Aspire Dental Assistant Academy

2026 Catalog

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Welcome

Aspire Dental Assistant Academy would like to welcome you to the Entry Level Dental Assistant Program. We offer a program designed to give you the basic foundational knowledge and dental assisting skills to start you into your new career.

We have designed this program from the perspective of experienced dental assistants and educators who have worked in dentistry for over 30 years! We will give you exposure to a wide range of techniques, materials, and dental knowledge. We will focus on the vital skills that a dental assistant will use in everyday practice.

Entry Level Dental Assistant job opportunities are available in Washington! While we cannot guarantee job placement, the dental profession is currently a field that is in high demand.

Institutional Purpose/Mission

Our primary purpose is to provide an education while recognizing and respecting the dignity of each individual student. We are committed to contributing to the oral health needs of the community by providing education and information while instructing students.

Our Entry Level Dental Assisting program strives to provide a variety of quality academic, laboratory/clinical learning experiences that prepares students to assume the role of an entry level dental assistant in a variety of practice settings. Students, while having the responsibility for their own learning, are provided with an environment for effective learning by the instructor(s). The instructor(s) encourages students to attain their professional goals while realizing their individual potential as learners and beginning professionals.

Philosophy

The philosophy of the **Aspire Dental Assistant Academy** is based on the belief that individuals can be trained in a relatively short period of time if performing their duties on a regular basis to be prepared to enter the world of professional entry-level dental assisting. We believe that our hands-on program will successfully prepare any motivated individual to secure their first entry-level dental assisting job. It is our intent to equip each student with the knowledge and technical proficiency necessary to allow

them to immediately enter the entry-level dental assisting workplace upon course completion. We also feel that our many years of dental experience not only qualifies us to teach these skills but also gives us the opportunity to pass on what we have learned along the way. We feel a practicing dental office is the perfect setting for students to maximize their time and experience.

Legal Status

Aspire Dental Assistant Academy assumes full responsibility for any agreement reached between the student and the school.
Aspire Dental Assistant Academy is a fully insured business, carrying both general business insurance and a surety bond to ensure compliance and protection.
Aspire Dental Assistant Academy is licensed under chapter **28C.10** RCW. Inquiries, concerns, or complaints regarding this school can be made to the Workforce Board, 128 10th Avenue S.W., Olympia, Washington, 98501, **360-709-4600**,
web: www.wtb.wa.gov, email: workforce@wtb.wa.gov.

Procedure to Review Licenses and/or Approvals:

Students and prospective students may review and/or copy licenses, or approvals relating to **Aspire Dental Assistant Academy,** upon request to the school director, Monday - Friday, from 9:00 am – 4:00 pm (except holidays).

Facilities, Equipment and Resources

Aspire Dental Assistant Academy provides lecture via Distance Education. Our clinical/lab hands on component for student learning is conducted at our remote site location(s), which are fully equipped and functioning dental office(s).

Clinical/Lab Site Locations:

Aspire Dental Assistant Academy – Lakewood, WA

Aspire Dental Assistant Academy, Lakewood location, is a 1,728 sq. ft. clinical site located at **6003 100th St SW, Lakewood, WA**. The facility includes four fully equipped dental operatories, each featuring windows with views of a garden area to enhance natural lighting.
The main entrance leads into a large, well-lit waiting room with expansive windows, a reception desk with a medical window, and modern filing cabinetry. The office includes both staff and student restrooms, a designated dental lab, a semi-private panoramic imaging room, and a staff & student lounge. There is also a private office with a storage

closet and a finished attic space used for additional storage. The lab and support spaces are plumbed and wired to support training activities.
The building features three separate entry/exits, ADA accessibility, updated LED lighting throughout, and secure fencing around the landscaped lot. Parking is available in a gated lot that accommodates both student and staff needs. Equipment on site includes standard dental chairs, operatory lighting, suction, and an air compressor. A panoramic machine is installed for radiographic training, and the facility has provisions for washer/dryer units for sterilization support.
This site will serve as a remote clinical education site for Aspire Dental Assistant Academy's WA-based program and meets all physical site requirements for training in a real-world dental environment.

