

COURSE CATALOG

January 1, 2021 – December 31, 2021

CALIFORNIA RDA INSTITUTE, LLC



**California
RDA Institute**

California
RDA Institute

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California RDA Institute

Mission

California RDA Institute, LLC is dedicated to training individuals for careers in the dental field in the shortest practical time at a reasonable cost.

It is our mission to provide effective, fast, and affordable training that is educational, practical, and convenient. California RDA Institute, LLC is dedicated to assisting students to achieve success by providing training that will result in job placement. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in the field of dentistry.

Objectives

In support of this mission, the school's objectives are:

- ✓ To provide students with all the materials, faculty and administrative support needed to successfully complete their program.
- ✓ To encourage and foster the value of life-long learning in our students.
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study.
- ✓ To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
- ✓ To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.
- ✓ To encourage acquisition of the body of knowledge presented in our educational programs.

Campus Facilities

All class sessions are held at 1059 First Avenue San Diego CA 92101. The campus is situated at the corner of First Ave and C Street some five blocks south of the San Diego Freeway (5). The area of the school is approximately 3,500 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, an open area administrative office, one large dental skills classroom, a dental lab and two classrooms. The office is equipped with computers, telephones, patient charts, a patient education video system, and a reception area which doubles as a classroom. There are 8 operatories that are fully equipped with patient, dentist and assistant chairs, examination lights, hand piece delivery systems, nitrous oxide, sharps containers, and X-ray machines. There is a dental laboratory equipped with workstations for preparation of models and other dental work and there are also 3 amalgam mixers, 8 curing lights, 6 rubber base mixing machine, 8 Piezo machines, 1 video scan camera, and 1 CEREC machine. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary teaching rooms, lecture rooms or a combination thereof. There is a small lounge area available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Ample student parking (including handicapped) is available around the building.

ADMISSION REQUIREMENTS AND PROCEDURES

California RDA Institute, LLC offers the following programs:

1. Dental Assistant Training
2. Introduction to Dental Laboratory CAD/CAM Technician
3. Fast Track to Basic CAD/CAM Technology

Each program and course offered has its own prerequisite and standards and it is the responsibility of the applicant to meet those standards. Applicants should review the program and course descriptions in this catalog for the specific admission standards for each program and course offered.

California RDA Institute LLC currently does not offer any courses that are designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.

Admissions Requirements

1. All applicants are required to complete a potential student questionnaire form for admission.
2. All applicants must attend an initial personal interview and receive a tour of the campus.
3. All applicants must be at least 18 years of age to be considered for admissions.
4. 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.

Admission Procedure

1. Complete an interview with a school representative to determine desire, ability, and commitment as well as English language proficiency.
2. Receive a tour of the campus.
3. Review the school catalog.
4. Review and sign the Student Performance Fact Sheet for the program that you wish to take.
5. Take the Wonderlic Basic Skills Test (WBST) if applicable.
6. Sign an enrollment agreement.

Acceptance to the School

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

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

The transferability of credits you earn at California RDA Institute, LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California RDA Institute, LLC to determine if your credits or certificate will transfer.

Acceptance of Credits Earned at Other Institutions

At this time California RDA Institute, LLC has not entered into any articulation or transfer agreements with other institutions or colleges.

Disclosure Statements

- ✓ California RDA Institute, LLC is a private postsecondary college approved to operate by the Bureau for Private Postsecondary Education. (*Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009*)
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov Phone: (888) 370-7589. (916) 574-8900, 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 RDA Institute, LLC 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.).
- ✓ This institution 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 RDA Institute, LLC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any programs.
- ✓ 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 moneys not paid from federal student financial aid program funds.

