



CATALOG

January 1, 2020 – December 31, 2020

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www.HowardAcademy.com

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MISSION

Our mission is to offer educational opportunity for students to achieve professional development and success through real-world tools and applications to obtain employment.

Howard Healthcare Academy was founded on strict principals and core values of that center around you, your success and growth. We have created educational facilities that focus on live, hands-on experience. Through real life learning environments, and technical courses, instructors prepare our students with the hands-on knowledge they need to apply for an entry-level dental assisting position. We want to help out future dental assistants and help them build careers. This way, the dental community / employers will have the support needed to provide patient care.

OBJECTIVES

In order to fulfill its mission, Howard Healthcare Academy is committed to the following objectives for its educational training:

- Provide hands on training
- Provide training in a real -life learning environment
- Provide up-to-date training equipment and materials

GENERAL INFORMATION

FACILITIES AND EQUIPMENT

Howard Healthcare Academy offers training in a state of the art facility. Each program is taught in specialty built classrooms, fully equipped laboratories, and computer room.

All classes are currently held at:

Main Campus:

9737 Aero Drive, Suite 200

San Diego, CA 92123

Telephone: 619.585.8500

www.Howardacademy.com

In keeping with the high standards of the College, students are afforded the opportunity to develop a practical, working knowledge of the equipment and materials they will likely be using on the job. The Institution provides students with hands-on instruction using a variety of program and industry related equipment.

The Dental Assistant program utilizes dental reference books, typodonts (anatomical models of full mouth dentition), dental operatories, tray set ups for dental procedures, hand instruments for training purposes in routine chair side assisting, dental x-ray units including digital, automatic processor, view boxes, amalgamator, light cures, trimmers a lathe, an autoclave and ultrasonic for sterilization, and computer systems and software programs for dental assisting.

APPROVALS

This is a private institution approved to operate by the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
www.bppe.ca.gov
916.431.6959

Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, www.bppe.ca.gov, Toll-free telephone number: 888.370.7589 or by fax 916.263.1897.

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

State of California
Department of Consumer Affairs
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, California 95815
www.dbc.ca.gov
916.263.2595

Approved by the Dental Board of California for Registered Dental Assistant Program, Registered Dental Assistant in Extended Functions, Orthodontic Assistant Permit, 8 Hour Infection Control, Coronal Polishing, Pit and Fissure Sealants, Radiation Safety, Ultra Sonic Scaling and Continuing Education in the Dental Practice Act and Infection Control.

ADMISSIONS POLICY AND PROCEDURES

POLICY

We ask that prospective students have a genuine desire to listen and learn . . . work with people . . . help others feel comfortable.

Admission requires that the prospective student:

- Have a high school diploma or equivalent. Howard Healthcare Academy will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree;
- Be provided an application;
- Be provided a catalog;
- Be provided the School Performance Fact Sheet; and
- Be provided a cancellation form.

Additional Admissions requirements for the Registered Dental Assistant in Extended Functions Program:

- Applicants of the Registered Dental Assistant in Extended Functions program shall possess a valid, active, and current license as a registered dental assistant issued by the Board and shall submit documentary evidence of successful completion of a Board-approved pit and fissure sealant course.
- Completion of program documentation including:
 - program application;
 - financial arrangements agreement;
 - medical emergency and contact form;
 - contract of affiliation agreement with clinical dental office and dentist/employer; and
 - completed student emergency protocols form;
 - reviewed and completed institutional forms (ie: discrimination policy, safety policy).
- Attend program orientation day (date TBD) to complete all necessary program documents and prepared to be fitted and purchase clinical loupes (Orasoptic) – loupes are the financial responsibility of the student.
- Identify the dentist who shall serve as the clinical evaluator and state board examination participating dentist; all supervising dentists shall be required to participate in designated classes during program as well as an orientation meeting on a predetermined date prior to the clinical portion of the program.

PROCEDURE

Admissions procedures include meeting with an admissions representative to review goals, school policies and procedures, the School Performance Fact Sheet, catalog, and graduation requirements.

Each prospective student must:

- Provide a high school diploma or equivalent; (Dental Assistant Program Only).

- Provide a valid, active and current license as a registered dental assistant and board-approved pit and fissure sealant course for applicants in the Registered Dental Assistant in Extended Functions program only;
- Complete the application;
- Review the catalog; and
- Review and sign the School Performance Fact Sheet;
- Receive a copy of the cancellation form; and
- Provide all required program documents.
- Programs at the Institution will require prospective students to take and pass a nationally standardized test, the Wonderlic Scholastic Level Exam (SLE), with a minimum score in order to gain admittance in the Dental Assistant program. The minimum SLE score for the Dental Assistant program is 10.
 - The SLE can be taken three times per quarter, 6 total attempts and students may take the SLE twice on the day of their first attempt only but must wait 24 hours to test the third time. Students, who hold a bachelor's degree or an associate's degree, will not be required to take the SLE.
- Students must be able to speak, read, and write English fluently as all courses are taught in English.

INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES

Howard Healthcare Academy does not offer visa services to prospective students from other countries or English language services. Howard Healthcare Academy does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. Review of application information; and
2. Howard Healthcare Academy's receipt of prior education documentation as stated in the admissions policy.

FOREIGN TRANSCRIPT EVALUATION

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The following is a sample of foreign transcript and degree evaluators. Howard Healthcare Academy does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

ABILITY-TO-BENEFIT

Howard Healthcare Academy does not admit ability-to-benefit students.

APPLICANTS FOR SINGLE COURSES

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Transferability of credit is up to the receiving institution. There is no guarantee that credits earned will transfer.

APPLICANTS FOR SHORT COURSES - Policies

- A leave of absence is not available to students enrolled in short courses.
- No make-up work is permitted for short courses.
- No academic or transfer credit will be awarded by the Institution for short courses. Students should not assume that short courses will be accepted for transfer credit at another institution.
- All short courses are non-credit bearing.
- The grading system listed below is used for all short courses.
 - P Pass. Student has satisfactorily met all requirements of the course. If a student fails to receive a passing grade in any one course within the short course, then the student will be dismissed from the short course.
 - F Failure. Student has not satisfactorily met all requirements of the course.
- Students will receive a certificate of completion for the short course.
- Students should refer to the Refund Policy section of the catalog for refund information.