Additional / Auxiliary Location(s):

Aspire Dental Assistant Academy's Burien auxiliary location is a 2,381 sq. ft. clinical training site located at **14411 Ambaum Blvd SW, Suite A, Burien, WA**. The facility includes five fully equipped dental operatories, each with windows that provide ample natural light.
The main entrance opens into a spacious, well-lit waiting area and reception space. The o ice includes separate restrooms for sta and students, a designated dental lab, and a shared staff/student lounge. A private o ice with an attached storage closet is also available, along with a finished attic area used for additional storage. The lab and support areas are fully plumbed and wired to support clinical training activities.
The building features two points of entry/exit, ADA accessibility, updated LED lighting throughout, and an onsite parking lot that supports both student and staff needs. Equipment onsite includes standard dental chairs, operatory lighting, suction, and an air compressor. The facility also has provisions for washer/dryer units to support sterilization and clinical operations.

Students will complete all lectures and didactic lessons through Distance Learning. Remote laboratory clinical sites will provide resources such as copies of textbooks and charts for on-site use. However, students are responsible for accessing their own online resources and computers. The online course will also offer additional digital materials to support their learning.

Instructors will use lesson plans from the teaching manuals, current dental assisting textbooks, appropriate charts, diagrams, handouts, audiovisual equipment (TV and Computers), and all the dental equipment and supplies necessary for operatory and laboratory training.

Clinic Class Sessions:

School Hours of Operation

Administrative hours are Monday through Friday from 9:00 AM to 4:00 PM, excluding holidays. Admissions assistance and student services are available during these hours by appointment. School administrators assist students virtually or through at the office. Meetings with a school administrator in person at the remote clinical locations are by appointment only. Instructor's office hours vary; appointments to meet with an instructor outside of class time must be scheduled in advance.

School Holidays

The school-observed holidays are Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas eve and Christmas day, and New Year's Day.

Program Enrollment and Class Schedules

The enrollment period is open until the start of the first scheduled class. We encourage students to tour the facility prior to enrollment in the program, which can be scheduled through the administrative office, Monday – Friday 9:00 am – 4:00 pm, and speak with the office staff knowledgeable of the program.

The course will be delivered through asynchronous learning. All lectures are prerecorded and made available to students on the Kajabi platform. Each week, students will have access to the corresponding prerecorded lectures and course materials, but they will not be able to access future weeks in advance. Only the current week's content and previous week will be available, which unlocks on Sundays at 3:00 PM PST.

Students are expected to review the weekly lectures and complete the course materials before attending the in-person, hands-on laboratory sessions. Live lectures, if scheduled, will be held via Zoom during designated days and times. All laboratory hours must be completed at the designated remote campus or clinica/lab location as assigned.

All homework and assignments will be completed and submitted through the Kajabi platform. Some assessments may include downloadable documents that students can complete and upload as part of their submission.

At the time of enrollment, the student's schedule is established. Schedule transfers are not allowed. A 30 min lunch is provided for the full-day classes. Day and evening classes both attend the same amount of hours per week.

The program accepts a maximum of **12** students per **1** instructor in clinical/laboratory classes. There are no maximums of students for the lecture/Distance Learning portion of the program.

Location

Training site:

Rainier Pediatric Dentistry
6003 100th St SW
Lakewood, WA

Auxiliary Location:

Seahurst Park Dentistry
14411 Ambaum Blvd. SW, STE A
Burien, WA 98166

Corporate Office:

217 Foulke Lane
Springfield, PA 19064
Office: (253) 269-0272

Faculty and Staff

School Leadership

Alicia Melendez RDA, CDA, AAS, BS
School Director / Co-Founder

Alicia Melendez brings a wealth of experience in education and business management to Aspire Dental Assistant Academy. With a Bachelor of Science in Business Administration and Management, she has successfully developed and implemented healthcare education programs, particularly in the field of dental assisting. Alicia has been a certified dental assistant

and educator for over 30 years. Alicia currently serves as the distance education instructor for Aspire Dental Assistant Academy, where she applies her extensive knowledge and expertise in curriculum design and student engagement. As the curriculum visionary behind Aspire Dental Assistant Academy, she is dedicated to addressing workforce shortages and fostering sustainable solutions within the dental industry.

Meetu Singh
Acting School Director / Co-Founder

Meetu Singh has been a dental assistant since 2004, with extensive hands-on experience in clinical settings and a passion for helping students succeed. She has previously taught in a dental assistant program and is known for her expertise in marketing, advertising, and student support. In addition to her work at Aspire Dental Assistant Academy, Meetu owns a successful dental billing company and conducts training courses for aspiring dental professionals. Her role focuses on guiding students, building strong community connections, and ensuring the academy's programs are well-promoted and accessible.

