

Miami Valley School Of Dental Assisting



School Catalog

Disclosure Statement

The Miami Valley School of Dental Assisting is approved and regulated by the State of Ohio, Board of Career Colleges and Schools located at 30 E. Broad St., Suite 2481, Columbus, Ohio 43215-3414.

The Miami Valley School of Dental Assisting reserves the right to modify information contained within this catalog. Rules and regulations set forth are established to provide our students with the best possible learning environment as well as to comply with all guidelines put in place by the State of Ohio Board of Career Colleges and Schools.

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Congratulations & Welcome

Congratulations on making a life-changing decision to improve, change, or begin your career. You have made a wise choice. Dental Assisting is a lucrative field with many opportunities for growth. The faculty here at MVSDA is pleased to have you here and look forward to helping you achieve your full potential!

This course has been designed by practicing dentists and dental assistants with years of experience. It focuses on the fundamentals of dental assisting that will help you master the skills you need to get a jump start in the

field. You will receive classroom training as well as clinical training in an actual dental office. We believe having been trained in this setting gives you an edge when you go out into the workforce.

Mission/Vision Statements

Our mission is to train the dental assistant that will be the leader of her team by anticipating the needs of the dentist, supporting her co-workers in both the front and back offices, and forming a special rapport with each patient and exceeding their expectations of care.

Our vision for MVSDA is to be a source of qualified professionals known for their comprehensive clinical knowledge and remarkable professionalism. We strive to be an organization that nurtures dreams, cultivates the mind, and helps our students realize their goal.

School Legal Status

The Miami Valley School of Dental Assisting is a private, coeducational school registered as a corporation with the State of Ohio. The president is Dr. Charles Dean, DDS. The name of the corporation is Miami Valley School of Dental Assisting. The school assumes full responsibility for any agreement made between the student and the school.

General Information

Location:

MVSDA C/O Beaver Creek Dental Group
2385 Lakeview Drive Suite A/B
Beaver Creek, Ohio 45431

Dissemination of Consumer Information:

A representative from MVSDA will be available to disseminate consumer information upon request between the hours of 8:00 a.m.-4:00 p.m. Monday-Friday at Beaver Creek Dental Group, located at 2385 Lakeview Drive, Ste A, Beaver Creek, Ohio, 45431. The contact person is Mariska and she can be reached at (937) 429-3160. On Saturdays this information will be provided by the director of the program between 8am-4pm.

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Certificate of Approval/Process to Review:

The Miami Valley School of Dental Assisting is approved and regulated by the State of Ohio Board of Career Colleges and Schools, Columbus, Ohio. The certificate of registration number is 2122.

In order to review the certificate of registration, please contact Mariska at Beaver Creek Dental Group, 2385 Lakeview Drive, Ste A, Beaver Creek, Ohio, 45431 between the hours of 8:00 a.m.-4:00 p.m. for review.

Course Description/Class Size

Course Description: Miami Valley School of Dental Assisting is a short-term professional training program, designed to give dental assistants the fundamental knowledge and skills to enter the dental field. The course

consists of 10 eight-hour modules that focus on chairside skills, infection control, and patient education; 3 five-hour internship days (15 hours total), an eight-hour radiography class, and CPR-BLS for healthcare professionals. The course meets for 10 consecutive weeks. The daily schedule will consist of lecture first and then clinical activities. Lunch is incorporated into the daily schedule and students will be highly encouraged to bring a lunch with them each week. Breaks (10 minutes) will be given every hour or at the discretion of the instructor. Students will be required to wear scrubs and closed toed shoes because they will be working with sharp instruments and dental materials that could stain street clothes. Wearing scrubs will also allow students to get used to presenting themselves as dental assistants.

Class Size: The class size will be limited to 10 students per start.

Facilities/Equipment/Training Aids:

MVSDA is situated in a state-of-the-art operating office which includes a business office with networked computers and necessary office equipment, a reception area, seven operatories, lab and sterilization areas.

The equipment includes: Ultrasonic, Appliance Ultrasonic, Autoclave, Statim, Handpiece Lubricator, Bench Polishing Handler, Model Trimmer, Vacuum Forming Unit, Alginator, Whip Mix Vibrator, Curing Light, Intraoral Camera, Computer w/ Dentrix & Dexis Software, Apex Locator, Endodontics Handpiece w/ motor KERR Endodontics, Obturation system (endo), Pano machine w/ Sidexis Software, Intraoral x-ray unit, esurg, Soft tissue laser, fully stocked operatories, and a complete and up to date OSHA manual as well as a MSD book that is regularly maintained.