STATEMENT OF NONDISCRIMINATION

Statement of Nondiscrimination No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

TRANSFER OF CREDIT

A petition for previously earned credits/hours will be evaluated by the Academic Department. Official transcripts and course descriptions are required to determine applicable credit. A minimum grade of “C” must be achieved for the course to be considered for transfer credit/hours. Additionally, for clock hour programs, documentation supporting successfully completed hours must be included with the official transcript.

A student must complete at least 25% of the course requirements at HHA. Transferred credits will be documented in the student’s record indicating what units/hours were transferred and the

student financial obligations will be adjusted accordingly. Credit/hour transfer approvals must be made before the first day of class.

Transfers of students between programs within the institution are not eligible due to Admission's requirements.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Howard Healthcare 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 credits or 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 Howard Healthcare Academy to determine if your credits or certificate will transfer.

ARTICULATION AGREEMENTS

Howard Healthcare Academy has not entered into any transfer or articulation agreements with any other college or university.

PROGRAM INFORMATION

DENTAL ASSISTANT

Program Length: 820 Hours, 10 Months

Cumulative Final Exam: None

Graduation Document: Certificate

Standard Occupational Classification (SOC Code): 31-9091

Classification of Instructional Programs (CIP): 51.0601

Potential Occupations: Dental Assistant, Front Office, Back-Office, X-Ray Technician, Dental Insurance companies, and Office Manager.

Program Description:

The program that prepares students to provide patient care, take dental radiographs (x-ray photographs), prepare patients and equipment for dental procedure, and discharge office administrative functions under the supervision of dentists and dental hygienists.

Includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre- and post-

operative patient care and instruction, chairside assisting, taking tooth and mouth impressions and supervised practice.

Program Objectives:

- Prepare students to assist dentists
- Prepare students to set-up dental equipment and supplies
- Prepare students to assist with patient treatments
- Prepare students to create and maintain patient records

Learning Outcomes:

- Set up, take and process x-rays – both traditional and digital.
- Knowledge of tooth surfaces, tooth names, and numbering
- Front office, billing, coding
- Interact with patients so they relax while in the dentist’s chair
- Guide patients in oral hygiene
- Assist with record keeping and appointment scheduling
- Maintain an infection-free office environment
- Work comfortably with dental instruments, preparations and equipment

| Course Number & Title | Classroom Hours | Externship Hours |
|---|-----------------|------------------|
| DA100 – Dental Terminology and Proper Asepsis | 60 | 0 |
| DA200 – Chairside Assistance | 80 | 0 |
| DA300 – Dental Materials and Prevention | 80 | 0 |
| DA400A – California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab | 80 | 0 |
| DA400B – California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab | 80 | 0 |
| DA500 – Dental Radiology | 80 | 0 |
| DA600 – Dental Practice Management | 80 | 0 |
| DA700 – Clinical and Lab Duties | 80 | 0 |
| DA800 – Dental Externship | 0 | 200 |
| Total Hours: | 820 | |

Course Descriptions:

DA100 – Dental Terminology and Proper Asepsis

Prerequisite: None

Description: In this course, students are taught dental terminology, dental specialties, health team members, HIPAA and CPR. Emphasis is placed on anatomy, physiology, dental anatomy and

histology, and the oral cavity. In addition, this course provides instruction and laboratory practice in basic chairside assisting, as well as in sterilization to include autoclaving, preparation for sterilization and disinfection, surface disinfection, sterilization of instruments, mechanical barriers, and infection control protocol. This course is also designed to develop professional skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DA200 – Chairside Assistance

Prerequisite: DA100

Description: In this course, students are taught an introduction to the profession of dentistry as it relates to the dental assistant in general and specialty dentistry, including orthodontics, pedodontics, oral surgery, endodontics, periodontics, and fixed and removable prosthodontics. Bones, salivary glands, and muscles and nerves of the skull are also covered. Students have the opportunity to practice instrument exchange, oral evacuation, seating and dismissing a patient, handpiece maintenance, and anesthesia. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DA300 – Dental Materials and Prevention

Prerequisite: DA100

Description: In this course, students are taught preventive medicine, nutrition, oral hygiene methods, vital signs, pharmacology, and medical emergencies. Students have the opportunity to practice manipulation of and armamentarium of dental materials to include restorative, cast, impression, cements, liners, bases, tooth brushing, flossing, and blood pressure. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DA400A – California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab

Prerequisite: DA100

Description: In this course, students are taught registered dental assisting functions including regulations, categories, terminologies, examination, certification, continuing education, and legalities. Students have the opportunity to practice all dental assisting and registered dental assisting functions as they apply to general dentistry, oral surgery, and preventive dentistry. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DA400B – California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab

Prerequisite: DA100

Description: In this course, students have the opportunity to practice all dental assisting and registered dental assisting functions as they apply to intra-oral/extra-oral photography, placement of patient monitoring sensors, monitoring patient sedation, intra-oral images for milled restorations, endodontics, orthodontics, and periodontics. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DA500 – Dental Radiology

Prerequisite: DA100

Description: In this course, students are taught basic principles of radiographic physics, radiographic production and darkroom errors, bitewing radiographs, intra-oral techniques, mounting full-mouth radiographs, and manual film processing. Students have the opportunity to practice exposing films and taking full-mouth radiographs and x-rays for diagnosis using mannequins and patients. Students are also taught production of acceptable dental radiographs, including an overview of panoramic film techniques, and automatic film processing. This course requires the completion of four patient surveys as clinical practice, with no more than three retakes. Instruction in radiograph duplication is also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DA600 – Dental Practice Management

Prerequisite: DA100

Description: In this course, students are taught the basis for human behavior, recognition of social behavior, individual difference, communication skills and relationship enhancement, special problems in communications, origin and treatment of patient fear, management of patient pain and discomfort motivation, compliance, preventive behavior, behavior management of children as patients, care of the geriatric patient, and care of the handicapped patient. Students are also taught the nonclinical functions of a dental office with emphasis on appointment scheduling, financial arrangements, collection techniques, recall, completing insurance forms, and maintaining current insurance records. Students have the opportunity to practice telephone communications, basic computer terminology and functions, maintaining inventory supply systems, employment search techniques, and completing a job application. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DA700 – Clinical and Lab Duties

Prerequisite: DA100

Description: In this course, students are taught about and have the opportunity to practice pit and fissure sealants, facebow transfers, automated caries detection device, coronal polishing, stainless steel crowns, adjusting dentures extra-orally, and California Law and Ethics. This course requires the completion of four pit and fissure sealant patients as clinical practice. Patients will be completed on one weekend. Coronal polishing requires the completion of clinical practice to include one student patient and two additional patients. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DA800 – Dental Externship

Prerequisite: DA100, DA200, DA300, DA400A, DA400B, DA500, DA600, and DA700

Description: This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 200-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of

the college staff. Externs are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. Dental students must complete their externship training to fulfill graduation requirements.