- ✓ California RDA Institute, LLC does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ 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 RDA Institute, LLC 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, examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ California RDA Institute, LLC does not offer English as a Second Language.
- ✓ California RDA Institute, LLC 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 proof of high school graduation or equivalent (copy of diploma or GED certificate). If student is unable to provide adequate proof, student will be required to take and pass a Wonderlic Basic Skills Test, with a verbal-skills score of 200, and a quantitative score of 210.
- ✓ California RDA Institute, LLC 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.
- ✓ A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- ✓ California RDA Institute, LLC does not have housing facilities under its control or ownership and is not affiliated with any dormitory or housing facilities.
- ✓ California RDA Institute, LLC does not provide housing assistance services to students.
- ✓ California RDA Institute, LLC has no responsibility to find or assist a student to find housing.
- ✓ There are available housing options located reasonably near the institution's facilities. The average cost for a room or apartment rental varies from between \$550 for a room per month to \$2,450 per month for a 2-bedroom house.
- ✓ Students will find rental information on Craig's List San Diego at <http://sandiego.craigslist.org/>
- ✓ California RDA Institute, LLC is not approved to participate in Federal or State Student Aid programs.

ACADEMIC PROGRESS STANDARDS

Academic Advising

Each student is given personal consideration and assistance with course arrangement and program scheduling. The school provides individual assistance and advice to a student with special academic problems in any particular subject. A student is also encouraged to request an appointment with his/her instructor to work on any specific problem he/she may be having with courses.

Satisfactory Academic Progress Standards

Satisfactory progress toward the completion of a program of study is expected of all students attending California RDA Institute, LLC. Satisfactory progress is defined as maintaining a minimum equivalent of a 2.0 grade point average measured by passing a course with a score of at least 70% or better, accuracy, timely completion of assignments, and acceptable performance of required skills.

Grading System

The threshold minimum student performance of 70% as determined by the instructor needs to be obtained in order for the student to pass a course. No letter grades are provided. All courses are pass/fail.

Probation

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next course. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period in order to remain in the program.

If the student fails to meet the Satisfactory Academic Progress Standards (passing score of 70% or better) by the end of the probationary period, the student will be terminated from the school.

Repeats and Remedial Courses

Unless special circumstances apply, a course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the passing score. All final course scores will be recorded and appear on the student's transcript.

Unsatisfactory Academic Progress Appeal Procedures

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the school 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 CEO/CAO and the student will be notified in person or in writing. All decisions are final.

Attendance

Regular attendance and punctuality will help develop good habits necessary for successful careers. All scheduled hours of class must be attended. If a student misses a class, he or she must make up the hours missed either on course break or after the completion of his or her program.

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

Students are required to have an overall attendance rate of 70% or more to meet the minimum 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 classes.

Attendance Probation

A student who has consecutively missed more than 30% of the scheduled class hours in any given course will be put on probation until the end of the next scheduled course.

Student Services monitors the student attendance cards of all active students and calls those students who have not attended class. Students who are excessively absent (30% or more of classroom hours) will be placed on probation and notified by Student Services. If a student's attendance does not improve, the student will be dropped from the program.

Tardiness

Tardiness: 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. In addition, excessive tardiness or leaving early may lead to probation or dismissal from the school.

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 test missed because of an absence must be made with the instructor and approved by the school administration.

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must wait for one complete course. Normally approval for reentry will be granted only once.

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. All Leave of Absence requests must be in writing and approved by the CEO/CAO. In addition, the following guidelines apply.

The student must submit a signed Leave of Absence form.

A Leave of Absence may be approved for a certain period of time to be determined by the designated associate.

A Leave of Absence may affect the availability of class scheduling for the individual student. Students making tuition payments for courses completed must continue to do so during a Leave of Absence.

A student who fails to return from an LOA on the scheduled return date and no prior arrangements have been made will be dropped from the school.

Suspension and Termination

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The school reserves the right to suspend or dismiss any student who:

Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the school, as addressed in the conduct policy of this catalog.

Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to school property.

Fails to maintain satisfactory academic progress.

Fails to meet satisfactory clinical standards.

Fails to meet school's attendance policy or standards.

Fails to meet financial obligations to the school.

Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.



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SCHOOL POLICIES

Non-Discrimination Policy

The school is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.

This policy applies to hiring of all positions and admission of all students. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided, they meet the entrance requirements. The CEO is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Conduct

California RDA Institute, LLC is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, California RDA Institute, LLC has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the school and at other facilities during externships.
2. Dishonesty on the part of any student may result in probation, suspension, or termination from the school. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damage done to school or externship site property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on school or externship property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on school or externship property.
7. The school is a non-smoking facility. Smoking is permitted outside of the buildings.
8. Animals are not permitted on the school grounds with the exception of animals designated to assist the physically impaired.
9. The school does not provide childcare services. Children are not permitted in the instructional areas.
10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed may result in probation, suspension, or dismissal from California RDA Institute, LLC.

