FEES**

All students enroll for a complete program and pay tuition for the complete program prior to entrance unless other arrangements have been made. Tuition includes books and supplies.

<b>Course</b>	<b>Tuition</b>	<b>Application Fee</b>	<b>STRF FEE</b>
Dental Administration	\$3,500.00	\$100.00	\$ 0.50 per every \$ 1,000

Arrangements may be made for students to pay tuition on a monthly basis. Tuition must be paid either prior to entrance or prior to the month in which it is due. A late fee of \$25.00 is charged for late payments.

**IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF STUDENT RECEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEY NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.**

**THE TOTAL CHARGE FOR THE ENROLLMENT PERIOD IS: \$3,601.50**

**THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE ENROLLED PRORAM IS: \$3,601.50**

**THE TOTALCHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT IS \$3,601.50**

### **PERFORMANCE FACT SHEET/ENROLLMENT AGREEMENT**

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 this agreement. The documents contain important policy and performance data for this institution. The institution is required to have the student sign and date the information included in the School Performance Fact Sheet relating to completion rates, license examination passage rates and salaries or wages, prior to signing the agreement.

### **PLACEMENT ASSISTANCE/FOLLOW-UP INFORMATION**

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

### **CERTIFICATION LIMITATIONS**

The Dental Administration Program, a post-secondary certification program is not accredited by an accrediting agency recognized by the United States Department of Education.

### **CERTIFICATION REQUIREMENTS FOR A DENTAL ADMINISTRATION/CAREER ADVANCEMENT**

There is no exam needed for an individual to become a front-office administrator at a dental clinic or office. Becoming proficient with computer operations, knowledgeable in dental procedures, and skillful in speaking, listening, and writing will lead to promotional opportunities such as supervisory position.

### **WEBSITE INFORMATION:**

American Dental Academy maintains a website that contains the following information:

- (8) The school catalog
- (9) A School Performance Fact Sheet
- (10) Student brochures offered by the institution
- (11) A link to the bureau's Internet Web Site
- (12) The institution's most recent annual report submitted to the bureau
- (13) Programs offered at ADA
- (14) (323) 622-6688

[www.la-ada.com](http://www.la-ada.com)

### **CATALOG UPDATES:**

Pursuant CCR 71810 (a), ADA will update the catalog annually. Annual updates will be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

It is the policy of ADA to provide each prospective student with a catalog prior to enrollment. The catalog will be provided either by a hard copy or an electronic version.

A hard copy will be provided at the time initial contract is made by the prospective student at the ADA location.

An electronic version of the catalog will also be provided to a prospective student prior to enrollment. The electronic catalog will be available on the ADA website whereby prospective students are able to click on a catalog icon where the student can view the catalog or print it.

The electronic version of the catalog can also be email to any prospective student that calls the ADA office.

If a prospective student brings an electronic device to any initial meeting at ADA an electronic version may also be transferred to the student device upon request.

### **COMPLAINT PROCEDURE**

From time to time circumstances will arise where a student wishes to sit down with the school President and discuss a problem or complaint. Students should feel free to see the President to make an appointment for a convenient time where concerns can be discussed. The school

President will remain readily available to students.

If, after discussing your complaint with the school President, you still feel that your complaint has not been resolved, you may follow the review procedures listed below:

1. Write a complete description of your complaint and present it to the school President
2. Within ten days of receiving your written complaint, the school President will appoint a review board consisting of the school President, one instructor, and one student.
3. The review board will meet within five business days of its appointment and review the written complaint as well as meet with the complainant.
4. The review board will issue a decision within ten days of the final hearing on a particular complaint. The decision of the review board will be final.

**NOTICE:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market BLVD. STE 225 SACRAMENTO, CA 95834. PO Box 980818, West Sacramento, CA 95798-0818;

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free Telephone#: (888) 370-7589 or by fax (916) 263-1897 or (916)431-6959

**COMPLAINT:** 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 (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)



# American Dental Academy

## Dental Laboratory Technology Program

### STUDENT CATALOG

January 1, 2022- December 31, 2022

212 S Atlantic Blvd Suite # 103,106

Los Angeles, CA 90022

(323) 622-6688

[www.la-ada.com](http://www.la-ada.com)

## **American Dental Academy – Dental Laboratory Technology Program**

### **LEGAL ORGANIZATION**

American Dental Academy (ADA) is an affiliated company of Western Health Occupational Training School, Inc. Western Health Occupational Training School, Inc., is a private for Profit Corporation and is approved to operate by the Bureau for Private Postsecondary Education. An approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. American Dental Academy is located at 212 S Atlantic Blvd # 103 & # 106 East Los Angeles, CA 90022. Telephone number (323) 622-6688, [www.la-ada.com](http://www.la-ada.com) .