Registered Dental Assistant (RDA) – Examination and Licensure Information

Registered Dental Assistant Applicants

Reciprocity is not offered to practice as a Registered Dental Assistant (RDA) in California. All persons wishing to perform the functions of a RDA in California must complete the licensure process described below.

APPLICATION AND EXAMINATION REQUIREMENTS

Pursuant to Business and Professions Code section 30(c) a licensing board may not process any application for an original license unless the candidate or licensee provides its federal employer identification number or social security number where requested on the application.

To qualify for RDA examinations, candidates must:

1. Graduate from a Board-approved RDA educational program; or
2. Complete at least 15 months (1,280 hours) of satisfactory 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 4-month educational program and 11 months of work experience with a dentist(s) licensed in one of the states of the United States.
4. Complete Board-approved courses in coronal polishing and radiation safety.
5. Complete and show proof of completion of a Board-approved course in the Dental Practice Act completed within five (5) years of application.
6. Complete and show proof of completion of an eight (8)-hour Board-approved course in infection control completed within five (5) years of application.
7. Complete and show proof of completion of a basic life support course offered by an instructor approved by the American Red Cross or the American Heart Association.
8. Submit fingerprint clearances from both the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). This process can take 60 days or more. If a candidate has a criminal history, the arrest report and court records must be obtained and investigated before a decision is made to issue or deny the license.

Criminal Background Check

For consumer protection, California law requires all applicants to undergo a criminal background check. Until further notice, all applicants may submit their fingerprints by either using the live scan system or submitting their fingerprint cards. Candidates residing in California must utilize the live scan system. Candidates residing out of California may either come to California and utilize the live scan system or submit their fingerprints on standard FBI fingerprint cards.

Board regulation requires two "classifiable" sets of fingerprints on forms provided by the Board to complete the application. Fingerprints may be submitted via live scan or standard FBI fingerprint cards. Classifiable means that the prints can be "read" by the California DOJ and the

FBI. Fingerprints are more likely to be classifiable if they are taken by a large local law enforcement agency such as a police or sheriff department.

FINGERPRINTS, LOCATIONS AND FEES

You are required to submit fingerprints upon initial application. Live Scan is available only in California, for either residents or visitors, is more efficient than the Ink-on-Cards method, and is required for all California applicants. The Live Scan form is attached to this application or can be downloaded from the Dental Board website at www.dbc.ca.gov. Make sure you print or copy the form in triplicate (three copies).

The agency data for the Dental Board has been completed on the form for you. Applicants need to provide personal data on the form and contact the Live Scan location in your area (see authorized Live Scan locations on the website at <http://www.caag.state.ca.us/fingerprints/publications/contact.htm>). At your fingerprinting appointment, present three (3) copies of the form to the Live Scan vendor. Upon completion of the fingerprinting process, the vendor site will retain one copy and you will receive one copy to submit to the Dental Board as part of this application filing process. The remaining copy should be retained by you for your records.

Your fingerprints will be scanned electronically, without ink, and transmitted to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) for processing. The DOJ will send their report to the Dental Board. Usually the report is received within seven days. There is a low rate of rejections with the Live Scan method.

The Live Scan service location will require you to pay a fee. Fees vary depending on location and are posted on the vendor location website indicated above. California applicants using Live Scan are not required to submit the \$49 fingerprint card fee to the Dental Board as part of this application. Your Live Scan fees will be paid separately to the vendor location at the time of service.

Convictions

Applicants must report all convictions including infractions, misdemeanors, and felonies, with the exception of a conviction for an infraction resulting in a fine of less than \$300. Applicants must report a conviction(s) even if he or she pled nolo contendere (no contest) or received a subsequent order expunging the conviction under section 1203.4 of the Penal Code.

Applicants who have previous convictions or pleas that answer "no" to the question may have their applications denied for knowingly making false statements on the applications pursuant to section 480 (c) of the Business and Professions Code.

To obtain a California registered dental assistant (RDA) license from the Dental Board of California (Board), candidates must:

1. Pass a hands-on practical examination performed on a typodont.
2. Pass a State computerized written general knowledge examination.
3. Pass a State computerized law and ethics written examination.

Once this process is completed and a candidate is qualified for licensure, a pocket identification card and wall certificate are issued. There is no license fee required for the initial license other than the initial application and examination fees.

PRACTICAL EXAMINATION

Suspension of the Registered Dental Assistant (RDA) Practical Examination

Assembly Bill 1707 (Chapter 174, Statutes of 2017) authored by Assembly Member Low was signed by Governor Brown and became effective on August 7, 2017.

WRITTEN EXAMINATIONS

Once you file your application with the Board, you will be sent information on how to separately pay for and schedule the required computerized written examinations. You will then be able to schedule the written and law & ethics examinations at your convenience through PSI.

You will pay an additional \$38.50 fee for the RDA and Law and Ethics written examination when scheduling your test with Psychological Services Inc. (PSI), the contracted testing agency handling the examinations for the Board. Once you have been approved to sit for the practical examination, a Candidate Handbook will be mailed to you by PSI with information regarding how to pay for and when to schedule your written examinations.

GENERAL NATURE OF THE EXAMINATIONS

The Written Exam is a three-hour, computer based, 125 scored and 25 pretest (unscored) multiple-choice exam. It is administered in a computerized test center at various sites in California. If you qualify and your application is accepted, you will be sent information about how to register for this exam.