Training aides used include textbook and workbook (Essentials of Dental Assisting Textbook/Workbook: ISBN-13: 978-0323430906, ISBN-10: 0323430902), PowerPoints, projector and screen, all necessary dental equipment, materials, and supplies.

School Tour Schedule & Enrollment:

School tours are scheduled by appointment and enrollment can take place at that time. Enrollment is continuous and can occur up to one day prior to a start. Enrollment dates are TBD. (Please see addendum to this catalog).

School Holidays:

School holidays are as follows, and will require class to be rescheduled if they fall on a class day: New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, & Christmas Day.

Faculty & Staff:

President

Dr. Charles Dean, DDS Doctor of Dental Surgery, The Ohio State University

Director/Lead Instructor

Heather Whitt Certified Dental Assistant

Associate Director

Tonya Kistler

Program Costs & Methods of Payment

Tuition/Fees:

Non-refundable registration fee- \$125

Tuition - \$3500

Books – Purchase from Amazon

Uniform (scrubs/lab jacket)-cost varies

Dental Assistant Radiography Course- include in tuition

HepB vaccination-cost varies

CPR certification-included in tuition

All tuition is due on or before the first day of your session unless a payment plan has been signed. Payments may be made using cash, debit or credit card, money order or cashier's check. (No personal checks accepted.)

Financial Aid/Assistance: This short-term career training program does not qualify for federal financial aid. There is currently no financial aid/assistance accepted for this training program.

Payment Plan:

Down payment of 50% of tuition (\$1750) and the balance paid by week four.

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Admissions

Admission Requirements:

- Any person who has earned a high school diploma or a G.E.D. high school equivalency certificate is eligible to attend MVSDA, subject to a personal interview. All applicants must be enthusiastic to learn the profession of dental assisting and understand that this accelerated course is demanding and will require commitment outside of class time in order to be successful.
- Admissions to MVSDA is conducted on a continual basis. If a student should enroll during a training session, the student will be given first consideration for the next starting session.
- Applicants must show proof of HepB vaccination or have the first shot in the series by the first class and then the second shot before the end of the session.

Admissions Procedures:

- MVSDA requires a personal interview as a step in the admissions process. We encourage parents, spouses, or others that are significant in the applicant's life to attend the interview. We want to make sure that the people in your life understand what you are taking on and what it will take for you to be successful.
- Admissions representatives are available by appointment only. Interviews may be able to be done at the same time as school tours. Please contact the admissions office at (937)429-3160 to set up an appointment to meet with a rep and have a tour of the facilities.

Statement of Nondiscrimination:

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, gender, race, age, creed, religion, national origin, or physical handicap.

Attendance & Make-Up Work Policies:

Students are expected to attend and be on time to each class module. The course is very much accelerated and missing any class time is detrimental to your training. Students who make a habit of being late will be advised and disciplined on an individual basis.

When students cannot avoid missing class time, all assignments and lab activities are still to be completed. It is the responsibility of the student to make sure all work, tests, and labs are completed on the day they return to class. Students are required to maintain at minimum, an attendance average of 80%, for the total number of instructional hours enrolled from the beginning of the program to the point where attendance is being measured.

Students who miss more than 20% of instructional hours (class time) will be put on attendance probation. Any further absenteeism could result in the student being terminated from the program. Students who miss more than 20% of the total contact hours in the program may automatically be terminated from the current class. It would then be at the discretion of the director if the student would be allowed to pick up the course of study during the next training session.

Due to the fact that this training course is so accelerated, we have no provision for excused absences. Make up work will not remove an absence. Each hour, or any part of an hour, that a student is late to class is an hour of absence toward the allowable 20%. Students on Leave of Absence will not have that time off calculated into their cumulative attendance. If a leave of absence is taken or the school closes for inclement weather, the student's completion date will be adjusted accordingly in order to make up the clock hours missed.

Academic Standards

Grading:

Students will have 40-question written exams, and clinical check-offs at the conclusion of each module. The tenth module will include a 100-question final exam and a comprehensive clinical exam. The grading scale will be as follows:

- 90-100
- 80-89
- 75-79

Grading Period:

Student grades will be assessed twice during the training session, at week five and week 10. The director will advise students at this time of their academic progress.