### **MISSION**

American Dental Academy (ADA) is a private corporation developed by the combined effort of Dr. Lin Y. Hu and Constantino Gabriele, CDT. ADA is approved to operate by the Bureau for Private Postsecondary Education. ADA offers the best possible dental Laboratory Technician education in the shortest possible time consistent with proper educational procedures. ADA will help prepare interested persons in becoming part of the dental profession and assume a position as a well-respected, entry level and efficient dental laboratory technicians as it is described under United States Department of labor Code 51-9081.

### **PURPOSE**

Many opportunities are available for well-trained dental laboratory technicians in the Greater Los Angeles area and the surrounding areas. It is our endeavor to prepare individuals with the knowledge, technical proficiency, and specialty skills that will allow them to become immediately employable in the dental laboratory industry upon graduation. American Dental Academy is dedicated to the ideal of developing efficient, effective dental laboratory technicians through a competency-based program. It is our goal to offer the best possible dental Laboratory Technician education in the shortest possible time consistent with proper procedure. Students are accepted regardless of sex, race, age, and marital status, and religious creed, ethnic or national origin.

### **OBJECTIVES**

American Dental Academy (ADA) prepares students for entry-level positions as a Dental Laboratory Technician in a dental laboratory facility. Students will learn the knowledge, techniques, and skills necessary to successfully use impressions to create dental models; construct wax patterns for inlays, bridges, and partial and full crowns; make ceramic teeth replicas, crowns, bridges and pontics, shape tooth forms, and glaze single porcelain unit restorations. Learning fundamentals of Dental CAD/CAM Technology. After students have completed the Dental Laboratory Technician Program training, the graduates may have future opportunities to become a Certified Dental Technician and or lab owners, supervisor, manager with further education and work experiences according to The California Employment Development Department Labor Market Information Division.

**No Bankruptcy Statement** ADA does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, and has not filed a petition within the preceding five years,

nor has it 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. Section. 1101 et seq.) (CEC 94909)(a)(12).

## **ADMISSION INFORMATION**

### **Statement of Non-Discrimination**

American Dental Academy does not deny admission or discriminate against students on the basis of race, color, religion, sex, age, handicap, financial status, residence or sexual orientation or nationality. ADA will reasonably accommodate applicants and students with disability to the extent by law.

### **Transferring Units**

ADA does not accept prior experiential learning. Any student who has either attended this school or been enrolled in a similar course elsewhere and who has voluntarily ceased his/her training for a period of time may, upon paying the application fee and the assessment fee of \$40.00, be tested and given the appropriate credit, provided that all other requirements have been met.

Assessment Policy and Procedures,

The school director will determine the credit for advancement after completion of an assessment examination. The maximum allowable credit will be up to 50% of the total tuition. The tuition will be reduced accordingly and the student will be informed in writing.

Provision for Appeal,

If the student is not in agreement with the results of the credit determination, he/she may appeal the decision in writing to the President and follow the steps outlined in the complaint section of this catalog. (See page 17)

### **Admission Eligibility/Requirements**

Applicants interested in enrolling are required to meet the following admissions requirements:

- 1). High School Diploma or equivalent.
- 2). 18 years of age (or with parent permission if under 18).
- 3). High school English Level documented by a high school diploma.  
ADA does not provide ESL; we accept a TOEFL score of 60 or greater.
- 4). Be able to clearly understand the terms and conditions of the Enrollment Agreement written in English without help from others.
- 5). Be in adequate health to perform physical a tasks in the dental office
- 6). Present in a clean and orderly appearance.
- 7). Attendance and tardiness records are kept and are part of the student evaluation for prospective employers.
- 8). Pass the standardized aptitude test for evaluating digital dexterity and eye/hand coordination.

**Note: If English is not the primary language and a student is unable to understand the terms and conditions of the enrollment, the student shall have the right to obtain a clear explanation of the terms and conditions and all the cancellation and refund policies in his or her primary**

**language. (ADA can provide oral translation in Chinese and Spanish). If another language is needed the student will be encouraged to bring someone who can translate in the desired language. However, all recruitment and final enrollment procedures will be conducted in English.**

### **Ability-to-Benefit**

Foreign high school diplomas are acceptable proof of high school graduation but must be verified by a translator. Any applicant who cannot provide a high school diploma or equivalent must pass a nationally recognized *Ability-to-Benefit* test. ADA uses the *CELSA Test: Combined English Language skills Assessment Basic Forms 1 and 2*.