Sexual Harassment

California RDA Institute, LLC is committed to creating and maintaining an environment where all who participate in school programs and activities are able to work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. As these behaviors are a violation of both the law and school policy, California RDA Institute, LLC will respond promptly and effectively to all claims of sexual harassment. Once a claim has been thoroughly investigated, California RDA Institute, LLC will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy. Sexual harassment includes but is not limited to the following: unwelcome sexual advances; requests for sexual favors; verbal or physical conduct of a sexual nature; conduct or behavior that explicitly or implicitly affects an individual's employment or education; sexual conduct that unreasonably interferes with an individual's work or educational performance; or conduct that creates an intimidating, hostile or offensive working or learning environment.

Drug and Alcohol Abuse Awareness and Prevention

California RDA Institute, LLC supports the National Drug and Alcohol Abuse Awareness and Prevention Program and follows the United States Department of Education guidelines. Abuse referral resources are available to all students, faculty, and staff from Student Services.

Crime Awareness

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), California RDA Institute, LLC provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the school campus.

Student Grievance Procedure

Any problem or difficulty that a student encounters, whether in a behavioral or any academic sense, should first be presented to the instructor in charge. The school encourages open communication, and every effort will be made to resolve the difficulty at its early stage. However, if a remedy is not reached to the student's satisfaction, the student should refer the complaint to the CEO who is empowered to resolve complaints. Any student who submits a formal written complaint will receive, within ten days, a written response, which will include the following: A summary of the school's investigation, the school's response to the complaint. A copy of the entire complaint policy is available through the Student Services.

If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 255, Sacramento California, 95834, P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov. Tel (888) 370-7589, (916) 574-8900/Fax (916) 263-1897.

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Personal Property

California RDA Institute, LLC assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to school property.

Student Record Retention

California RDA Institute, LLC will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained permanently.

Family Education Rights and Privacy Act

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal school hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the CEO or CAO.
2. The school may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.
3. The student may not have access to financial data separately submitted by parents or guardians.
4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

Financial Aid

California RDA Institute does not offer any financial aid.

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STUDENT SERVICES INFORMATION

Library and Learning Resources

The school has established a small library and resource center consisting of textbooks and periodicals providing information in the various materials to support the school's mission and curriculum and assists each student to attain his/her educational goals. The collection includes books, an assortment of current periodicals, and videos. The library, which provides academic assistance to students, is open from 9:00 a.m. to 5:00 p.m. Monday through Sunday.

Students may not sign out books, videos, or CDs. Students may reference these learning resources at the school

Reference materials, books, periodicals, pamphlets, newspapers, and any other materials labeled reference are non-circulating. Reference books cannot be removed except to be taken to the copy machine. This has to be done with permission from the student services director. Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time, but if needed, they may be used. Cell phone usage is prohibited in the library area.

Guidance Services

California RDA Institute, LLC provides assistance to students in solving personal or education-related problems, which may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Student Services.

Placement Services

California RDA Institute, LLC's desire to provide adult learners with the skills and technical knowledge necessary to qualify for employment in entry-level positions. California RDA Institute, LLC cannot and will not guarantee a job to anyone. The school does not represent or guarantee compensation levels to anyone.

An eligible graduate is any student who has:

1. Successfully completed all graduation requirements.
2. Submitted a personal résumé to the Director of Student Services and Placement.
3. Returned all books, equipment, etc. belonging to the school.
4. Fulfilled all financial obligations to the school.