Satisfactory Academic Progress:

Academic progress will be determined by cumulative points. Students must obtain at least 75% of possible points to be considered as having satisfactory academic progress. If a student is not making satisfactory progress at week five, the student will be placed on academic probation. The student will have opportunity for remediation and retesting (the second test will be averaged in with the original exam). If the student fails to bring her grade up to 75% by week seven, she will be terminated from the program and given the option to repeat the course at the next available training session.

Should a student be granted a leave of absence, she will be eligible to receive a grade of incomplete for any module not completed. Such a student would be eligible to re-enroll in the program during the 12 months from the date of their leave of absence without paying additional tuition.

Permanent grades will be posted at the conclusion of Module 10. Transcripts will be made available to employers upon students signing a release of information.

Students will also be required to do three 5-hour internship days at Beaver Creek Dental Group. Students will not be considered as having Satisfactory Academic Progress if this requirement has not been met. These hours need to be completed prior to Module 10 and graduation. If additional hours are needed at the conclusion of the 10th module, it will be at the discretion of the director to accept arrangements made to finish the 15 hours and extend the completion date of the student.

Graduation Requirements:

A Certificate of Completion will be awarded to all students who have maintained a cumulative score of 75% and received at least a 75% on their final clinical exam. The student must have also maintained 80% overall attendance, and have documentation of the 15 hour internship completed.

Leave of Absence:

A student may be granted a leave of absence for personal, family, or medical reasons. Documentation needs to be provided as to why the leave is needed. Should a leave be granted, the student will receive a grade of Incomplete for any module not completed and will be allowed to re-enroll during the 12 month period immediately following the leave without paying additional tuition. Leave of absences are highly discouraged except in the case of emergency.

Appeals:

Students may appeal academic or attendance probation directly to the director of the program. The student would need to submit in writing, facts and or documentation that are significant or relevant in regards to them being placed on probation. The director will evaluate the circumstances. The appeal and the decision will be documented in the student's record. The student's status will be revised as necessary.

Termination/Re-admittance:

Grounds for termination:

- Failure to maintain the attendance requirement (Absenteeism > 20%)
- Unsatisfactory course work
- Failure to maintain Satisfactory Academic Progress (75% of total pts available)
- Failure to abide by school rules/regulations

Qualifications for Re-admittance:

If a student was terminated for unsatisfactory attendance or academic progress, she must comply with the following:

- One grading period must have elapsed before student is eligible for re-admittance
- The problem which was a barrier to success must be satisfactorily resolved, and
- The student must meet with the director of the program to ensure the student can demonstrate the potential to succeed

If the student terminated for unsatisfactory academic progress is granted re-admittance, she will be placed probation for the first 5 weeks of the program.

If the student terminated for violating the attendance policy, she will need to wait one full training session before re-admittance is allowed.

If the student withdrew voluntarily or took an approved leave of absence, she is eligible to apply for re-admittance at any time.

Retesting:

If a student fails to achieve the minimum standard of 75% on the final clinical exam, they may opt to have remediation and retake the exam for a fee of \$250. The student and instructor will arrange to remediate within the two weeks following the conclusion of the course. The instructor will provide remediation for a minimum of 2 up to a maximum of 4 hours. Immediately following the remediation, the student will re-take the exam.

Student Services

Advising:

Students will be advised throughout the course of the training session regarding their academic progress and attendance. Administration and instructors are always available to advise students on the profession of dental assisting.

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Placement:

Upon graduation, job placement services are available to all students at no additional charge. Students are assisted with resume preparation, interview techniques, and current employment opportunities. MVSDA will work with graduates to help place them in a position that is a great fit for them. However, MVSDA cannot guarantee employment for any student.

Student Conduct

Students must exhibit the highest standards of conduct and professionalism, with the understanding that not only do they represent themselves in this professional field, but MVSDA as well. Conduct that interferes with the classroom environment, the learning process of fellow students, the instructor's presentation, or the progress of the class in any way will not be tolerated. School administration reserves, at their discretion, the right to dismiss a student for any of the following circumstances:

- Not following rules/regulations of the school
- Any conduct that reflects negatively upon the school and/or its students
- Unsatisfactory academic progress
- Excessive absenteeism
- Failure to pay tuition when due
- Cheating
- Falsifying school records
- Demonstrating poor judgement or inability to function safely
- Entering school grounds under the influence of alcohol, drugs, or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon (even if you have your CCW license)
- Willful neglect, damage or abuse of school property

Grievance Policy

Any and all complaints should first be addressed with your instructor. If she cannot provide you with a resolution, a written complaint shall be forwarded to the director of the school. If the instructor is the director, the written complaint should then be forwarded to the president of the school. Once a complaint has been made, whether or not there has been a satisfactory resolution, the student has the right to direct any complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215-3414 or call toll free 877-275-4219.