#### **Form 1: Passing Score 97**

#### **Form 2: Passing Score 97**

Applicants may submit an application for admission in person, by mail, or online. All applications must be submitted 30 days prior to the first day of class. No late enrollments will be accepted. Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

### **Foreign Students/ESL**

ADA does not admit students from other countries nor does it offer Visa services. ADA does not offer English as a Second Language in its courses. Students must be able to clearly understand, read and write English as evidenced from the basic skills noted above and complete an interview with the Program President. Instruction will not be provided in any other language other than English.

### **Distance Education**

American Dental Academy does not plan to offer Distance Education.

### **Re-Admission**

The school President will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The school director will determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems. If eligible, the student may reapply at the beginning of the next term. A complete new application procedure will be required, as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will begin at the beginning of the next scheduled term.

### **Exception**

A student taking a voluntary leave of absence from the school may re-enter during the next term at the point in the course where the leave was taken. No additional tuition will be required beyond the original contract. Students not returning during the next term must begin at the beginning of the program and be considered a new student.

### **Credit for previous training**

American Dental Academy does not accept prior experiential learning. Any student who has either attended this school or been enrolled in a similar course elsewhere and who has

voluntarily ceased his/her training for a period of time may, upon paying the application fee and tuition, be tested and given appropriate credit, provided all other requirements have been met. The school President will determine the credit for advancement after the advancement standing examination. The maximum allowable credit is 50% of the total program. The tuition will be reduced accordingly and the student will be informed.

## **ENROLLMENT PROCEDURES**

Classes are structured so that registration for classes is continuous through the year. Program start dates are every Monday depending on seat availability. (If an observed holiday falls on a Monday, the program enrollment will begin the following day.) Interested applicants may obtain information from the front office. Applicants are asked to make an appointment to meet the President or one of the instructors to discuss their career objectives and the ADA programs.

### **Program Hours**

The laboratory is open Monday through Friday from 9:30 am to 5:30 pm.

### **Academic/School Calendar**

Contact the school President for specific dates included in the school calendar supplement along with a listing of holidays and vacations. **Note:** American Dental Academy does not provide English-as-a-second language instruction.

## **ACADEMIC STANDARDS AND POLICIES**

### **Grading standards, probation and dismissal policies**

Students must adhere to high standards of scholarship. An overall grade of 70% is required for graduation. Satisfactory progress is considered a grade point average of 70% or better, unsatisfactory progress is considered an overall average of below 70%. If a student receives an **(I)** incomplete for any course of training or a grade below 70%, the student may repeat the course the next time it is taught and pay a prorated portion of the tuition for that course. *A student may repeat a course only once.*

A student will be considered to have unsatisfactory progress and be on probation if his/her average is below seventy percent. The student will be removed from probation when the overall average is above seventy percent. If a student receives less than a seventy percent average in two courses, the student must repeat these courses and receive a passing grade in at least one of them the next time they are taught. If a student receives less than a seventy percent average in three courses, the student will be terminated from the program. If the student wishes to be readmitted to the program, he/she must follow the re-admittance procedures.

The School President has the discretion to place student on probation at any time, if deemed necessary, for incidents such as repeated absences, tardiness, disruptive attitude, inappropriate behavior e.g., foul language, disrespect to staff/ students, etc. Students placed on probation will receive notice indicating the duration of and reasons for the probation including corrective actions required to remain in good standing. However, if students fail to

comply with the corrective actions, a student will be dismissed from the school and may follow re-admittance procedures if wishes to be readmitted.

### **GRADING SYSTEM:**

A 90-100%; B 80-89%; C 75-79%; D 70-74%; F Below 70%; I Incomplete, W Withdrawal

Averaging all grades and assigning a letter grade as defined above obtain the overall grade average. A grade of I is a temporary transcript entry that will be treated as an F until changed. A grade of W will be treated as an F until the course(s) is/are completed.

### **Conduct Standards**

Since career preparation is the objective of the dental Laboratory Technology program, the student's conduct should be that which is normally required in the dental Lab industry. Uses of profanity, alcoholic beverages or drugs on school property are all grounds for immediate suspension. Neither eating, drinking, nor smoking is permitted in the classrooms. Students may use the office break room for eating; however, no smoking is allowed in these facilities.