Upon graduation, the following placement services are provided:

- Interviewing and Job Search Skills
- Résumé Writing
- Referrals to Dental Temp employment agencies
- Referrals to Internships

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration Non refundable (deducted from cost of tuition)	Tuition Refundable	STRF * Non- Refundable	Supplies/ Books (Provided as part of tuition)	Total Cost
Dental Assisting	\$200.00	\$3,800.00	\$2.00	\$0.00	\$4,002.00
Introduction to Dental Laboratory CAD/CAM Technician	\$200.00	\$9,800.00	\$5.00	\$0.00	\$10,005.00
Fast Track to Basic CAD/CAM Technology	\$200.00	\$2,300.00	\$1.50	\$0.00	\$2,501.50

Period of Attendance

Program of Study	Cost Breakdown					
	Registration Non- refundable (deducted from cost of tuition)	Tuition Refundable	Period of Attendance (50% of tuition paid at start, balance paid at 4 months)	STRF * Non- Refundable	Supplies/ Books (Provided as part of tuition)	Total Cost
Dental Assisting	\$200.00	\$3,800.00	N/A	\$2.00	\$0.00	\$4,002.00
Introduction to Dental Laboratory CAD/CAM Technician	\$200.00	\$9,800.00	N/A	\$5.00	\$0.00	\$10,005.00
Fast Track to Dental Laboratory CAD/CAM	\$200.00	\$2,498.50	N/A	\$1.50	0.00	\$2,501.50

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***Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, which is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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 they 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, wo 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, 1747 N. Market Blvd. Suite, 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

CANCELLATION, WITHDRAW, AND REFUND POLICY

Students Right to Cancel

You have the right to cancel the enrollment agreement you sign for a 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 Policy

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the enrollment agreement. 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.

Withdraw Policy

Withdraw shall occur when you give written notice of withdraw at the address of the school shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of withdraw, 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.

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.

(A) Deduct a registration fee and STRF fee from the total tuition charge.

(B) Divide this figure by the number of days in the course.

(C) The quotient is the daily charge for the course.

(D) 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.

(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.

(F) 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:

(1) 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.

(2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

California
RDA Institute

PROGRAMS

DENTAL ASSISTING

A Certificate program (below college level)

55 Classroom Instruction Hours / 17.5 Home Study / Total Hours 73.5

Department of Labor's Standard Occupational Classification Code: 31-9091

Program Description:

This program prepares students to be dental assistants. A dental assistant performs many tasks in the dental office. A dental assistant's tasks include getting a patient ready for examination, preparing patients for dental procedures, managing dental records, sterilizing dental instruments, providing instruments to the dentist when requested, preparing anesthetics, managing suction devices, taking dental x-rays, and more. The dental assistant (DA) may also remove dental sutures, clean away extra dental cement after a temporary or permanent crown has been placed, and provide instructions to patients on dental care. A DA may also be involved in administrative duties such as setting and confirming appointments, processing dental bills, collection payments, reminding patients of a dental appointment, and ordering dental supplies.

Program Objectives:

Graduates shall be able to:

- Describe the legal and ethical responsibilities of the dental health care 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
- Identify and perform standard dental film, digital and carpal 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.
- Prepare graduates for a profession in Dental Assisting. (United States Department of Labor's Standard Occupational Classification Code 31-9091)

Course Descriptions

DA 01a - THE BASICS OF DENTAL ASSISTING – INTRODUCTION

This course will define dentistry and cover how the dental team works together to accomplish ultimate patient service and exceed patient expectations. Topics such as patient communication, office image and practice flow will be emphasized. Preparing the patient, mixing materials, passing instruments, moisture control and charting notes will be introduced.

DA 02b - CA PRACTICE ACT

Reviews statutes of the Dental Practice Act including license renewal requirements, use of auxiliaries in a dental practice, scope of practice for auxiliaries and dentists, citations, fines, and disciplinary actions.

DA 03a - OPERATORY SET UP AND BREAK DOWN

Students will learn how to prepare treatment rooms before and after each patient, by cleaning and disinfecting surfaces, and for instrument cleaning, disinfection, and sterilization. Unless the appropriate product for the task is selected, the results can potentially be damaging to instruments and equipment and dangerous for both health care workers and their patients.

DA 03b - 8 HOUR INFECTION CONTROL

This course covers the definition and implementation of sterilization methods and guidelines. Including patient medical history, infection control, prevention of contamination, and the use of personal protective equipment. In addition, verification of infection, disinfection, care of treatment room, handling, and disposal of hazardous waste, handling soiled instruments, hand pieces, burs, water and air syringes are presented. The who, what, and why of OSHA is discussed all in a hands-on practical format.