Once your application has been accepted, you will be sent specific information concerning the content of the examinations. Be sure to read it carefully.

REGISTERED DENTAL ASSISTANT IN EXTENDED FUNCTIONS

Program Length: 410 Hours, 15 weeks

Cumulative Final Exam: None

Graduation Document: Certificate

Standard Occupational Classification (SOC Code): 31-9091

Classification of Instructional Programs (CIP): 51.0601

Potential Occupations: Back-Office Assistant, Back Office Lead, Office Manager, RDA Extended Functions.

Program Description:

The program prepares students with skills and practical experience in the functions of the Registered Dental Assistant in Extended Functions (RDAEF). Includes instruction in preliminary evaluation of the patient's oral health, including but not limited to charting, intra and extra-oral evaluation of soft tissue, sizing and fitting endodontic master and accessory points, cord retraction, taking final impressions, and adjust and cement permanent direct and indirect restorations.

Program Objectives:

- To provide students with a comprehensive and rigorous RDAEF2 curriculum for successful completion of state board examinations and licensure
- To provide students with a contemporary RDAEF2 curriculum that includes progressive and emerging techniques for effective utilization in the workplace
- To ensure all students complete program requirements in a comfortable and supportive learning environment indicative of a professional learning institute
- To promote continuing education and life-long learning for all allied dental healthcare professionals

Learning Outcomes:

- Conduct preliminary evaluation of patient's oral health
- Charting of intra and extra oral evaluation
- Pack gingival retraction cord
- Take final impressions
- Adjust and cement permanent restorations
- Place, contour and finish amalgam and composite restorations
- Size, fit and cement endodontic master points and accessory points

| Course Number & Title | Online Lecture | Classroom Hours | Lab Hours | Clinical Hours |
|-----------------------------|----------------|-----------------|-----------|----------------|
| Module I | 22 | 40 | 56 | 0 |
| Module II | 22 | 30 | 50 | 0 |
| Module III | 22 | 24 | 40 | 104 |
| Total Hours: | 66 | 94 | 146 | 104 |
| Program Total Hours: | | | | 410 |

General Classroom Schedule *(dates to be provided at registration):*

Module 1: Saturday and Sunday 8:00 am – 5:00 pm (8 hours) for six (6) weeks = 12 days (96 hours)

Module 2: Saturday and Sunday 8:00 am – 5:00 pm (8 hours) for five (5) weeks = 10 days (80 hours)

Module 3: Saturday and Sunday 8:00 am – 5:00 pm (8 hours) for four (4) weeks = 8 days (64 hours); and Saturday and Sunday 8:00 am – 6:00 pm (9 hours) during week eight (8) = 16 days (130 hours). This course is in conjunction with 104 hours of clinical externship.

**Two 15-minute breaks and one 30-minute lunch break each day – deducted from hours*

REGISTERED DENTAL ASSISTANT IN EXTENDED FUNCTIONS – Abridged for Existing RDAEF's

Program Length: 318 Hours, 13 weeks

Cumulative Final Exam: None

Graduation Document: Certificate

Standard Occupational Classification (SOC Code): 31-9091

Classification of Instructional Programs (CIP): 51.0601

Potential Occupations: Back-Office Assistant, Back Office Lead, Office Manager, RDA Extended Functions.

Program Description:

The program prepares students with skills and practical experience in the functions of the Registered Dental Assistant in Extended Functions (RDAEF). Includes instruction in preliminary evaluation of the patient's oral health, including but not limited to charting, intra and extra-oral evaluation of soft tissue, sizing and fitting endodontic master and accessory points, cord retraction, taking final impressions, and adjust and cement permanent direct and indirect restorations.

Program Objectives:

- To provide students with a comprehensive and rigorous RDAEF2 curriculum for successful completion of state board examinations and licensure
- To provide students with a contemporary RDAEF2 curriculum that includes progressive and emerging techniques for effective utilization in the workplace
- To ensure all students complete program requirements in a comfortable and supportive learning environment indicative of a professional learning institute
- To promote continuing education and life-long learning for all allied dental healthcare professionals

Learning Outcomes:

- Conduct preliminary evaluation of patient's oral health
- Charting of intra and extra oral evaluation
- Adjust and cement permanent restorations
- Place, contour and finish amalgam and composite restorations

| Course Number & Title | Online Lecture | Classroom Hours | Lab Hours | Clinical Hours |
|----------------------------------|-----------------------|------------------------|------------------|-----------------------|
| Module I – Abridged | 22 | 40 | 56 | 0 |
| Module II – Abridged | 22 | 30 | 50 | 0 |
| Module III – Abridged | 10 | 8 | 24 | 56 |

| | | | | |
|-----------------------------|----|----|-----|------------|
| Total Hours: | 54 | 78 | 130 | 56 |
| Program Total Hours: | | | | 318 |

General Classroom Schedule (*dates to be provided at registration*):

Module 1: Saturday and Sunday 8:00 am – 5:00 pm (8 hours) for six (6) weeks = 12 days (96 hours)

Module 2: Saturday and Sunday 8:00 am – 5:00 pm (8 hours) for five (5) weeks = 10 days (80 hours)

Module 3: Saturday and Sunday 8:00 am – 5:00 pm (8 hours) for two (2) weeks = 4 days (32 hours). This course is in conjunction with 56 hours of clinical externship

**Two 15-minute breaks and one 30-minute lunch break each day – deducted from hours*

Pre-requisites/Co-requisites:

- Licensure as a Registered Dental Assistant with pit and fissure sealant certification, which may be completed during Module One of the program;
- CPR certification issued from an American Heart Association or American Red Cross approved provider;
- Hep-B vaccination clearance or current titer test demonstrating presence of vaccine antibodies or declination form (form to be requested by student);
- Professional liability and malpractice insurance (may be obtained through HHA provider during Module One);

Cognitive and Psychomotor Abilities Required:

- Ability to communicate effectively using speech and written English language skills;
- Ability to understand legal responsibilities;
- Ability to demonstrate critical thinking skills on written tests and performance evaluations;
- Ability to use psychomotor skills such as good manual dexterity, coordination, and the ability to manipulate small materials, items and devices effectively and safely;
- Ability to handle small and medium-sized dental equipment with efficiency and safety;
- Ability to successfully pass written examinations used to evaluate theoretical understanding of program content;
- Ability to successfully pass performance-evaluated skills testing during laboratory and simulated laboratory procedures to demonstrate competency at a minimal proficiency level (75% grade);
- Ability to successfully pass performance-evaluated skills testing during clinical procedures to demonstrate competency at a clinical proficiency level (85% grade).