### **Knowledge of rules and regulations**

American Dental Academy reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to require a student to withdraw from the school for just cause, defined, as any cause deemed detrimental to the school or other students, as determined by the school President.

The school President may suspend students violating the conduct standards. A suspended student may apply for reinstatement after a one-month separation. The decision of the President will be final.

### **Controlled Substances, Alcohol and Drug Abuse Policy**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violation this rule will be subject to immediate termination of employment or their program training. In addition, person(s) distributing drugs to employees and/or students will be referred to the authorities and the school will press charges of drug distribution.

### **Retention of Student Records:**

ADA shall maintain records of name, address, email address, and telephone numbers of each student who is enrolled in the Dental Laboratory Technician Program. ADA shall maintain for each student granted a certificate, permanent records of all of the following:

7. The certificate granted and the date on which that certificate was granted;
8. The courses on which the certificate was based;
9. The grades earned by the student in the course.

ADA shall maintain for a period of not less than five years at the 212 S. Atlantic Blvd., #104, Los Angeles, CA address.

ADA shall maintain complete and accurate records of all of the following information:

- g. The educational program offered by the institution and the curriculum for the program.
- h. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- i. Any other records required to be maintained by this institution.

**Grade Reports:** The school will issue a transcript of grades at the end of the training period. Each student is entitled to one copy of his/her transcript provided the tuition account has been satisfied.

**Make-up Work:** Students may make up work missed due to excused absence at the discretion of the individual instructor.

### **GRADUATION REQUIREMENTS**

Graduates of the program will receive a Certificate of Completion upon successful completion of their program of study. Students are required attend 80 lecture hours and pass a written test; complete 400 laboratory hours and pass a practical test; and receive an overall average of 70 for graduation.

### **TRANSCRIPTS**

Transcripts are available upon request unless the student is indebted financially to the school. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of her/his academic record. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$15.00 fee. A federal or state agency, which periodically requires a transcript in order to determine a student's progress, is exempt from this fee.

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

The transferability of credits you earn at American Dental Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Educational Program 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 American Dental Academy to determine if your certificate will transfer.

**Note:** *American Dental Academy has not entered into an articulation or transfer agreement with any other college or university.*

## **SCHOOL POLICIES AND REGULATIONS**

### **Orientation**

Orientation is held on the first day of class. Notification of time and place of orientation is delivered by mail to all students. During orientation, students will be acquainted with the rules and regulations of the school, informed of student services available, familiarized with the facilities, and introduced to instructors and administrators.

### **Attendance**

Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes. Students are responsible for all work missed during an absence and should contact an instructor regarding makeup work. Makeup work shall not be authorized for the purpose of removing an absence.

Students may not miss more than two classes during a program term for a total of 16 hours. If a student misses two complete classes, the students must make up these classes the next time the program is taught. If a student misses more than two complete classes, the student will be terminated from the training program and must follow the institutional procedure for re-admittance.

**Note:** A complete class is defined as one 8-hour class.

### **Family Educational Privacy Act**

All students enrolled at the school shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The procedure for reviewing records and subsequently correction or deleting portions of the records may be received from the school President.

### **Disabilities**

In accordance with the Americans with Disabilities Act, the school does not discriminate on the basis of disabilities. Persons with disabilities should contact the school to determine if their capabilities will enable them to meet the requirements for graduation.

## **STUDENT PROTECTION POLICIES**

### **Leave of Absence Policy**

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. A Withdrawal or Leave of Absence request must be made in writing to the President Lin Yun Hu DDS at 212 S. Atlantic Blvd., #103, East Los Angeles, CA 90022



## 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:

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225  
Sacramento, CA 957834  
(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:

17. 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.
18. 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 within the 120-day period before the program was discontinued.
19. 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.
20. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
21. 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.
22. 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.
23. 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.

24. 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 non-collection 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.

## **CANCELLATION & REFUND POLICY**

### **Cancellation Policy:**

**STUDENT'S RIGHT TO CANCEL:** The student (applicant) has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 7<sup>th</sup> day after enrollment, whichever is later.

All notice of cancellation should be submitted in writing. Cancellation notice will be effected immediate after is hand deliver to Lin Yun Hu DDS at: 212 S. Atlantic Blvd., #103, East Los Angeles, CA 90022.

A full refund of all monies paid will be made to any applicant who cancels the enrollment agreement within seven business days of signing the enrollment agreement and making initial payment to the school.