DA 04 - CARDIOPULMONARY RESUSCITATION

Health care providers are mandated to be certified in CPR. External adult, child, and infant training as well as Defibrillation Training (AED) will be included as part of this course. This course is mobile and can come to your office. This is a two-year certification course.

DA 05a- IMPRESSIONS, POURING MODELS

In this course, you will learn how to pour bubble free models, from silicone impressions.

DA 05b - BLEACH TRAY FABRICATION

After a discussion of the different whitening options available and proper procedure and protocols, attendees will construct custom-fit whitening trays. Each attendee will go home with a complete tooth whitening kit and experience of fabricating a precisely made custom-fit tray.

DA 06a - DENTAL EQUIPMENT, INSTRUMENTS & PROCEDURES

In this course the student will become familiar with the dental equipment in an office. They will also study dental instruments, set-ups, and clinical dental procedures in detail. Performing Ultrasonic Scaling and Coronal Polish procedures under supervision of an instructor before participating in the Coronal Polish clinic.

DA 06b - CORONAL POLISH

This course is designed to teach the proper use of techniques of coronal polishing. Student must provide 3 patients for clinical portion of the course. Patients must be at least 18 years old, free of calculus and of any health problems.

DA 07a - OVERVIEW OF DENTISTRY

In this course the student will learn an overview of dentistry. The class will cover such topics as: diagnostics, preventive dentistry, restoration dentistry, oral surgery, prosthodontics, cosmetic dentistry, orthodontics, and emergency dentistry.

DA 07b - DENTAL ANATOMY: ALL ABOUT TEETH

This course will be a comprehensive study of the human dentition. The student will learn about deciduous and adult dentitions, tooth identifications, tooth anatomy, dental disease, and naming the surfaces of the teeth.

DA 07c - DENTAL MATERIALS – SUPPLIES USED IN THE DENTAL OFFICE

This course is designed to give the student an in depth look at dental materials and supplies used in dentistry. It will cover clinical as well as laboratory materials, the expense of dental materials and how to manage them.

DA 07d - PATIENT RECORDS MANAGEMENT AND DENTAL CHARTING

The student will learn about the importance of the patient information sheet and how it is vital to patient care. Dental exams and the patient chart will also be studied.

DA 07e - PROFESSIONAL DEVELOPMENT

We will teach you the techniques for suitable employment. It is necessary to be well prepared and goal orientated to start or further your career in the dental field. Discuss resumes and professional presentation and dress.

DA 07f - FOUR HANDED DENTISTRY

This course covers the basics of chair side assisting including passing instruments and suctioning.

DA 08a - DENTAL RADIOLOGY

This is an intensive portion of the course that, upon completion, will certify students to take x-rays. Students will receive full instructional training in radiation safety. The course includes taking dental radiographs, processing, and mounting of dental x-rays. Dexter training and 4 patients are required. Classroom instruction and a final examination are given. FMX on patients can be done in class or at your dental facility that allows you to perform clinically.

Graduation Requirements

Students who have completed theory and operations with an average of “C” (70%) or better and attendance minimum of 70% will graduate.

Course completion

Upon graduation the student will receive a “Certificate of Completion” and the California State Certification for the following courses:

- X-Ray Certification
- Coronal Polish Certification
- CPR / AED Adult, Child & Infant -2 Year AHA CPR Card
- 8Hr Infection Control
- CA Dental Practice Act (Law)

Program Outline

Class Code	Course Title	Lecture Hours	Home Study	Clock Hours
DA 01	Introduction Basics of Dental Assisting	3	1.5	4.5
DA 02b	CA Practice Act	1	1	2
DA 03a	Operatory Set Up and Breakdown	3	1.5	4.5
DA 03b	8 Hour Infection Control	8		8
DA 04	Cardiopulmonary Resuscitation (CPR/AED Training)	7		7
DA 05a	Impressions, Pouring Models	7	1.5	8.5
DA 05b	Bleach Tray Fabrication	2		2
DA 06a	Dental Equipment, Instruments & Procedures	3	1.5	4.5
DA 06b	Coronal Polish	2		2
DA 06c	Ultrasonic Scaling	2		2
DA 07a	Overview Of Dentistry	3	1.5	4.5
DA 07b	Dental Anatomy: All About Teeth	3	2	5
DA 07c	Dental Materials – Supplies Used in The Dental Office	3	1.5	4.5
DA 07d	Patient Records Management and Dental Charting	3	1.5	4.5
DA 07e	Professional Development	1		1
DA 07f	Four Handed Dentistry	2	1.5	3.5
DA 08a	Dental Radiology	4	3.5	7.5
	Total	55	17.5	73.5