Course Descriptions:

Module I

Prerequisite: None

Description: Module I of the RDAEF Program is five (5) weeks in length and serves as a review of many basic dental subject matters for the existing RDA. The knowledge and skills taught in this class should serve as a refresher of basic dental assisting knowledge. This information is a critical component serving as a building block for the next two Modules in the RDAEF Program.

Module I topics/subjects include: the dentition periods, the two dental arches, the types and functions of the teeth, identification of tooth surfaces, anatomical features of the teeth, occlusion and malocclusion of teeth including classifications, arch stabilization, numbering systems, the anterior permanent dentition, the posterior permanent dentition, the primary dentition, embryology, development of a tooth and the supporting structures, genetic and environmental factors that affect dental development, functions of osteoclasts and osteoblasts, the life cycle of a tooth, histology and its importance, anatomical vs. clinical crowns, types of dentin, structure of the dental pulp, the periodontium, oral mucosa, the regions of the head, landmarks of the oral cavity, head and neck anatomy, bones of the skull, cranial nerves, the TMJ, the major and minor salivary glands, lymph nodes of the head and neck, landmarks of the face, landmarks of the oral cavity, steps in making a proper diagnosis, importance of oral pathology, signs and types of inflammation, types of oral lesions, disease of the soft tissues, conditions of the tongue, oral cancer, how HIV/AIDS manifests in the oral cavity, developmental disorders of the jaws and dentitions, how nutrition affects the oral cavity, the importance of the extraoral exam, charting symbols, soft tissue examination steps, the importance of a treatment plan, amalgam materials, composite materials, glass ionomers, direct vs indirect restorations, uses of dental liners, uses of bases, use of varnishes, use of desensitizers, importance of etch in the bonding process, matrix bands and wedge use, types of impression materials used in the dental office and types of impression trays used for impression taking.

Module II

Prerequisite: Module I

Description: Module II of the RDAEF Program is six (6) weeks in length. Module II is more focused in the deep development of key skills essential to successfully passing the RDAEF State Board Exams and being employed as a qualified, quality RDAEF in California. The information in Module II is an important bridge into Module III building upon the information learned in Module I.

Module II topics/subjects include: various types of cements and bonding systems available, steps in properly cementing a crown, types of crowns and crown preps, occlusal adjustment, types of oral isolation, rubber dam materials and procedure, Isolite system, Dry Angles, use of cotton rolls in isolation, use of matrix bands, matrix band placement techniques, use of a tofflemire retainer, purpose of wedges, wedge placement, review of various uses for glass ionomers, placement of glass ionomer material, techniques of placement for resin modified restorations, cord packing use, cord packing techniques, medicaments to aid in gingival retraction, other gingival retraction options other than cord placement, final impression materials, final impression techniques with various materials, importance of the final impression, reading a final impression, amalgam composition, use of amalgam restorations, amalgam placement techniques,

understanding an amalgam preparation, polishing amalgam restorations, purpose of polishing amalgams, purpose of endodontics, steps in an endo procedure, placement of paper points, filling materials utilized, and placement of master cones.

Module III

Prerequisite: Module I and Module II

Description: Module III of the RDAEF Program is eight (8) weeks in length. Module III is a focus of study module within the RDAEF Program. There is an intense focus on Composite placement along with review and preparation for the upcoming State Board Examinations for the RDAEF. This course includes a clinical externship of 104 hours to be completed at your Supervising Dentists' office where you will place, contour, and finish at least twenty (20) direct restorations in prepared permanent teeth with the following requirements:

- At least fifty percent (50%) of the experiences will be Class II restorations using esthetic materials (composite and/or glass ionomer).
- At least twenty percent (20%) of the experiences will be Class V restorations using esthetic materials (composite and/or glass ionomer).
- At least ten percent (10%) of the experiences will use amalgam.

You will maintain 13 hours per week and will be required to complete a weekly timesheet were you're Supervising Dentist will verify, and you'll be required to fax or email to your instructor no later than the following Monday at noon.

Module III topics/subjects include: Composite History, Materials and placement techniques; Review of Modules II and III including review of lectures and lab practices, Mock Board Examinations on both the written and practical exams (includes bringing live patient to Mock Practical).

Registered Dental Assistant in Extended Functions (RDAEF) – Examination and Licensure Information

Complete an Application for Registered Dental Assistant in Extended Functions (RDAEF) Examination and Licensure.

1. Include a color passport photo;
2. Provide a valid, active, and current license as a registered dental assistant issued by the Board;
3. Provide approved training program information to be completed by the Program Director of the Registered Dental Assistant in Extended Functions Course.
4. Application Fee: \$120.00 Examination Fee: \$500.00 Total Fee: \$620.00
(APPLICATION FEES ARE NON-REFUNDABLE)
5. Written examination fees will be paid directly to PSI at a later date. PSI EXAMINATION FEE Dental Assistant Extended Functions Examination (\$22.50)