An applicant requesting cancellation of enrollment after more than seven business days after enrolling and signing an enrollment agreement is entitled to a refund of all monies paid minus the \$100.00 application fee.

A full refund of all monies paid will be made to any applicant who is not accepted by the school. A full refund of all monies paid will be made to any applicant if school discontinues educational service. A full refund of all monies will be made to any applicant if the school cancels or changes the time or location of the program in such a way that a student who had started the course is unable to complete.

Any monies due the applicant shall be refunded within 30 days from date of cancellation or failure to appear on or before the first day of class.

### **Refund Policy:**

1. Refund computations will be based on scheduled clock hours of class attendance and calculated as of the last date of attendance. Refund will be made in full to the applicant within thirty days as directed on our policy.

2. The official date of withdrawal will be considered to have occurred the earliest of the following:

- (a) The last date of attendance, if the student is terminated by the school; or

- (b) The date of receipt of written notice from the student; or,

(c) The day after the second complete absence from the program.

3. If an applicant pays any portion of tuition prior to entrance and does not enter school after the seventh-business day cancellation privilege, a full refund of the tuition will be made to the applicant minus the \$100.00 application fee.

4. Once the student has entered school and after the expiration of the seventh-business day cancellation privilege, the following policy will be in effect:

(a) The student may withdrawal from the course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 100% or less of the instruction. The tuition charges made by the school will be the pro rata amount of tuition based on the number of clock hours completed.

**An Example of a Refund policy:** If a student completes 12 hours of the 480-hour program and has paid the entire tuition of \$5,975.00, the student would receive a \$5,825.62 refund for the unused portion of tuition paid. This is based on the fact that the tuition is \$12.45 per instructional clock hours.

### **Financial Aid**

ADA participates in Federal Financial aid Program (EDD/Worksource). It does not participate in any state financial. If needed ADA makes provisions for students to make payments. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund.

If the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

### **STUDENT SUPPORT SERVICES**

**Telephones-** The front desk will take emergency calls only.

**Office Equipment-** Students are allowed to use the office telephones, copy machines, or fax machines in the Student Service Office only when the use is applicable to the needs with regard to training and/or employment. The Student Services office hours are: 9am-4pm Monday to Friday.

**Advising-** It is the mission and purpose of ADA to assist students to complete the program in which they have enrolled successfully. Academic advising is available to all students throughout the entire program.

### **Job Placement Assistance**

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. The school director will provide leads for job opportunities. The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. Although no guarantee

**First Aid-** First Aid services are available to students for minor injury or burns while students are engaged in laboratory work.

**Housing-** ADA does not provide housing and does not offer housing arrangement services. A variety of housing is available in the surrounding areas such as apartments and rooms for rent. The prices range from \$350.00 to \$1,000.00 and up.

**Transportation-** Routine bus and Metro-link services are available. The Atlantic Station Gold Line is within a 1 minute walking distance.

**Student to Instructor Ratio-** The maximum number of students per instructor is 10 to 1 for both lecture and laboratory.

**Resource / Library Services-** A resource center is available to all students to locate the information, which may aid them in their program of study. The resources consist of text books, reference book and the World Wide Web. Student will be available to barrow one book at a time. Student's will have to return book in seven days and should be return in good condition. In order to check out a book student will have to talk to a staff member and sign the check out log. In order to use computer students will have to arrange time by appointment with a staff member during school hours.

## PROGRAM OF STUDY

### DENTAL LABORATORY TECHNOLOGY CURRICULUM

**480 Clock Hours**

American Dental Academy's Dental Laboratory Technology program involves twelve weeks of lecture and "hands-on" training in which students have opportunities to learn and practice making dental models and prosthesis using various types of materials, procedures and techniques. Taught in a highly individualized laboratory environment, students have the flexibility to complete projects at their own pace and master the skills necessary to become an entry level dental laboratory technician. Upon completion of the twelve-week portion of the training, students will receive a Certificate of Dental Laboratory Technician.

The laboratory program is open Monday through Friday from 8am-5pm. Classes will be held at 212 S. Atlantic Blvd., Suite # 104, East Los Angeles, CA 90022.

