



## CONTEMPORARY HEALTH CAREER INSTITUTE

101 John Robert Thomas Drive | Exton, PA 19341 | 610-363-9170 | [www.CHCIcareer.com](http://www.CHCIcareer.com)

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 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.

### Program Outline

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
- Course #7: Dental 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

### \*Radiation Health & Safety Exam

Our course will help to prepare students for the Radiation Health and Safety (RHS) exam. 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 \$250 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 courses 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 classroom and hands-on instruction. Students will not be permitted to send text messages during instructional time. Mobile devices may be used during lunch.

**Smoke-free School;** CHCI is a smoke-free facility. No smoking will be permitted on the CHCI 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 expected to follow the prescribed dress code. This includes a scrub type uniform and clean white sneakers or white uniform shoe. (no requirements on color, brand or style of scrub type uniform)

## 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 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 Evaluation           | 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

Tuition for the full 10 classes is \$2,895, which includes the \$150 registration fee and \$200 textbook fee. This payment can be made using any of the following options:

- \$2,895 at the time of registration
- \$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.

**CHCI accepts Cash, Check or Visa, MasterCard, Discover, and American Express.**

## Refund Policy

- The registration fee is fully refundable if the student notifies the school of their intent to withdraw within 5 calendar days of the registration date.
- A full refund will be made if the student withdraws prior to the start of the program. 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 20 or more hours of the program, up to and including 40 hours (less registration fee).
- No refund will be issued for students completing more than 40 hours of the program.
- To receive a full refund, a student withdrawing from the program must return their textbooks in a usable condition. If the textbooks are not returned in a usable condition, the \$200 textbook charge will be deducted from the calculated refund.
- A student who is dismissed from the school for disciplinary reasons will receive a refund in accordance with the above policy.

## Class Calendar:

Classes will be run on **Sundays from 9 am until 5.30 pm**,  
with a 30-minute break being given in the afternoon.

### Summer 2018

|                  |             |   |
|------------------|-------------|---|
| <b>June 24</b>   | Course #1:  | Introduction to Dentistry and Assisting                     |
| <b>July 1</b>    | Course #2:  | Assisting for Operative Dentistry                           |
| <b>July 8</b>    | Course #3:  | Basic Assisting Needs                                       |
| <b>July 15</b>   | Course #4:  | Assisting for Prosthodontics                                |
| <b>July 22</b>   | Course #5:  | Radiology; part 1*  |
| <b>July 29</b>   | Course #6:  | Radiology; part 2, Midterm Exam, and Review Sessions Dental |
| <b>August 5</b>  | Course #7:  | Specialties In depth; part 1                                |
| <b>August 12</b> | Course #8:  | Dental Specialties In depth; part 2                         |
| <b>August 19</b> | Course #9:  | Doctor + Assistant + Hygienist; "The Team Approach"         |
| <b>August 26</b> | Course #10: | Final Exam, Job Preparation, and Graduation                 |

### Fall 2018

|                     |             |   |
|---------------------|-------------|---|
| <b>September 9</b>  | Course #1:  | Introduction to Dentistry and Assisting                     |
| <b>September 16</b> | Course #2:  | Assisting for Operative Dentistry                           |
| <b>September 23</b> | Course #3:  | Basic Assisting Needs                                       |
| <b>September 30</b> | Course #4:  | Assisting for Prosthodontics                                |
| <b>October 7</b>    | Course #5:  | Radiology; part 1*  |
| <b>October 14</b>   | Course #6:  | Radiology; part 2, Midterm Exam, and Review Sessions Dental |
| <b>October 21</b>   | Course #7:  | Specialties In depth; part 1                                |
| <b>October 28</b>   | Course #8:  | Dental Specialties In depth; part 2                         |
| <b>November 4</b>   | Course #9:  | Doctor + Assistant + Hygienist; "The Team Approach"         |
| <b>November 11</b>  | Course #10: | Final Exam, Job Preparation, and Graduation                 |

### Winter 2019

|                    |             |   |
|--------------------|-------------|---|
| <b>December 2</b>  | Course #1:  | Introduction to Dentistry and Assisting                     |
| <b>December 9</b>  | Course #2:  | Assisting for Operative Dentistry                           |
| <b>December 16</b> | Course #3:  | Basic Assisting Needs                                       |
| <b>December 23</b> | NO CLASS    | No Class, Holiday Weekend                                   |
| <b>December 30</b> | Course #4:  | Assisting for Prosthodontics                                |
| <b>January 6</b>   | Course #5:  | Radiology; part 1*  |
| <b>January 13</b>  | Course #6:  | Radiology; part 2, Midterm Exam, and Review Sessions Dental |
| <b>January 20</b>  | Course #7:  | Specialties In depth; part 1                                |
| <b>January 27</b>  | Course #8:  | Dental Specialties In depth; part 2                         |
| <b>February 3</b>  | Course #9:  | Doctor + Assistant + Hygienist; "The Team Approach"         |
| <b>February 10</b> | Course #10: | Final Exam, Job Preparation, and Graduation                 |