

California Dental Institute, Inc.

2492 Walnut Avenue, Suite 250

Tustin, CA 92780

(949) 610-2826

2023 Course Catalog

(Covering 01/01/2023 to 12/31/2023)

Mission

California Dental Institute, Inc. (CDI) is devoted to preparing students for career success in the dental field in a compressed time frame, while maintaining high academic standards.

Our mission is to inspire, educate, and empower students to achieve lifelong professional goals and effect enduring personal growth. We provide a unique accelerated dental assisting program that allows students to achieve their educational objectives in a short period of time. In support of our mission, we have developed a strong culture of teamwork so that we can deliver excellent training to our students.

General Objectives

- To provide students with all the support needed to successfully complete the program
- To prepare students for immediate employment as Dental Assistants
- To encourage and foster the value of lifelong learning in our students
- To provide students with the most current and comprehensive training available
- To utilize evaluation tools and materials which encourage the students to effectively demonstrate the integration of the concepts and skills they have learned
- To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a professional environment

Course Objectives

- Describe the legal and ethical responsibilities of the dental healthcare worker
- Perform general office procedures
- Identify principles of microbiology and disease prevention and perform infection control procedures
- Identify structures and explain functions and pathologies of dental and general anatomy
- Record patient-assessment data
- Identify the functions of pharmacology and anesthesia as they relate to dentistry
- Identify, describe, maintain and utilize dental instruments and equipment
- Understand and perform traditional film and digital radiographic procedures
- Identify properties and uses, and manipulate dental materials
- Describe principles and perform techniques of preventive dentistry
- Perform chairside assisting for general dentistry and specialty procedures

The tuition for the Dental Assisting course offered by CDI is **\$5,950**. The tuition covers all costs for the course. The program is a total of eighty hours of instruction. This program includes lecture material as well as lab and clinical training. Didactic/lecture instruction is delivered in the first three-hour session utilizes PowerPoint presentations, multimedia, including dental-office equipment and products to instruct and teach dental anatomy, terminology, instruments, procedures, materials, and products commonly used in dental offices. The following three hours of the bi-weekly sessions are dedicated to laboratory training to work manually with the instruments and materials that were taught during the lecture presentation in order to gain the practical experience.

Students are trained to produce intra-oral x-rays; mix, take and pour-up patient impressions; sterilize and process dental instruments; instrument knowledge and instrument passing; clinical retraction and suctioning techniques; set-up and cleaning of the dental operator, and patient scheduling.

Dental assistants are identified by the US Department of Labor's Standard Occupational Classification (SOC) code: 31-9091.

Students graduate with certificates in: Dental Assisting, Dental Radiation Safety, 8-hour Infection Control, Basic Life Support (BLS). After continuous employment of 120 days or more, the student is required to complete a CA Dental Practice Act course within a year from date of employment.

Tuition includes the following:

- *Modern Dental Assisting*, 12th Edition (2018), Bird, Elsevier, Inc.
- All educational materials and dental supplies needed on the course
- Dental radiography training (digital and film)
- One set of scrubs
- Job search and job interview preparation and coaching
- Intra-oral imaging
- Job-placement assistance
- Training in all aspects of general Dental Assisting
- Certificate in Dental Assisting
- CA Dental Radiation Safety Certificate
- CA 8-hour Infection Control Certificate
- BLS/CPR Certificate

Training is conducted by Ramil Gorospe, B.A., RDA, CDA at a teaching facility housed within Pierce Aesthetics; the state-of-the-art dental office of Sean Pierce, D.D.S. located at 2492 Walnut Avenue, Suite 250; Tustin, CA 92780. Dr. Pierce is also the owner and CEO of CDI.

Ramil Gorospe has been a Registered Dental Assistant (RDA) and Certified Dental Assistant (CDA) since 1996. He earned a Bachelor's Degree in Organizational Leadership from Brandman University which enables him to effectively develop strategic goals for CDI while motivating students and colleagues to achieve set objectives.