WEEK	SUBJECT	CLOCK HOURS
Week I	Orientation to the Profession	40
Week II	Basic Dental Anatomy and Dental Morphology	40
Week III	Intro to Fixed Restorative Techniques & Model & Die	40
Week IV	Wax Patterns (1), (2)	40
Week V	Spruing and Investing, Wax elimination and Casting	40
Week VII	Occlusion	40
Week VIII	Crown & Bridge	40

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Week IX	Basic Dental Ceramics	40
Week X	Porcelain Shaping	40
Week XI	Clinical case	40
Week XII	Introduction to Dental CAD/CAM Technology	40
<b>Total Clock Hours</b>		<b>480</b>

**COURSE DESCRIPTIONS**

**Orientation to the Profession (DLT 101)**

A general overview of the dental profession is given, including a discussion of professional relationships among the dental team. This course describes the supportive role a crown and bridge technician plays in helping the dentist restore missing and damaged teeth. It describes and demonstrates knowledge of safety rules regarding the proper use and care of related crown and bridge dental laboratory equipment.

**Basic Dental Anatomy and Dental Morphology (DLT102)**

Students will learn dental anatomy, physiology and morphology, theory and fundamental applied techniques for crown and bridge constructions.

**Introduction to Fixed Restorative Techniques and Model and Die (DLT 103)**

Model and die fabrication, articulation, construction of wax patterns for progressively more complex partial and full crowns and bridges will be demonstrated and practiced.

**Wax Pattern 1 and 2 (DLT 104,105)**

Present an Indirect technique for pattern development, undercut wax to be removed from a wax pattern before investing, low thermal conductivity on inlay wax. What areas of the wax pattern is the most critical in the waxing procedure, establishing the occlusal table of a wax pattern.

**Spruing and Investing, Wax Elimination and Casting (DLT 106)**

Direct spruing and investing, wax elimination and casting, and finishing the casting of single crowns and bridges are also demonstrated.

**Occlusion (DLT 107)**

Students will also be educated in basic principles of maxillary to mandibular occlusal relationships, the three basic criteria for a functional occlusion, ideal centric occlusion provides. Major patterns of eccentric tooth contacts are also taught.

**Crown & Bridge (DLT 108)**

Teach how to providing suitable substitutes for the coronal portions of teeth or for one or more lost or missing natural teeth. The types of fixed dental restorations will be presented along with impression and purpose and the Technician's responsibility.

**Basic theory and terms used in Dental Ceramics (DLT 109)**

Teach basic theory and terms used in Dental Ceramics. Compare ceramics with principles learned in crown and bridge fabrications while recognizing that ceramics is an extension of the same principles with additional emphasis on esthetics.

### **Porcelain Shaping (DLT110)**

Discusses the components of ceramic-metal restoration; various porcelain powders used in its construction and their relationship to the build-up; various condensation techniques; and the effects of porcelain shrinkage.

### **Clinical Case (DLT 111)**

Techniques and skills used to create wax designs and construct single unit ceramic alloy frameworks, as well as proper usage and identification of burs, diamonds, discs, stones that are used for grinding porcelain and finishing metal frameworks are also covered. Train students in opaque procedures, porcelain manipulation, basic shade control, firing cycles, and shaping and glazing single unit ceramic. Develop the ability to complete assigned projects within the framework of assigned time at a level of efficiency necessary for employment.

### **Introduce Dental CAD/CAM Technology (DLT 112)**

CAD/CAM dentistry is a field of dentistry and prosthodontics using CAD/CAM (computer-aided design and computer-aided manufacturing) to improve the design and creation of dental restorations, including crowns, crown lays, veneers, inlays and onlays, fixed bridges, dental implant restorations, dentures (removable or fixed), and orthodontic appliances. CAD/CAM complements earlier technologies used for these purposes by any combination of increasing the speed of design and creation; reducing unit cost; increasing the convenience or simplicity of the design, creation, and insertion processes.

### **Textbook, Reference Books & Training Aids**

Textbook: The Dental Laboratory Technician Manual by American Dental Academy

Reference Books: Fixed Restorative Techniques by Henry V. Murray, B.S., DDS and Troy B. Sluder, D.D.S., M.S. Tooth Carving Manuel \_by Henry A. Linek.

Training Aids: Dental Laboratory Technology trade magazines, such as LAB Management Today (LMT), Dental Lab Products, and Journal of Dental Technology (JDT) by the National Association of Dental Laboratories.