**California
RDA Institute**

Introduction to Dental Laboratory CAD/CAM Technician

A Certificate program (below college level)

60 Classroom Instruction Hours / 19 Home Study / Total Hours 79

Department of Labor's Standard Occupational Classification Code: 31-9091

Program Description

This program prepares students to be dental CAD/CAM technicians. Students will work with a variety of materials including waxes, a variety of stains and glazes. Students will acquire skill in the use of sophisticated instruments and equipment while performing laboratory procedures. It is important for the CAD/CAM technician to help create tooth replacements that are both attractive and functional. CAD/CAM technicians perform much of their work without close supervision. They often experience the satisfaction that results from taking an entire project from start to finish. This program teaches students how to complete the duties of a dental CAD/CAM technician. These duties include creating, measuring, and testing dental appliances and working with materials like E-max blocks, and zirconia blocks.

Program Objectives

Graduates will be able to:

- Identify the anatomic structure and function of the mandibular and maxillary in relation to the prosthetic.
- Perform basic dental CAD/CAM techniques.
- Demonstrate knowledge, principles and methods of disease transmission and prevention.
- Perform hands-on image, design and mill.
- Understand clinical applications of CAD/CAM.
- Stain and glaze
- Perform and understand esthetic enhancement.
- Practice quality assurance, safety, and infection control.
- Adhere to legal and ethical principles related to the practice of dental CAD/CAM technology.
- Prepare graduates for a profession in Dental Assisting. (United States Department of Labor's Standard Occupational Classification Code 31-9091)

Course Descriptions

CAD/CAM 01: DENTAL ANATOMY: ALL ABOUT TEETH

This course will be a comprehensive study of the human dentition. The student will learn about deciduous and adult dentitions, tooth identifications, tooth anatomy, dental disease, and naming the surfaces of the teeth.

CAD/CAM 02: DISINFECTING PROTOCOL

This course will cover one of the most important aspects of dental laboratory – protecting the CAD/CAM technician through infection control of impressions and following OSHA guidelines.

CAD/CAM 03: OSHA BLOODBORNE PATHOGENS

Students will learn how bloodborne pathogens are spread, how to prevent exposures and what to do if exposed to infectious materials in a laboratory setting.

CAD/CAM 04: DENTAL CAD/CAM EQUIPMENT

Identify the use of CAD/CAM equipment and demonstrate knowledge and skill necessary to use the CAD/CAM equipment to perform associated procedures.

CAD/CAM 05: MODEL & DIE

In this course you will learn how to take a case from impression to completed model work. Get tips on how to successfully pour up impressions without bubbles, voids or locking up.

CAD/CAM 06: CAD – Computer Assisted Design

In this course students will learn with the aid of digital tools how to scan a model, mark margins, trip dies, design and contour a tooth.

CAD/CAM 07: CAM – Computer Assisted Mill

In this course students will be taught how to use a computer-assisted mill, to mill a computer designed tooth.

CAD/CAM 08: MODEL ARTICULATION

In this course you will learn how to take a case and properly articulate, trim margins and set correct bites using pins and equipment.

CAD/CAM 09: FINISH GRINDING & CONTOURING

This course focuses on all of the finish work required to contour in your porcelain units and make them look like natural teeth. From the shaping to the contacts, you will learn the skills to make your crown blend into your patient's natural dentition.

CAD/CAM 10: STAIN & GLAZE

Finish your cases like a pro with this course. Learn to properly glaze and stain characteristics in you crowns to match natural dentition. Also gain some knowledge into proper shade selection and custom shades.

CAD/CAM 11: DIFFERENT TYPES OF CROWNS

In this course we will discuss the pros and cons of different types of crowns available to be made and used.

CAD/CAM 12: PROFESSIONAL DEVELOPMENT

We will teach you the techniques for suitable employment. It is necessary to be well prepared and goal orientated to start or further your career in the dental field. Discuss resumes and professional presentation and dress.