He has over 15 years of clinical experience and has developed expertise in general dentistry as well as all dental specialties. Mr. Gorospe has assisted in offices throughout Orange and LA Counties in large dental groups as well as private boutique offices, and has held back-office

supervisory positions. He is an active member of ADAA and CDAA. He was a dental assisting instructor at UEI College, and was a dental implant technical advisor with two of the leading dental laboratories in the country. His passion however, continues to be teaching and he brings this enthusiasm to CDI.

Admission Requirements

- Attend an initial personal interview
- High School Diploma or equivalent
- At least 18 years of age
- Ability to read, write, and speak English
- Be able to clearly understand the terms and conditions of the Enrollment Agreement written in English
- Be in adequate health to perform physical tasks in the dental office

All prospective students without proof of a High School Diploma or GED certificate must take an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative. All instruction will be conducted in English; CDI does not provide English as a second language. We accept a TOEFL score of 60 or greater. Visit www.ets.org for testing information.

Admission Procedure

- Complete an interview with the Program Director to determine desire, ability, and commitment as well as English-language proficiency
- Receive a tour of the facility
- Review the school catalog
- Review and sign the Student Performance Fact Sheet
- Sign the enrollment agreement

Upon completion of the required documentation for admission, the school administration will review the information and inform the applicant of enrollment status. If an applicant is not accepted, all monies paid will be refunded.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CDI

The transferability of credits earned at CDI is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Dental Assisting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at CDI is 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 CDI will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending CDI to determine if your credits or certificate will transfer.

CDI does not accept credits earned at any other dental assisting institution. CDI does not award credit for prior experiential learning.

Student records and Transcripts are filed according to the student's name, class year. Financial and academic records shall be stored and maintained in separate files. Attendance, test/quiz scores, and payment history documents are included. The records are maintained at CDI for a minimum of five years.

Disclosure Statements

- 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, CA 95833. www.bppe.ca.gov Phone: (888) 370-7589 or by fax (916) 263-1897.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- California Dental Institute, Inc. does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- CDI is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- California Dental Institute, Inc. does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards the program.
- 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 has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.
- California Dental Institute, Inc. does not have an articulation agreement or transfer agreement with any other college or university.
- It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
- The school catalog is updated at least once a year or whenever changes to school policies take place.
- California Dental Institute, Inc. does not plan to offer distance education at this time.
- The Chief Executive Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- California Dental Institute, Inc. does not offer English as a Second Language.
- California Dental Institute, Inc. students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

- English language proficiency is documented by the admission interview and receipt of prior education documentation.
- California Dental Institute, Inc. is not accredited by an accrediting agency recognized by the United States Department of Education and students are not eligible for Federal or State Student Aid programs.
- California Dental Institute, Inc. is a private institution, and is approved to operate by the Bureau for Private Postsecondary Education (BPPE); approval to operate means compliance with state standards as set forth in the California Education Code (CEC), and California Code of Regulations (CCR)
- A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- California Dental Institute, Inc. does not have housing facilities under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- California Dental Institute, Inc. does not provide housing-assistance services to students.
- California Dental Institute, Inc. has no responsibility to find or assist a student to find housing.
- There are available housing options located reasonably near CDI. The average cost for apartment rental in Tustin is \$2,087/month.
- Students can find rental information on apartments.com:
<https://www.apartments.com/tustin-ca-92780/>
- California Dental Institute, Inc. is not approved to participate in Federal or State Student Aid programs.
- CDI shall provide this catalog to a prospective student and any interested person through the CDI website, email, or hardcopy available at the office.