CONTINUING EDUCATION (CE) SHORT-COURSES

| Title of Continuing Education Course | Description of Continuing Education Course | Continuing Education Completion Award |
|--------------------------------------|---|---|
| Pit and Fissure Sealants | A 16 hour course that certifies the student in placing sealants on the patients' teeth for protection of cavities. This certificate course has a lecture and a hands on lab that will break down each step for the sealant process. 2-4 patients needed. | Pit and Fissure Sealants Certificate of Completion Approval Number: PF116 |
| Radiation Safety | This 32 hour standalone course will teach the students on setting up, taking, processing, and mounting X-rays correctly. A certification program that teaches the students to be versatile with traditional and digital x-rays. The lecture and the lab goes over the safety, proper techniques, and hands on explanation of this course. Sign up for our affordable x-ray license and certification by calling our admissions team. Patients needed. | Radiation Safety Certificate of Completion Approval Number: X224 |
| Coronal Polishing | A 12 hour certificate that gets the students closer to their RDA license. This certification in coronal polishing is a hands on lab that shows how to properly set-up, prep the patient, floss, and use the slow speed headpiece for maximum cleaning with leaving the patients mouth healthy and clean. Take this coronal polishing course at a time that best suits you. Call for more information. Patients needed. | Coronal Polishing Certificate of Completion Approval Number: CP055 |
| Ultrasonic Scaling | This 4 hour course teaches the students how to use an ultra-sonic scaler for the removal of orthodontic cement. It's a certificate that has close hands on supervision so that the students master this art. No patients needed. | Ultrasonic Scaling Certificate of Completion Approval Number: US026 |
| Dental Practice Act | A 2 hour course that is mandatory by the Dental Board of California to keep the office infection free and safe. This standalone course will help you become aware of the infection control in your | Dental Practice Act Certificate of Completion |

| | | |
|-----------------------|---|---|
| | dental office and will give you a certification that will make you eligible to work in a dental office. | |
| 2HR Infection Control | A 2 hour course that is mandatory by the Dental Board of California for RDA license renewal to keep the office infection free and safe. This standalone course will help you become aware of the infection control in your dental office. | 2HR Infection Control Certificate of Completion |
| 8HR Infection Control | An 8 hour course that is mandatory by the Dental Board of California to keep the office infection free and safe. This standalone course will help you become aware of the infection control in your dental office and will give you a certification that will make you eligible to work in a dental office. | Infection Control Certificate of Completion |
| Orthodontic Assistant | 84 Hours This course will provide the following training: <ul style="list-style-type: none"> • Remove excess cement with an ultrasonic scaler from supragingival surfaces of teeth undergoing orthodontic treatment. • Remove orthodontic brackets and attachments. • Size, fit, and cement orthodontic bands. • Place and ligate archwires. • Remove orthodontic bands and remove excess cement from supragingival surfaces of teeth. • Prepare teeth for bonding, choose, and cure orthodontic brackets after their position has been approved by the supervising dentist. | Orthodontic Assistant Certificate of Completion Approval Number: OA084 |

Orthodontic Assistant – Examination and Permit Information

On and after January 1, 2010, the board may issue an orthodontic assistant permit to a person who files a completed application including a fee and provides evidence, satisfactory to the board, of all of the following eligibility requirements:

1. Completion of at least 12 months of work experience as a dental assistant.
2. Successful completion of a Board-Approved course in the Dental Practice Act and a Board-Approved, course in infection control.

3. Successful completion of a course in basic life support offered by an instructor approved by the American Red Cross or the American Heart Association, or any other course approved by the Board as equivalent.
4. Successful completion of a Board-Approved orthodontic assistant course, which may commence after the completion of six months of work experience as a dental assistant.
5. Passage of a written examination administered by the Board after completion of all of the other requirements of this subdivision.
6. Submit fingerprint clearances from both the Department of Justice and Federal Bureau of Identification. This process can take 60 days or more. If an applicant has a criminal history, arrest report and court records must be obtained and investigated before a decision is made to issue or deny the license.

Once this process is completed and an applicant is found to be qualified for licensure, a pocket identification card and wall certificate are issued. There is no license fee required for the initial license other than the initial application and examination fees.

CALENDAR

2020 Student Holidays

| | |
|-------------------------------------|------------------------|
| January 20, 2020 | Martin Luther King Day |
| May 25, 2020 | Memorial Day |
| July 3, 2020 | Independence Day |
| September 7, 2020 | Labor Day |
| November 26 – 27, 2020 | Thanksgiving |
| December 23, 2020 – January 3, 2021 | Winter Break |

2020 Break Days for DA Program

| |
|--------------------|
| February 17, 2020 |
| May 14 – 15, 2020 |
| August 19, 2020 |
| September 18, 2020 |

Hours of Operation

Classroom—open at least 15 minutes before and after each scheduled class.

Administration—8 a.m. to 5:30 p.m.; Monday through Thursday and Friday 8 a.m. to 4:30 p.m.

Learning Resource Center—8 a.m. – 9:30 p.m.; Monday through Thursday and Friday 8 a.m. to 12 p.m.

Dental Assistant 2020

| Morning Classes Monday - Friday 8 a.m. – 12 p.m. | | Evening Classes Monday – Thursday 5:30 p. m. – 10:30 p.m. | |
|---|----------|--|----------|
| Start | Graduate | Start | Graduate |
| 01/ 29/20 | 11/13/20 | 01/ 29/20 | 11/13/20 |
| 02/ 27/20 | 12/15/20 | 02/ 27/20 | 12/15/20 |
| 03/26/20 | 01/25/21 | 03/26/20 | 01/25/21 |
| 04/23/20 | 02/23/21 | 04/23/20 | 02/23/21 |
| 05/26/20 | 03/23/21 | 05/26/20 | 03/23/21 |
| 06/ 23/20 | 04/21/21 | 06/ 23/20 | 04/21/21 |
| 07/22/20 | 05/21/21 | 07/22/20 | 05/21/21 |
| 08/20/20 | 06/21/21 | 08/20/20 | 06/21/21 |
| 09/21/20 | 07/21/21 | 09/21/20 | 07/21/21 |
| 10/19/20 | 08/18/21 | 10/19/20 | 08/18/21 |
| 11/16/20 | 09/20/21 | 11/16/20 | 09/20/21 |
| 12/16/20 | 10/18/21 | 12/16/20 | 10/18/21 |

Registered Dental Assistant Extended Functions Abridged 2020

| Start | Graduate |
|----------|----------|
| 04/18/20 | 09/20/20 |
| 10/17/20 | 3/14/20 |

Registered Dental Assistant Extended Functions

| Start | Graduate |
|----------|----------|
| 04/18/20 | 10/4/20 |
| 10/17/20 | 2/21/20 |

ACADEMIC POLICIES

HOURS

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50 minutes of instruction.