CAD/CAM 13: MAINTAINING RECORDS AND MATERIALS

Learn how to maintain and file your certifications and records of achievements for professional review and safe keeping.

Graduation requirements

Students who have completed theory and operations with an average of “C” (70%) or better and an attendance minimum of 100% will graduate.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for Bloodborne Pathogens.

Program Outline

Class Code	Class Title	Lecture Hours	Home Study	Clock Hours
LAB 01	Dental Anatomy: All About Teeth	8	6	14
LAB 02	Disinfecting Protocol	3	1.5	4.5
LAB 03	OSHA Blood borne Pathogens	3	1.5	4.5
LAB 04	Dental Lab Equipment	4	1.5	5.5
LAB 05	Model & Die	5	1.5	6.5
LAB 06	CAD – Computer Assisted Design	5	0	6.5
LAB 07	CAM – Computer Assisted Milling	5	0	6.5
LAB 08	Model Articulation	5	1.5	6.5
LAB 09	Finish Grinding & Contouring	5	1.5	6.5
LAB 10	Stain & Glaze	5	1.5	6.5
LAB 11	Different Types of Crowns	5	1.5	6.5
LAB 12	Professional Development	5	1	6
LAB 13	Maintaining Records and Materials	2		2
	Total	60	19	79

California
RDA Institute

Fast Track to Basic CAD/CAM Technology

A Certificate program (below college level)

27 Classroom Instruction Hours / 3 Home Study / Total Hours 30

Department of Labor's Standard Occupational Classification Code: 31-9091

Program Description

This accelerated program prepares students to be Dental CAD/CAM Technicians. Students will work with a variety of materials including waxes, a variety of stains and glazes. Students will acquire skill in the use of sophisticated instruments and equipment while performing laboratory procedures. It is important for the CAD/CAM technician to help create tooth replacements that are both attractive and functional. This program teaches students how to complete the duties of a dental CAD/CAM technician. These duties include creating, measuring, and testing dental appliances and working with materials like E-max blocks, and zirconia blocks.

Program Objectives

Graduates will be able to:

- Identify the anatomic structure and function of the mandibular and maxillary in relation to the prosthetic.
- Perform basic dental CAD/CAM techniques.
- Demonstrate knowledge, principals and methods of disease transmission and prevention.
- Perform hands-on image, design, and mill.
- Understand clinical applications of CAD/CAM.
- Stain and glaze
- Perform and understand esthetic enhancement.
- Practice quality assurance, safety, and infection control.
- Adhere to legal and ethical principles related to the practice of dental CAD/CAM technology.
- Prepare graduates for a profession in Dental Assisting. (United States Department of Labor's Standard Occupational Classification Code 31-9091)

Course Description

CAD/CAM 01: DENTAL ANATOMY: ALL ABOUT TEETH

This course will be a comprehensive study of the human dentition. The student will learn about deciduous and adult dentitions, tooth identifications, tooth anatomy, dental disease, and naming the surfaces of the teeth.

CAD/CAM 02: DISINFECTING PROTOCOL

This course will cover one of the most important aspects of dental laboratory – protecting the CAD/CAM technician through infection control of impressions and following OSHA guidelines.

CAD/CAM 03: OSHA BLOODBORNE PATHOGENS

Students will learn how bloodborne pathogens are spread, how to prevent exposures and what to do if exposed to infectious materials in a laboratory setting.

CAD/CAM 04: DENTAL CAD/CAM EQUIPMENT

Identify the use of CAD/CAM equipment and demonstrate knowledge and skill necessary to use the CAD/CAM equipment to perform associated procedures.

CAD/CAM 05: MODEL & DIE

In this course you will learn how to take a case from impression to completed model work. Get tips on how to successfully pour up impressions without bubbles, voids or locking up.

CAD/CAM 06: CAD – Computer Assisted Design

In this course students will learn with the aid of digital tools how to scan a model, mark margins, trip dies, design and contour a tooth.

CAD/CAM 07: CAM – Computer Assisted Mill

In this course students will be taught how to use a computer-assisted mill, to mill a computer designed tooth.

CAD/CAM 08: MODEL ARTICULATION

In this course you will learn how to take a case and properly articulate, trim margins and set correct bites using pins and equipment.