### **Final tests and Examination Information**

Students will be required to:

1. Pass the identification of anatomical features of 32 teeth in the oral cavity.
2. Finish B/B set model, which include #9, #13, #27 PFM, PCC, FGC, and regular collar, lingual metal; C/C set model which includes #3-5, #3, #5, # 9-11 PFM, #27 PFM & regular collar, metal collar.
3. Finish D/D set model, which include #9-11 PFM, #12-14 PFM, #20 veneer Crown, #23-26 PFM, #29-31PFM/FGC; G/G set model which include #6, #7.#8, #9, 10# and #11 PFM, regular collar, S/S set model which include all of teeth PCC, PFM, collar
4. Finish Metal casting; to finish B, C, D, G, S set models, metal Crown and Bridge.
5. Pass spruing and investing, was elimination and casing, finishing the single inlays, onlays, Crown and Bridges.
6. Demonstrate proper build up of porcelain, finishing and coloring;
7. Clinically acceptable completion of two patient crown cases.

### **FACILITY LOCATION / DESCRIPTION**

- American Dental Academy's Dental Laboratory Technician Program sessions will be held at 212 S. Atlantic Blvd #103 & 106, East Los Angeles, California. Telephone number (323) 622-6688. Website [www.la-ada.com](http://www.la-ada.com)
- The Dental Laboratory Program will also have office space in the office of Dr. Lin Yun Hu at 212 S. Atlantic Blvd #103 & 106, East Los Angeles, California. There are four dental treatment rooms equipped with dental chairs units, and x-ray machines. Entire 1,100 square feet of space.
- Laboratory classroom #103 & 106 is specifically designated for the Dental Laboratory Technician Program. It occupies 1,000 square feet of open space, and is fully equipped with laboratory equipment and desks to encourage individual learning.
- The following equipment is used in laboratory classroom #103 & 106.  
Handpiece system (2), Foster's wax heater (5); Vibrator (2); Porcelain furnace (1); Vacuum pumps(1); Casting machine (1); Model trimmers (2); Power-Mixer Plus with vacuum (1); Dust Collectors (2); Burnout oven (2); Sandblaster (1); Wax carving pencil (30); Welding goggles (1); Air compressor (1).

## **FACULTY AND STAFF**

### **Dr. Lin Y Hu, DDS, Chief Executive Officer, School President**

Dr. Lin Y. Hu received her DMD from Kunming Medical College, China, in 1984, and earned her Masters of Oral Medicine from Shanghai Second Medical University, China, in 1990. Dr. Hu is a member of the American Dental Association, California Dental Association and the Southern California Chinese Dental Association, and San Gabriel Valley Dental Society and PUNJABI Dental Society. Dr. Hu has practiced dentistry since 1984, established Gabriele Dental Center in 2000, and founded American Dental Academy in 2005. She manages and makes the final decisions regarding all academic, faculty, and student issues.

### **Constantino Gabriele, CDT, Volunteer**

Constantino Gabriele received his AA in Humanities from Ventura Community College in 1977, and then earned another AA in Dental Technology in 1980 from Los Angeles City College. In 1999, he obtained a BS in Business Management from the University of Phoenix. For about 10 years Mr. Gabriele worked as a trainer and a sales representative for American Tooth Industries. He is a member of the National Dental Laboratory Association, California Dental Laboratory Association, and the Dental Laboratory Owners Association of California. He has owned and operated American Dental Arts and Crenshaw Dental Laboratory for many years. He holds a bachelors degree in Business Management. He trained dental laboratory technicians and owners as national trainer for Valplast International, Inc., NY. A consultant for American Tooth Industries, and is a retired Professor from Los Angeles City College. Currently holds a seat on the National Association of Dental Laboratories, National Board of Certification; NBC Board Trustee 2012 and has been nominated as an officer for 2013-2015 NBC Educator Board Trustee.

### **Jose Sanic Roel S. Javier, DMD, MA, Instructor**

Graduated from the University of the East in 1983 with degree Doctor of Dental Medicine, and later continued with his studies in the same university to earn his Master of Arts in Teaching with Biological Sciences as his major. Dr. Javier also has earned 13 credit units in pursue of Master of Science in Dentistry. Dr. Javier is a retired Assistant Professor in his Alma Mater, teaching Prosthodontics. He likewise taught the same discipline at the Iloilo Doctors Colleges, School of

Dentistry. Currently, he is a registered dental assistant in the State of California, USA, and has been the Interim Director of Dental Assisting and taught at Charter College Long Beach, California.

**Maria Maldonado**, Program Coordinator & Teacher Assistant

Maria performs routine clerical and organizational tasks, organizes files, drafts messages, and assists in the student recruitment process and school tours for English and Spanish-speaking students. . She graduated from American Dental Academy in 2008 and has been working at Gabriele Dental Center and American Dental Academy since then.

