



STUDENT INFORMATION PUBLICATION

CONTEMPORARY HEALTH CAREER INSTITUTE

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The Contemporary Health Career Institute (CHCI) is a private school providing a program of study which will enable a student with little or no experience to enjoy a new career in dental assisting in just ten weeks. The eighty-hour, 10 week program combines classroom instruction with clinical training in a state-of-the-art dental office.

The Facility

The school which is located in Exton, PA, is able to accommodate up to 24 students. Housed in an operating dental office, instructors are able to teach students in one of seven patient treatment rooms equipped with all necessary instrumentation so as to provide the student with a complete learning experience. Lecture sessions for smaller groups may be held on the main floor, or for larger groups, a modern classroom with kitchen and lavatory is available to accommodate up to 24 students. Students will also benefit from closed-circuit clinical demonstrations utilizing digital cameras and monitors located throughout the office and in each treatment room.

The Program

The program will include courses on the following subjects, with both classroom and clinical training:

- Course#1: Introduction to Dentistry and Assisting
- Course#2: Assisting for Operative Dentistry
- Course#3: Basic Assisting Needs
- Course #4: Assisting for Prosthodontics
- Course #5: Radiology; part 1*
- Course #6: Radiology; part 2, Midterm Exam, and Review Sessions Dental
- Course#7: Specialties In depth; part 1
- Course #8: Dental Specialties In depth; part 2
- Course #9: Doctor+Assistant+Hygienist; "The Team Approach"
- Course #10: Final Exam, Job Preparation, and Graduation

Students will have the opportunity to participate in CPR/BLS certification during the program. Additional fees for this will be incurred for the student if they choose to become CPR certified. CPR/BLS can be expected to cost \$75.00.

***Radiation Health & Safety Exam**

Our course will help to prepare students for the Radiation Health and Safety (RHS) exam offered. Preparation will include lecture and clinical training, as well as a review of the test application and requirement. Each student will be provided with a copy of the guide at no additional cost. The instructor will assist the candidates in completing and submitting their application. The student will be responsible for the \$270 RHS exam registration fee.

Academic Policies

- Attendance is **imperative**; if a student must miss a course, they must contact the school. It will be the student's responsibility to make arrangements with the instructor to review the course material missed prior to the start of the next course. The student will then take a written quiz and receive a clinical evaluation. If the student receives a passing grade in accordance with the grading policy, the student is given credit for passing that course. No charge will be made for makeup classes during these times.
- Exams - There will be a mid-term and final written exam, as well as weekly quizzes and clinical evaluations. Students must achieve a **70% or above** on each course to receive a diploma.
- There is no guarantee that credits completed at CHCI will transfer to another educational program.
- Please refer to the enrollment agreement for additional school policies.
- Photographs are occasionally taken during class. Photographs or electronic images may be used with or without a fictitious name for educational or advertising purposes. The school is not responsible for any liability resulting from the use of these images.

Behavior Policies

Class cuts; Class cuts are not permitted and shall be recorded as an absence.

Tardiness; Any student not physically present at the start of the scheduled class period will be considered tardy, and the time out of class will be recorded.

Student Conduct; Since students are being prepared for a work environment, they are expected to dress and conduct themselves in a responsible manner conforming to generally accepted standards of employment. The student is also expected to abide by all of the school's policies in the Student Enrollment Agreement. Violation of school policy may result in termination, suspension, or other appropriate action. In the event of termination, a refund will be given in accordance with the refund policy set forth in the Student Enrollment Agreement.

Cell Phone Usage: Students are expected to give their full attention to instructors. All mobile devices must be silenced and stored out of sight during instructional time (classroom and hands-on instruction). Mobile devices may be used during lunch.

Smoke-free School; CHCI is a smoke-free facility. No smoking will be permitted on the premises.

Readmission Policy; Students who are terminated by the school for academic, disciplinary, or attendance reasons as set forth by school policy may request re-entry within ten weeks of the date of termination. Such request must be in writing to the school director and set-forth valid reasons for granting the request. This request will be reviewed, and the student notified of the Director's decision. This policy does not apply to voluntary withdrawals.

Appeal of Determination; Students may appeal a determination by submitting a letter to the school director. The appeal must be based on the existence of extenuating circumstances. Extenuating circumstances may include but are not limited to, severe medical problems and an extended period of illness.

Term Scheduling / Term Sequence; The sequence in which a student progresses through the program is determined by the school administrator and may not coincide with the sequence listed in the catalog.

Termination; A student is subject to termination for violation of the following;

- A. Destroying or damaging school property
- B. Abusing any illegal drugs or alcohol.
- C. Failing to meet all financial obligations to the school.
- D. Cheating on a school examination
- E. Engaging in any unlawful or improper action.
- F. Acting with disrespect toward any member of the school staff or another student.
- G. Violating any of the conditions set forth in the signed Enrollment Agreement.

Dress Code

Students are required to follow the prescribed dress code. This includes a scrub type uniform and clean white sneakers or uniform shoe (no requirements on color, brand or style of scrub type uniform) Costs for uniforms may vary.

Enrollment Procedure

Individuals interested in the dental assisting program at CHCI are invited for a tour of the facility as well as a brief interview during which time any questions they may have will be answered. Following submissions & verification of a high school diploma or GED, completion of the enrollment agreement, and the submission of a \$150 registration fee to CHCI, the student will be admitted into the program at the time of registration.

