



Washington Academy of General Dentistry Dental Assistant School

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Mission Statement: Washington Academy of General Dentistry Dental Assistant School’s mission is to provide quality dental assistants that allows them to enter the workforce as quickly as they can with the lowest cost possible.

Owners: Mark Holifield, DMD & Washington Academy of General Dentistry

Administrators: Mark Holifield, Program Director

Instructors and Summary of Qualifications:

Marta Card, RDH EFDA

Marta Card began her dental career in 1976 when she graduated from the Registered Dental Assistant program at Glendale Community College. She continued her education at Pasadena City College where she graduated with an Associates of Arts in Broadcast Journalism in 1977 and then received her Associates of Science in Medical Microbiology and Bacteriology in 1985 from Shoreline Community College. Card achieved her Bachelor of Science in Dental Hygiene in 1989 from the University of Southern California.

Card has continually practiced in the dental field as a Dental Assistant and a Dental Hygienist for over 46 years. She has continually achieved CE (Continuing Education) hours to maintain quality and professional knowledge of the field. The Washington Academy of General Dentistry Dental Assistant School is proud to have Marta as the Lead Instructor at the institution.

School Calendar, Class Schedules, and Program Start Dates

This section should include academic calendar including hours of operation, holidays, enrollment periods, and beginning and ending dates of terms. Please make changes accordingly.

The following holidays will be observed, and classes will not be held:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas

Holidays are not counted as part of the contracted time schedule.

Registered Dental Assistant Program Dates:

<u>Dates of Program</u>	<u>Enrollment Period</u>
January 4 th - 31 st	December 14 th -28 th
February 7 th - March 1 st	January 10 th - February 4 th
March 7 th – April 1 st	February 14 th - February 28 th
April 4 th -April 29 th	March 14 th - March 28 th
May 2 nd -May 27 th	April 11 th - April 25 th
June 6 th - July 1 st	May 16 th - May 27 th
July 11 th - August 5 th	June 13 th - June 27 th

August 15th- September 9th
September 19th - October 14th
October 24th- November 18th

July 18th - August 8th
August 29th- September 12th
October 3rd- 17th

Facility & Equipment

Washington Academy of General Dentistry Dental Assistant School features an up-to-date facility with a reception area and classroom. Training equipment includes: sterilization equipment, patient chairs, provider tables and chairs, radiology equipment, and dental instruments. The school has a break room for students with a microwave, refrigerator, sink, and tables and chairs. Both male and female lavatories are available. There is parking available in a well-lit parking lot. The facility is located near public transit. This is an ADA accessible facility with handicapped ramps and lavatories, reasonable accommodation will be provided at the request of the student. The maximum class size is 10 and the student/teacher ratio is 10 to 1.

Entrance/Admission Requirements

Students must possess a High School Diploma, or a General Education Development (GED) Diploma. Please make sure to disclose if any criminal offences could prevent the student from obtaining licensure.

Washington Academy of General Dentistry Dental Assistant School encourages diversity and accepts applications from all minorities. Our school does not discriminate based on race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Washington Academy of General Dentistry Dental Assistant School acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Washington Academy of General Dentistry Dental Assistant School will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program and must be able to perform the essential functions of the relevant job or vocational program, either with without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled

Registered Dental Assistant Program

Program Description

Washington Academy of General Dentistry Dental Assistant School offers a state-of-the-art dental assisting program that will allow students to complete the program with the skills and education that is required to become a successful and competent dental assistant. This program will prepare the students with the training to be able to work alongside dentists and dental specialists. This includes the knowledge of infection control and instrument processing, professionalism, basic dental procedures, equipment, dental radiology techniques and safety, dental terminology, preparation of dental materials, dental specialties, and chairside assisting. After completing the program students will receive a certificate of completion and are eligible for registration as a dental assistant (RDA) with the Washington State Department of Health. Washington Academy of General Dentistry Dental Assistant School assists students with completion of the application for registration provided by the Washington State Dental Quality Assurance Commission. Students will also be assisted job placement after program completion and after obtaining registration through the Washington State Department of Health.

Program Objectives

- To prepare dental assisting students for employment as a dental healthcare professional.
- An understanding of dental ethics and the laws of dentistry.
- To properly demonstrate and describe infection control techniques including disinfection, instrument processing, sterilization, proper use of personal protective equipment.
- To identify and locate dentitions, landmarks, and development of the oral cavity.
- To identify dental instruments and materials, and their uses in general dentistry and dental specialties.
- Interpret Dental Radiology terminology and safety. Also, demonstrate proper techniques and use of equipment.
- Demonstrate clinical competencies of an entry level registered dental assistant.

Program schedule

This program is Monday- Friday 8 A.M.to 5 P.M. with a 1-hour lunch from 12 P.M. to 1 P.M. This is a 4-week program, with an accumulation of 160 total clock hours.

Instructional Methods

The methods of instruction utilized during the program will be classroom lectures, discussions, case studies, independent study, clinical simulations, and study models.

Tuition and Additional Costs

Total cost of training including tuition, fees, deposits, and other charges necessary to complete the program:

- There is no registration fee for the program.
- Tuition for the program is \$5,000.00. This includes all books and materials that will be used during the program, and one pair of scrubs.
- Textbooks and workbooks are included in the tuition.
- Students will be responsible for the cost of any additional scrubs.
- All supplies and materials that are needed for the program are included in the tuition.
- After completion of the program, students will be required to pay a \$40 fee to the Washington State Department of Health.
- Students will be responsible for obtaining a current and valid health care provider basic life support certification. This certification is a requirement for registration when the application is submitted to the Washington State Department of Health.

Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Financial Aid Assistance

Washington Academy of General Dentistry Dental Assistant School is not authorized to offer Federal Financial Aid.

Student loans with the bank must be satisfied regardless of the success or lack of success at Washington Academy of General Dentistry Dental Assistant School. When a student is given a loan, he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Grading System/Standards of Progress

Grading Scale:

A: 100-93

B: 92-85

C: 85-75

D: 74-70

F: 69 & below

Student Evaluation Techniques

A test may be administered after each week to determine the amount of learning that has taken place. Test scores that are below *75 percent* are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students do not turn in work or do not take tests. If a student does not make arrangements to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Attendance Requirements

Washington Academy of General Dentistry Dental Assistant School records the daily attendance of each student. Records are available for student review. Absenteeism with no doctor's excuse constitutes cause for dismissal. Students must attend all twenty sessions of class. A student who has any unexcused absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

Make-up Work

Lessons and/or assignments missed due to excused absences must be made-up the next business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours, the school may withhold the final certificate until the hours are completed.

Tardiness

Developing a good work ethic is an important part of the training at Washington Academy of General Dentistry Dental Assistant School. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Withdrawing from School

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Code of Conduct

This policy is the school's rules on student conduct, including causes for dismissal, and conditions for readmission.

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.

2. Missing any instruction time without a doctor's excuse.
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for unexcused absences or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final, and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

School is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training.

Student Grievance-Complaint/Appeal Process

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school’s refund policy.

Cancellation and Refund Policy (Compliance with WAC 490-105-130)

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - a. When the school receives notice of the student’s intention to discontinue the training program.

- b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student's official termination date.

Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing to the school. Student records are available for review by the student at any time.

Placement Assistance

After completion of the program and obtaining registration through the Washington State Department of Health, students will be assisted with job placement. Assistance with job placement includes training for interviews, assisting students with proper resumes, providing students with names and addresses to dental offices in their area in which they can apply to, and by informing students of job openings in their areas.

This information can also be found on our website @ www.waagdentalassistantschool.org

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98501
360-709-4600
workforce@wtb.wa.gov