SATISFACTORY PROGRESS

Howard Healthcare Academy evaluates satisfactory progress at the following program increments of earned hours:

| Program | Total Hours | 50% | 100% |
|--|--------------------|------------|-------------|
| Dental Assistant | 820 | 410 | 820 |
| Registered Dental Assistant in Extended Functions | 410 | 205 | 410 |
| Registered Dental Assistant in Extended Functions – Abridged | 318 | 159 | 318 |

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.

The student’s academic average is reviewed to determine qualitative progress. The minimum required is 2.00 at the conclusion of each evaluation period.

Incomplete grades are given; if work is not completed within the timeframe agreed to the student will receive an “F” grade. Students must repeat any classes in which they earn less than a 2.00 average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student’s academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of “F” in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Warning

If a student fails to meet the 2.00 grade average for any evaluation period, he or she will be placed on warning for the next evaluation period. Failure to achieve a 2.00 grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the Program Director, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written

academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Program Director will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the Program Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Program Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. For example, the Dental Assistant program is 10 months; maximum time frame is 15 months.

Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn.

Readmitted Students

The maximum time frame is reduced for readmitted students, based upon the remaining length of the program in which they enroll. For example, if the student readmits with 128 hours, and therefore must complete 128 hours, the maximum time frame is 192 hours.

GRADING SYSTEM

Final course grades are based on demonstration of meeting the learning outcomes as stated on each course:

| Numeric | Grade | Grade Points |
|----------------|--------------|---------------------|
| 93-100 | A | 4.0 |
| 90-92.99 | A- | 3.7 |
| 87-89.99 | B+ | 3.3 |
| 83-86.99 | B | 3.0 |
| 80-82.99 | B- | 2.7 |
| 77-79.99 | C+ | 2.3 |
| 73-76.99 | C | 2.00 |

| | | |
|----------|----|-----|
| 70-72.99 | C- | 1.7 |
| 67-69.99 | D+ | 1.3 |
| 60-66.99 | D | 1.0 |
| 0-59.99 | F | 0.0 |

AU – Academic Credit

I – Incomplete

An incomplete is provided only if approved for an extension. If work is not completed within the timeframe agreed to the student will receive an “F” grade.

NP – No Pass

Short courses only receive a Pass or No Pass

P – Pass

Short courses only receive a Pass or No Pass

R – Repeated

When a course is repeated to improve a previously earned grade, the first grade is replaced with a new grade upon completion of the repeat. A student can repeat a course only once.

TC – Transfer Credit

W – Withdrawal

ATTENDANCE

Howard Healthcare Academy considers attendance an essential component of the program. Students enrolled at the institution make a commitment to participate fully in their education by attending classes and accounting for any absences.

It is the student’s responsibilities to address the issues related to his/her absenteeism, whatever the circumstances, and are responsible for obtaining material covered during an absence. A student has an option to determine with the instructor, whether and under what conditions make-up work will be permitted.

HHA does not offer excused absences.

Absences will count from the first official day of classes and not from the first day the student attends. If a student starts a course late, time missed becomes part of the 14 consecutive calendar days and absence percentage. Absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student’s record. Students may be allowed to make up work for these types of absences at the discretion of the instructor. Refer to the class syllabus for further details.

The specific requirements for attendance are as follows:

1. Students enrolled in our DA program will be dismissed from the Institution if they are absent for more than 14 consecutive calendar days, including the Institution's holidays and breaks. If a student passes the 14-day threshold during a holiday or break and they fail to return within three (3) business days after the holiday or break, they will be dismissed. Emergency closures will be considered on a case by case basis.
2. If a student arrives late for class or leaves early, time missed will be marked as absent.
3. No excuses or documentation will be accepted to remove absent time from a student's record; however, late work, as defined in the policy in this catalog, may be permitted.
4. Attendance sign-in sheets are not required; however, instructors must post attendance at the beginning of each face-to-face class session, and then after each 10-minute break, and at the end of each class session attendance will be posted daily.
5. Campus staff will review attendance benchmarks on a weekly basis and will conduct individual academic advising sessions with students whose attendance is less than 85% of the program.
6. Students may follow the process presented in the Student Complaint/Grievance Procedure outlined in the campus catalog if they feel an error has been made in their attendance calculation.

LEAVE OF ABSENCE POLICY

Requests for leave of absence may be granted for emergency reasons only. The student must submit a written request to Program Director for approval. Supporting documentation may be required. A student may be granted a leave of absence not to exceed a total of 180 calendar days in a 12 month period. If a student does not return on the documented return date he/she will be withdrawn from the program.

WITHDRAWAL

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

CONDUCT

Students are expected to utilize the courses for lawful purposes, respect the privacy of other students, respect the integrity of the computer system, respect the diversity of opinions, and maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards, and abide by all rules and regulations published in the school catalog.

Students who are not in compliance with the conduct policy are subject to conduct probation, suspension, or withdrawal from the course/program at the discretion of the school administration.

GRADUATION REQUIREMENTS

- Earn the required total number of clock or credit hours for the program;
- Pass all required courses with a 70% and meet all objectives of the program;
- Return all property belonging to the institution;
- Current with all financial obligations to the institution;
- Attend a Career Services exit interview; and,

If graduation requirements are not met, graduation credential/certificates, proof of training, transcripts, and licensure documents will be held until graduation requirements are met.

STUDENT SERVICES

HOUSING

Howard Healthcare Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance.

RESOURCE CENTER

Resources are available for use in the classroom that includes books, models of teeth, muscle groups, veins, and bones. Students may access the on-campus resources at the main campus Monday through Thursday 9:00 am to 4:00 pm. In addition the internet offers resources 24 / 7.

CAREER SERVICES

Howard Healthcare Academy will assist graduates in developing job search skills such as resume and cover letter development, interviewing skills and appropriate interview follow-up activities. Howard Healthcare Academy does not and cannot promise or guarantee employment or level of income or wage rate to any student or graduate.

STUDENT RECORDS

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

To ensure that full consideration is given to all student complaints concerning any aspect of the programs, facilities, or other services offered by or associated with the institution Howard Healthcare Academy adheres to a fair and comprehensive grievance procedure. The grievance procedure was created and implemented with the intent of providing a framework within which complaints may be resolved. This procedure is not, however, meant to be a substitute for other informal means of resolving complaints or other problems that a student may encounter. The institution's administration maintains an open-door policy, and students are encouraged to voice their concerns fully and frankly to any member of the school's faculty or administration in an attempt to find quick and satisfactory resolutions. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during an investigation of a grievance. All student complaints submitted to the institution will be handled in the following manner.