Distribution Method for the Course

Classroom and clinical instruction:		Midterm & Final Examination:	
Attendance	30%	Attendance	10%
Clinical Evaluation	35%	Clinical Evaluation	45%
Written Quiz	35%	Written Quiz	45%

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59 and under

Graduation

Following successful completion of all academic and tuition requirements, and receipt of a passing grade in all ten courses, each student will be awarded a diploma for the program, a school pin, and a letter of recommendation from CHCI.

Payment Option

The total cost of the program is \$2,895.00 which includes a \$150.00 registration fee, tuition, all textbooks, materials and supplies. This payment can be made using any of the following options:

- \$2,895 at the time of registration which includes the \$150 registration fee and the total cost of tuition in the amount of \$2,745
- \$150 at the time of registration, \$2,745 at the first class
- \$150 at the time of registration, \$550 payable at each of the first four classes; and \$545 at the fifth class

Cash, Check or Visa, MasterCard, Discover, and American Express accepted.

Refund Policy

- The registration fee and all other tuition amounts paid is fully refundable if the student notifies the school of their intent to cancel within 5 calendar days of the registration date, or 10 days if notified in writing.
- A full refund will be made if the student cancels prior to the start of the program, following 10 days of the registration date. However, the \$150 registration fee is not refunded.
- A 90% refund will be issued if the student completes up to and including eight hours of the program prior to withdrawal (less registration fee).
- A 55% refund will be issued if the student completes more than eight but less than 20 hours of the program prior to withdrawal (less registration fee).
- A 30% refund will be issued if the student completes more than 20 hours of the program, but less than 40 hours (less registration fee).
- No refund will be issued for students completing more than 40 hours of the program.
- The termination date for refund purposes is the last date of recorded attendance of the student.
- Refunds shall be made within 30-calendar days of the date the student fails to enter, leaves the program, or fails to return from a leave of absence.
- A student who is dismissed from the school for disciplinary reasons will receive a refund in accordance with the above policy.

CHCI Calendar 2024

Winter 2024 - Class #76

01/07/2024 - Course #1: Introduction to Dentistry and Assisting
01/14/2024 - Course #2: Assisting for Operative Dentistry
01/21/2024 - Course #3: Basic Assisting Needs
01/28/2024 - Course #4: Assisting for Prosthodontics
02/04/2024 - Course #5: Radiology
02/11/2024 - Course #6: Midterm Exam and Review Sessions
02/18/2024 - Course #7: Dental Specialties in Depth: Part 1
02/25/2024 - Course #8: Dental Specialties In depth: Part 2
03/03/2024 - Course #9: Doctor + Assistant + Hygienist: "The team approach"
03/10/2024 - Course #10: Final Exam and Graduation

Spring 2024 - Class #77

03/17/2024 - Course #1: Introduction to Dentistry and Assisting
03/24/2024 - Course #2: Assisting for Operative Dentistry
03/31/2024 - **No Class; Easter Weekend**
04/07/2024 - Course #3: Basic Assisting Needs
04/14/2024 - Course #4: Assisting for Prosthodontics
04/21/2024 - Course #5: Radiology
04/28/2024 - Course #6: Midterm Exam and Review Sessions
05/05/2024 - Course #7: Dental Specialties in Depth: Part 1
05/12/2024 - **No Class; Mothers Day Weekend**
05/19/2024 - Course #8: Dental Specialties In depth: Part 2
05/26/2024 - **No Class; Memorial Day Weekend**
06/02/2024 - Course #9: Doctor + Assistant + Hygienist: "The team approach"
06/09/2024 - Course #10: Final Exam and Graduation

Summer 2024 - Class #78

06/23/2024 - Course #1: Introduction to Dentistry and Assisting
06/30/2024 - Course #2: Assisting for Operative Dentistry
07/07/2024 - **No Class; Independence Day Weekend**
07/14/2024 - Course #3: Basic Assisting Needs
07/21/2024 - Course #4: Assisting for Prosthodontics
07/28/2024 - Course #5: Radiology
08/04/2024 - Course #6: Midterm Exam and Review Sessions
08/11/2024 - Course #7: Dental Specialties in Depth: Part 1
08/18/2024 - Course #8: Dental Specialties In depth: Part 2
08/25/2024 - Course #9: Doctor + Assistant + Hygienist: "The team approach"
09/01/2024 - **No Class; Labor Day Weekend**
09/08/2024 - Course #10: Final Exam and Graduation

Fall 2024 - Class #79

09/15/2024 - Course #1: Introduction to Dentistry and Assisting
09/22/2024 - Course #2: Assisting for Operative Dentistry
09/29/2024 - Course #3: Basic Assisting Needs
10/06/2024 - Course #4: Assisting for Prosthodontics
10/13/2024 - Course #5: Radiology
10/20/2024 - Course #6: Midterm Exam and Review Sessions
10/27/2024 - Course #7: Dental Specialties in Depth: Part 1
11/03/2024 - Course #8: Dental Specialties In depth: Part 2
11/10/2024 - Course #9: Doctor + Assistant + Hygienist: "The team approach"
11/17/2024 - Course #10: Final Exam and Graduation