Family Education Rights and Privacy Act

Under the Family Educational Rights and Privacy Act, each student is given the right to inspect and review his/her records, and to request that errors in those records be changed to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The detailed policy and procedures that the institution uses in this regard can be obtained from the school director. These include our right to refuse to provide such records if the student has an unpaid financial obligation to the school.

Under federal rules, the school is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed. **If you want such information to be withheld, you must contact the school director within thirty days of signing the enrollment agreement.** This basic information is called directory information and this school includes the student's name, address, telephone number,

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date and place of birth, program of study, participation in activities, dates of attendance, certification and diploma awarded, photograph, and place of employment. Students who feel that the institution has not complied with their rights under the law may file a complaint under Section 99.64 with the U.S. Department of Education.

Certificate of Completion/Transcripts

There will be no charge for your original Certificate of Completion. However, additional copies will be \$15.00.

Official transcripts will be issued upon written request and students will be assessed a \$5.00 fee.

Cancellation & Refund Policies

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code Section 3332-1-10.1. There is one academic term for this program that is 80 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code Section 3332-1-10:

- A student who withdraws before the first class and after the five day cancellation period shall be obligated for the registration fee.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

MVSDA Training Program Information

This is an 80-hour accelerated course designed to give individuals the knowledge and skills needed to enter the field of dental assisting. This training program allows the traditional, as well as the nontraditional, student an opportunity to learn a new skill while having minimal interruption in their current life schedule.

The MVSDA training program runs for 10 consecutive weeks. Students will have lecture in the morning and clinical in the afternoon. Tutoring can be set up on an individual basis with the instructor.

Breaks are given often, and lunch is incorporated into the class time. Students are highly encouraged to pack a lunch each week.

Students will be required to wear scrubs and closed toed shoes as the standard uniform.

MVSDA Training Curriculum

Module 1-101: Introduction to Dental Assisting, Professional and Legal Aspects of Dental Assisting, Anatomy and Physiology, and Dental Anatomy

Chapters: 1-4

Prerequisite: none

Clock Hours: 5 Lecture, 3 Lab

Module 2-102: Disease Transmission, Infection Control and Management of Hazardous Waste Materials, Surface Disinfection and Treatment Room Preparation, and Instrument Processing

Chapters: 5-8

Prerequisite: Module 1

Clock Hours: 4 Lecture, 4 Lab

Module 3-103: Clinical Dentistry, Moisture Control, The Dental Patient, and The Dental Examination

Chapters: 9-12

Prerequisite: Module 2

Clock Hours: 3 Lecture, 5 Lab

Module 4-104: Medical Emergencies in the Dental Office, Pain and Anxiety Control, Radiation Safety and Production of X-rays, Oral Radiography

Chapters: 13-16

Prerequisite: Module 3

Clock Hours: 3 Lecture, 5 Lab

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Module 5-105: Preventive Care; Coronal Polishing and Dental Sealants; Instruments, Handpieces, and Accessories; Restorative and Esthetic Dental Materials

Chapters: 17-20

Prerequisite: Module 4

Clock Hours: 3 Lecture, 5 Lab

Module 6-106: Restorative Procedures, Impression Materials and Lab Procedures, Prosthodontics and Dental Implants

Chapters: 21-23

Prerequisite: Module 5

Clock Hours: 3 Lecture, 5 Lab

Module 7-107: Periodontics and Endodontics

Chapters: 24-25

Prerequisite: Module 6

Clock Hours: 3 Lecture, 5 Lab

Module 8-108: Oral and Maxillofacial Surgery, Pediatric Dentistry, and Orthodontics

Chapters: 26-28

Prerequisite: Module 7

Clock Hours: 3 Lecture, 5 Lab

Module 9-109: Oral and Maxillofacial Surgery, Pediatric Dentistry, and Orthodontics

Chapters: 29

Prerequisite: Module 8

Clock Hours: 3 Lecture, 5 Lab

Module 10-110: Disease Transmission, Infection Control and Management of Hazardous Waste Materials, Surface Disinfection and Treatment Room Preparation, and Instrument Processing

Chapter: 1-29

Prerequisite: Module 9

Clock Hours: 4 Lecture, 4 Lab