CAD/CAM 09: FINISH GRINDING & CONTOURING

This course focuses on all the finish work required to contour in your porcelain units and make them look like natural teeth. From the shaping to the contacts, you will learn the skills to make your crown blend into your patient's natural dentition.

CAD/CAM 10: STAIN & GLAZE

Finish your cases like a pro with this course. Learn to properly glaze and stain characteristics in you crowns to match natural dentition. Also gain some knowledge into proper shade selection and custom shades.

CAD/CAM 11: DIFFERENT TYPES OF CROWNS

In this course we will discuss the pros and cons of different types of crowns available to be made and used.

CAD/CAM 12: PROFESSIONAL DEVELOPMENT

We will teach you the techniques for suitable employment. It is necessary to be well prepared and goal orientated to start or further your career in the dental field. Discuss resumes and professional presentation and dress.

CAD/CAM 13: MAINTAINING RECORDS AND MATERIALS

Learn how to maintain and file your certifications and records of achievements for professional review and safe keeping.

Graduation Requirements

Students who have completed theory and operations with an average of “C” (70%) or better and an attendance minimum of 100% will graduate

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for Bloodborne Pathogens.

Program Outline

Class Code	Class Title	Lecture Hours	Home Study	Clock Hours
CAD/CAM 01	Dental Anatomy: All About Teeth	4	7	7
CAD/CAM02	Disinfection Protocol	.5	0	.5
CAD/CAM 03	OSHA Bloodborne Pathogens	.5	0	.5
CAD/CAM 04	Dental Lab Equipment	1	0	1
CAD/CAM 05	Model & Die	2	0	2
CAD/CAM 06	CAD – Computer Assisted Design	12	0	12
CAD/CAM 07	CAM – Computer Assisted Milling	1	0	1
CAD/CAM 08	Model Articulation	1	0	1
CAD/CAM 09	Finish Grinding & Contouring	1	0	1
CAD/CAM 10	Stain & Glaze	1	0	1
CAD/CAM 11	Different Types of Crowns	2	0	2
CAD/CAM 12	Professional Development	.5	0	.5
CAD/CAM 13	Maintaining Records and Materials	.5	0	.5
	Total	27	3	30

California
RDA Institute

ADMINISTRATION

Class Schedules

9:00 AM to 5:00 PM Monday – Sunday

Office Hours

9:00 AM to 5:00 PM Monday – Friday

Staff

Chief Executive Officer, Chief Academic Officer, and Chief Operations Officer

Ms. Adele Baca RDA

Dental Assisting Diploma from Excelle Dental College 1996

Faculty

California RDA Institute, LLC faculty members are selected for their academic qualifications and their “real world” experience. In this way, California RDA Institute, LLC faculty can provide a healthy balance of textbooks theory and “real world” educational application to the classroom. As professionals in the fields in which they teach, these faculty members bring to California RDA Institute, LLC students the benefits of their practical professional experience.

Adele Baca Registered Dental Assistant License # 55733

Dental Assisting Diploma from Excelle Dental College 1996

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory CAD/CAM Technician
3. Fast Track to Basic CAD/CAM Technology

Joanna Vargas Velasco DMS License # 57608

Doctor of Dental Medicine from Turfs University, School of Dental Medicine, Boston MA 2007

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory CAD/CAM Technician
3. Fast Track to Basic CAD/CAM Technology

Jamie Ferguson DDS License # 51578

Doctor of Dental Surgery has been in practice since 2003

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory CAD/CAM Technician
3. Fast Track to Basic CAD/CAM Technology

April Kimmel Registered Dental Hygienist License #23485
Associates of Health Science in Dental Hygiene from the University of Louisville School of Dentistry 1999

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory CAD/CAM Technician
3. Fast Track to Basic CAD/CAM Technology

Philip Johnson DDS License # 51943
Howard College of Dentistry 1993

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory CAD/CAM Technician
3. Fast Track to Basic CAD/CAM Technology

Courtney Rigney Registered Dental Assistant License # 68280
Associates of Health Science from Mount San Jacinto College 2008

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory CAD/CAM Technician
3. Fast Track to Basic CAD/CAM Technology

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