**Lucy Huang**, Program Coordinator & Teacher Assistant

Lucy assists in the student recruitment process and organization of school tours. She assists teachers in the classroom and arranges job placements for students. She graduated from American Dental Academy in 2006 and has been working at Gabriele Dental Center and American Dental Academy since then.

**TUITION AND FEES**

All students enroll for a complete program and pay tuition for the complete program prior to entrance unless other arrangements have been made. Tuition includes books/handouts and supplies.

<b>Course</b>	<b>Tuition</b>	<b>Application Fee (non-refundable)</b>	<b>STRF</b>
Dental Laboratory Technology Program	\$5,875.00	\$100.00	\$ 0.50 per every \$ 1,000

Arrangements may be made for students to pay tuition on a monthly basis. Tuition must be paid either prior to entrance or prior to the month in which it is due. A late fee of \$25.00 is charged for late payments.

**IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT RECEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEY NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.**

**THE TOTAL CHARGE FOR THE ENROLLMENT PERIOD IS: \$5,977.50**

**THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE ENROLLED PROGRAM IS: \$5,977.50**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT IS \$5,977.50**

**PERFORMANCE FACT SHEET/ENROLLMENT AGREEMENT**

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 this agreement. The documents contain important policy and performance data for this institution. The institution is required to have the student sign and date the information included in the School Performance Fact Sheet relating to completion rates, license examination passage rates and salaries or wages, prior to signing the agreement.



### **PLACEMENT ASSISTANCE/FOLLOW-UP INFORMATION**

Follow-up survey of both graduates and employment are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

### **CERTIFICATE PROGRAM LIMITATIONS**

The Dental Laboratory Program, a private-post-secondary certificate program is not accredited by an accrediting agency recognized by the United States Department of Education.

### **CERTIFICATION REQUIREMENTS TO BECOME A CDT**

According to the National Board for Certification in Dental Laboratory Technology (NBC), Dental technicians who desire to become a CDT must successfully pass three examinations (taken in any order) within a four-year period: a general knowledge written comprehensive, a specialty practical, and a specialty written. The six specialties to choose from are: 1) complete dentures, 2) partial dentures, 3) crown and bridge, 4) ceramics, 5) orthodontics, and 6) implants.

### **WEBSITE INFORMATION:**

American Dental Academy maintains a website that contains the following information:

- (15) The school catalog
- (16) A School Performance Fact Sheet
- (17) Student brochures offered by the institution
- (18) A link to the bureau's Internet Web Site
- (19) The institution's most recent annual report submitted to the bureau
- (20) Programs offered at ADA
- (21) Telephone number (323) 622-6688

[www.la-ada.com](http://www.la-ada.com)

### **CATALOG UPDATES:**

Pursuant CCR 71810 (a), ADA will update the catalog annually. Annual updates will be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

It is the policy of ADA to provide each prospective student with a catalog prior to enrollment. The catalog will be provided either by a hard copy or an electronic version.

A hard copy will be provided at the time initial contract is made by the prospective student at the ADA location.

An electronic version of the catalog will also be provided to a prospective student prior to

enrollment. The electronic catalog will be available on the ADA website whereby prospective students are able to click on a catalog icon where the student may view the catalog and/or print it.

The electronic version of the catalog can also be email to any prospective student that contacts ADA office.

If a prospective student brings an electronic device to any initial meeting to ADA, then an electronic version may also be transferred to the student device upon request.

## **COMPLAINT PROCEDURE**

From time to time circumstances will arise where a student wishes to sit down with the school President and discuss a problem or complaint. Students should feel free to see the director to make an appointment for a convenient time where concerns can be discussed. The school President will remain readily available to students.

If, after discussing your complaint with the school President, you still feel that your complaint has not been resolved, you may follow the review procedures listed below:

1. Write a complete description of your complaint and present it the Program Director.
2. Within ten days of receiving your written complaint, the Program President will appoint a review board consisting of the school President, one instructor, and one student.
3. The review board will meet within five business days of its appointment and review the written complaint as well as meet with the complainant.
4. The review board will issue a decision within ten days of the final hearing on a particular complaint. The decision of the review board will be final.

**NOTICE:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 957834. PO Box 980818, West Sacramento, CA 95798-0818; Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free telephone: (888) 370-7589 or (916) 431-6959 and fax (916) 263-1897

**COMPLAINT:** 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 tel. (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)