Dress Code

Attire

- Scrub uniform, clean and neatly pressed
- White leather clinic-type shoes or smooth, white all-leather/vinyl athletic shoes
 - ✓ No athletic shoes with cloth or weaving
 - ✓ No clogs or open-back shoes
 - ✓ No open-toed shoes
 - ✓ No perforations or ornamentations
 - ✓ White socks or hosiery must be worn that cover the ankles
- CDI scrubs must be worn at all times
- White undershirts may be worn

Hair

Hair must be kept clean and neat at all times. If hair is between collar and shoulder length, it must be styled off the face or pulled back. If hair is longer than shoulder length, it must be worn up or braided down the back so that hair does not fall forward over the shoulder. Bangs or waves across the forehead must not fall below the eyebrows. Hair must be styled in a neat manner so that it will not fall in the operator's or patient's face, or block the light unit. Hair dyes must be that of a natural hair color. Facial hair must be kept trimmed and neat.

Fingernails

Fingernails are to be kept short enough to be flush with the top of the fingertip. Artificial nails are not permitted, as outlined by the CDC recommendations for the dental field. Clear fingernail polish and French manicures are acceptable, if not chipped.

Jewelry

- Only one small stud earring per ear may be worn; no dangling or hoop earrings
- A plain wedding band may be worn
- No visible body piercings, other than earrings

Miscellaneous

- While visible tattoos are not prohibited, they may limit employment prospects; therefore, they should be covered or concealed
- Perfumes or fragrances should be avoided
- Makeup should be unobtrusive and natural
- Gum chewing is not allowed

Attendance

Regular attendance and punctuality will help develop good habits necessary for a successful career. All scheduled hours of class must be attended. If a student misses a class, the student must make arrangements with the instructor to make-up the missed hours. It is the student's responsibility to schedule make-up time.

Students are encouraged to schedule medical, dental, personal, or legal appointments after school hours and should notify the instructor if they plan to be absent. The student will still be marked absent, tardy, or left-early if they miss class time for any reason.

Students are required to maintain a minimum attendance rate of 70% to meet the attendance requirement of the course. Any student falling below this 70% threshold for attendance will be placed on academic probation. As long as a minimum of 70% attendance is maintained by a student, they can make up any missed class time.

Students who are excessively absent (30% or more of classroom hours) will be placed on probation and notified by the Program Director. If a student's attendance does not improve, the student will be dismissed from the program.

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked "left early" on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record. Excessive tardiness or leaving early may lead to probation or dismissal from the program.

Students are required to make-up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any missed exams due to absence must be made with the instructor. Students who have been terminated for violating the attendance policy may be re-entered through an appeal process.

Satisfactory Progress

Satisfactory progress will be determined by the required score on all tests, completion of all assigned homework, attendance, and successful participation in each of the clinical classes. If the student falls below 75% on any test, is not completing homework, not participating in clinical classes, or failing to meet the attendance guidelines, they will be placed on academic probation as defined below.

Probation

Academic probation consists of a student failing to meet the minimal grade allowed on tests, failing behind on financial obligations to the school, or excessive absences or tardiness. A student on academic probation for falling below a minimum score of 75% on a test will be allowed to retake, after remediation of that section, but before the following scheduled class. The student must schedule an appointment with the school director for a retest at a time other than the scheduled class time. Each student will be allowed to retake each section of the test only one time. If the student fails, the test on the second attempt they will be terminated from the program. Once the student has improved their progress in the class, the instructor will remove the student from probation. A student that is terminated from the program for unsatisfactory progress may apply for re-admission to the program during the next enrollment period. Additional reasons for dismissal are: chronic tardiness, not paying tuition as agreed, being disruptive or rude to others, and not capable of getting off of academic probation.

Unsatisfactory Academic Progress Appeal Procedures

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the program due to failure to meet satisfactory academic progress standards or any other reason may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program. A decision will be made by the Program Director and the student will be notified in person or in writing. All decisions are final.

Library facilities

Library facilities are not provided; instead, additional learning resources such as dental text books, clinical multimedia, models, computer workstations, and all academic assets are available to students as additional reference material in the dental office by verbally asking the instructor for permission. Students can make arrangements with the instructor to use the learning resources during normal business hours, 8:00am to 5:00pm, Monday through Friday.