Step One

When a concern occurs, the student is asked to discuss the concern directly with his/her instructor. If a resolution does not occur, the student is to document their concern in writing and make an appointment to meet with the Program Director. The formal written concern must state the issue and the desired outcome and should include any documentation that supports the concern. The Program Director will review the written statement and any supporting documentation, gather facts, and provide a written response to the student within five (5) business days.

Step Two

If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the CEO (or designee). The CEO (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any corrective action has been proposed or accomplished. The CEO (or designee) will schedule/attempt to schedule a meeting with the student to discuss the response within seven (7) school days, after the student receives the response. The CEO (or designee) will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

Step Three

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Council on Occupational Education by either writing the Council at 7840 Roswell Road Building 300, Suite 325, Atlanta GA 30350, by calling (800)917-2081 toll-free or by completing a complaint form which can be obtained on the council's website, <https://council.org/contact-info/>

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 9737 Aero Drive, Suite 200, San Diego, CA 92123. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00 within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or

reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

TUITION AND FEES

| Program | Registration Fee Non-Refundable | *Student Tuition Recovery Fund (STRF) Non-Refundable | Tuition | **Total Cost |
|--|--|---|-------------------------------|----------------------------|
| Dental Assistant | \$0 | \$0 | \$16,995.00 | \$16,995.00 |
| Registered Dental Assistant in Extended Functions | \$0 | \$0 | \$16,500.00 \$750 Rent Kit | \$16,500.00 \$17,250.00 |
| Registered Dental Assistant in Extended Functions – Abridged | \$0 | \$0 | \$12,800.00 \$750 Rent Kit | \$12,800.00 \$13,550.00 |
| Short Courses-Continuing Education (CE) | Registration Fee Non-Refundable | *Student Tuition Recovery Fund (STRF) Non-Refundable | Tuition | **Total Cost |
| Orthodontic Assistant | \$0 | \$0 | \$1,495.00 | \$1,495.00 |
| Infection Control - 8 HR | \$0 | \$0 | \$200.00 | \$200.00 |
| Radiation Safety | \$0 | \$0 | \$450.00 | \$450.00 |
| Coronal Polishing | \$0 | \$0 | \$350.00 | \$350.00 |
| Pit & Fissure Sealants | \$0 | \$0 | \$450.00 | \$450.00 |
| Ultrasonic Scaling | \$0 | \$0 | \$150.00 | \$150.00 |
| Dental Practice Act- 2HR | \$0 | \$0 | \$50.00 | \$50.00 |
| Infection Control – 2HR | \$0 | \$0 | \$50.00 | \$50.00 |

*STRF: \$0 for every \$1,000 of tuition rounded to the nearest \$1,000.

**Charges estimated for the period of attendance and the entire program.

ADDITIONAL FEES, AS APPLICABLE:

Payments not received by the due date will be considered late and will be charged a \$25.00 late fee.

ESTIMATED ADDITIONAL FEES, REQUIRED AND PAYABLE TO A THIRD PARTY:

Dental Board of California and Psychological Services Incorporated (PSI) Fees: RDA Application Fee \$120.00; RDA and Law and Ethics Examination fees (PSI): Written \$38.50; Live Scan fee: varies by location; RDAEF Application/Exam Fees: Application \$120.00; Examination Fee \$500.00; RDAEF Examination fee (PSI): \$22.50; Orthodontic Assistant Application Fee: \$120.00; Orthodontic Assistant Examination fee (PSI): \$26.50; Other fees to third-party: BLS (AHA or ARC): \$55.00-\$80.00 depending on provider; Background Check fee - \$33.00-\$75.00 depending on the provider and type; Uniforms: \$60.00 per set; Eye exams: \$200.00-\$400.00 depending on provider and type; Clinical Loupes (provider is Orascoptic): \$900.00-\$1,500.00 depending on preference of design; TB test: \$40.00; Hepatitis B vaccination series (3 shots): \$134.00 per shot; Hepatitis B titer: \$75.00; Professional liability and malpractice insurance (ADAA): \$165.00 annual membership fee.

PAYMENT

Students are expected to pay for the program in full at the time of enrollment. If payment cannot be made in full a request for a payment plan can be made at that time.

Payments not received by the due date will be considered late and will be charged a \$25.00 late fee.

LOAN

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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.

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

To be eligible for STRF, you must be a California resident or 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.

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

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

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

MANAGEMENT, STAFF AND INSTRUCTORS

MANAGEMENT & STAFF

Kami Hoss - Chief Executive Officer, Chief Operating Officer
Lorena Meza - Program Director
Yvette Smith – Student Services Advocate
Oscar Navarro – Financial Aid Officer

INSTRUCTORS

Duke, Janice
Registered Dental Assistant in Extended Functions
Over 30 years' field experience.
Over 8 years' teaching experience.

Flores, Richard
Registered Dental Assistant, Teaching Methodology- The FADE Institute
Over 33 years' field experience.
Over 3 years' teaching experience.

Hoss, Kami
D.D.S., M.S., Doctor of Dental Surgery and Masters in Craniofacial Biology, Specialty in
Orthodontics, D.D.S.- UCLA '93, Ortho- USC '96
Over 21 years' experience field and training experience.

Meza, Lorena
Registered Dental Assistant, Teaching Methodology- California Association of Dental Assisting
Over 8 years' field experience.
Over 13 years' teaching experience.

Thomson, Karissa
Registered Dental Assistant, Teaching Methodology – California Association of Dental Assisting
B.S.
Over 4 years' field experience
Over 8 years' teaching experience.

STATE OF CALIFORNIA CONSUMER INFORMATION

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Howard Healthcare Academy has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Howard Healthcare Academy does not participate in federal or state financial aid programs.

Howard Healthcare Academy is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

CATALOG CHANGES

Information about Howard Healthcare Academy is published in this catalog, which contains a description of policies, procedures, and other information about the School. Howard Healthcare Academy reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Howard Healthcare Academy, the student agrees to abide by the terms stated in the catalog and all school policies.