Student Services at CDI

Enrollment Services – CDI assists students with the enrollment process.

Support Services – CDI assists with career guidance and offers supplemental reference materials (multi-media and supplemental textbooks) to help students develop goals, and plan for achieving desired career results.

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

Activity Programs – CDI does not offer athletics, student clubs, student government or student activities.

School Facilities

Training equipment consists of everything utilized in a modern dental office including x-ray machines, masks, gloves, protective eyewear, handpieces, computers, dental instruments and supplies, manikins, dental chairs, overhead lights, aspiration, air water deliveries, sterilization equipment, dental multimedia, intraoral cameras, digital sensors, dental film, manual and automatic processing machines. Lecture rooms utilizes digital projection to deliver PowerPoint presentations, including clinical multimedia.

The front office is equipped with computers, telephones, a patient education video system, and a reception area. There are 2 training operatories that are fully-equipped with patient, dentist, and

assistant chairs, examination lights, hand piece delivery systems, sharps containers, and X-ray machines. There is a dental laboratory equipped with work stations for preparation of models and other dental work. There are 2 curing lights, 1 rubber-base mixing machine, 1 intra-oral camera, and 2 DSLR cameras.

Restrooms are available. The facility has adequate lighting, is air-conditioned, and is wheelchair accessible. Ample student parking, including handicapped, is available around the building.

Placement Services

CDI's goal is to provide students with the skills and technical knowledge necessary to qualify for employment in entry-level positions. A letter of recommendation outlining training and experience will be given to students who request one and who have demonstrated a high level of learning proficiency. CDI does not guarantee compensation levels or job placement to graduates, but every effort will be made to assist them in finding a position upon graduation.

Dentists in the area will be made aware of our school and will be advised when graduates are available. Every effort will be made to provide qualified entry-level dental assistants to any dentist inquiring about availability from CDI.

Student Grievance Procedure

Students are entitled to having a safe and comfortable learning experience at CDI. Students shall be respectful and courteous to others in order to maintain a friendly and fun atmosphere where students are eager to attend and learn. If a student has a grievance, they will request a "Report of Complaint" from the Program Director. After completing and returning the form to the Director, the complaint will be investigated quickly, and corrective action will be implemented. Any student who submits a formal written complaint will receive, within ten days, a written response which will include a summary of the school's investigation, and the school's response to the complaint.

THE TOTAL CHARGE FOR THE CURRENT PERIOD OF ATTENDANCE IS \$5,950
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS
\$5,950
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT
IS \$5,950

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

Cancellation, Withdraw, and Refund Policies

Student's Right to Cancel

You have the right to cancel the enrollment agreement you sign for the course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the school: CDI 2492 Walnut Avenue, Suite 250; Tustin, CA 92780. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

Withdrawal

All withdrawal requests must be sent to Mr. Gorospe in writing and must include the following information: your full name, the program you are enrolled in, the term you are enrolled in, and your reason for withdrawing. Requests to withdraw will not be accepted over the phone. Requests to withdraw must be emailed to ramil@caldentalinstitute.com or mailed to: CDI 2492 Walnut Avenue, Suite 250; Tustin, CA 92780. All withdrawals from this course need to be received prior to the Friday of week 3 of the term. No withdrawals will be accepted after this date. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund Policy

The institutional refund policy for students who have completed 60-percent or less of the course of instruction shall be a pro-rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee and the STRF fee, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

Refund calculation:

1. *Deduct a registration fee and STRF fee from the total tuition charge.*
2. *Divide this figure by the number of days in the course.*
3. *The quotient is the daily charge for the course.*
4. *The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.*
5. *The refund would be any amount in excess of the figure derived in (4) that was paid by you.*
6. *The refund amount shall be adjusted for equipment, if applicable.*

If you receive federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

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

Leave of Absence

In case of serious illness, family bereavement, short-term military obligation, or other emergency circumstances, a student may apply for a Leave of Absence. CDI is committed to handling reasonable requests for leaves in a responsible manner. This policy may not be used in lieu of disciplinary action to address any violations of the school's rules, regulations, policies, or practices. A student who is granted a voluntary leave while on academic and/or disciplinary status will return to that same status.

All Leave of Absence requests must be in writing and approved by the Program Director. The "Withdrawal or Leave of Absence" form is requested verbally or by a written request, and the completed form returned to Mr. Gorospe.

- A Leave of Absence may be approved for a certain period of time to be determined by the Program Director
- A Leave of Absence may affect the availability of class scheduling for the individual student
- Students making tuition payments for the course must continue to do so during a Leave of Absence
- A student who fails to return from Leave of Absence on the scheduled return date without prior arrangements will be dropped from the program

Student Tuition Recovery Fund (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the

Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program 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 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.

References: Sections 94803, 94877 and 94923, Education Code.

Course Outline

The following subjects are covered in-depth from both a didactic and a practical clinical experience. The three-hour lecture is followed by three hours of clinical, "hands on" training in our modern, *state-of-the-art* dental office and training center per week. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All graduates receive 32 hours of instruction in radiology, 75% digital. Our students graduate with a Certificate in CA Radiation Safety, CA 8-hour Infection Control and Basic Life Support certification. Details of the students' training are outlined below.

I. Introduction to Dental Assisting

- A. Define the dental field and discover how the dental team works together to provide an excellent patient experience
- B. Examine communication with patients, office image, and dental-practice flow
- C. Introduction to patient preparation, mixing materials, instrument passing, moisture control, and patient charting notes

II. Dental Theory and Terminology

- A. Dental and oral anatomy, tooth identification and numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology
- D. Equipment operation, chair positioning, assistant equipment usage
- E. Treatment options available, based on oral conditions

III. Administration and Front-Desk Office Management

- A. Phone techniques and appointment scheduling
- B. Billing: accounts receivable and accounts payable; collections
- C. Filing insurance forms and pre-treatment estimates
- D. Insurance terminology

IV. Four-Handed Dental Assisting

- A. Instrument transfer techniques, chairside assisting, and patient aspiration
- B. Chairside doctor-patient-assistant positioning
- C. Tub and tray systems of instruments and materials
- D. Familiarity and use of instruments and materials in assisting for:
 - Operative Dentistry - amalgam and composite restorations
 - Oral Surgery - instruments, procedures, and post-operative protocol
 - Crown and Bridge - polyvinyl siloxane impression taking, temporary fabrication, cord packing, hemostatic agents, introduction to various types of restorations
 - Endodontics - instruments, medicaments and materials: how and why they are used
 - Periodontics - disease origin and usual treatment methods
 - Pediatric dentistry - commonality and differences in treating children vs. adult patients

V. California Radiation Safety Certification for Dental Radiology

- A. X-ray theory and technique; use of Rinn® and Snap-a-Ray® holders
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Developing x-rays using the automatic processor; printing out and exporting from software

- D. Developer care and maintenance
- E. X-ray identification, interpretation, safety and precautions

VI. Impressions and Model Trimming

- A. Impression materials and practice in their use: alginate, polyvinyl siloxane, etc.
- B. Bite registrations, counter impressions
- C. Model pouring and trimming along with splint fabrication.

VII. Sterilization Techniques

- A. Sterilization theory and terminology, autoclave operation
- B. Instrument and equipment sterilization/disinfection
- C. Treatment room disinfection and asepsis techniques
- D. Handpiece care and maintenance

VIII. Cements and Liners

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

IX. Job Interview and Placement Assistance

- A. Professional image, attire, building a resume, and job-interview preparation
- B. Interview questions you may face and how to answer them
- C. Interviewing skills, and what to expect

X. BLS/CPR Certification