Faculty
The faculty at Aspire Dental Assistant Academy are highly skilled professionals who are committed to delivering an exceptional educational experience. Each instructor brings:

- **A minimum of three years of clinical dental assisting experience.**
- **A demonstrated passion for teaching and mentoring students.**
- **CPR certification**
- **RDA certification with the WA state Department of Health.**

Our instructors are carefully selected not only for their expertise but also for their dedication to shaping the next generation of dental professionals. They strive to foster a supportive and dynamic learning environment, ensuring every student has the tools to succeed in their dental assisting careers.

What is an Entry Level Dental Assistant?

Job Description

The Entry Level Dental Assistant is the liaison between the dentist and the patient. He/she maintains communication with the dentist, patient, and the front office staff to ensure that the patient receives satisfactory service and treatment. The Entry Level Dental Assistant assists the dentist chairside during treatment procedures, performing all assisting duties as allowed by state dental board regulations.

Desired Personality Traits

A personable and collaborative professional with strong interpersonal skills and a naturally approachable and engaging demeanor. Able to thrive under pressure, respect organizational structure, and adhere to established policies and procedures. Committed to continuous growth and advancement in their chosen career.

Key Responsibilities

- Anticipate the dentist's needs during dental procedures
- Ensure strict adherence to OSHA/CDC regulations and safety protocols
- Accurately maintain patient treatment records
- Provide patients with pre- and post-operative instructions
- Perform disinfection and sterilization duties between patient appointments.
- Monitor and restock supplies in operatories, restrooms, and the lab as needed
- Assist in managing inventory levels by tracking supply usage and notifying the lead assistant or clinical manager when reordering is necessary
- Regularly inspect equipment for functionality, reporting any broken or malfunctioning items to the lead assistant or clinical manager for timely maintenance or replacement

Entry Level Dental Assistant Program

Program Description

The Entry Level Dental Assistant Program equips graduates with the skills and knowledge necessary to qualify for entry-level positions as dental assistants. With training in clinical, radiographic, and administrative procedures, graduates are also prepared for various roles, including dental receptionist, dental insurance representative, and administrative assistant in a dental clinic or for a dental service organization. Other positions may include job titles in a dental organization such as a treatment coordinator, benefits coordinator or revenue cycle management coordinator.

Student Learning Outcomes

Upon completion of the Entry Level Dental Assistant program, graduates will be able to:

- Utilize appropriate dental terminology
- Assist in chairside procedures to support the dentist
- Perform relevant dental administrative functions
- Perform diagnostic dental radiographs

Aspire Dental Assistant Academy has designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting. This program allows our graduates to access the job market quickly without incurring high tuition costs and a loss of time away from their current profession.

The program runs for twelve (12) consecutive weeks in a hybrid learning format. Students will perform clinically/lab focused skills with an experienced instructor(s) in a dental setting. The program consists of one hundred and twenty (120) hours of instruction through a combination of theory and lab instruction. As part of the Entry Level Dental Assistant program, students will engage in a blended learning model. Each week, students are required to complete 4 hours of online asynchronous learning, allowing them to study at their own pace and convenience. Additionally, students will be required to attend 6 hours of on-site learning at a designated remote clinical/lab location, where hands-on training and instructor-led sessions will take place. It is also expected that students will dedicate an additional 4-8 hours per week to homework, online research, or assignments provided by the instructor.

The Entry Level Dental Assisting program strives to provide a variety of quality academic, laboratory, and clinical learning experiences that prepare students to assume the role of an entry level dental assistant in a variety of practice settings. Students, while having the responsibility for their own learning, are provided with an environment for effective learning by the faculty. The faculty encourages students to attain their professional goals while realizing their individual potential as learners and beginning professionals. Completion of this program does not qualify a graduate for state certification. It is the responsibility of the graduate to follow all state guidelines for certifications such as expanded functions as defined and required by the state. Upon successful completion of the program students will receive a certificate.

Disclosures

- Completion of this program does not qualify a graduate for any state certification(s). Graduates of the program are eligible to work in the field, for on-the-job training under the direct supervision of a dentist. Graduates are responsible for following all exam or additional course requirements to be eligible to apply for state certification.
- The program requires a significant amount of at home/self-paced course work (4 to 8 hours per week), and access to a home computer/internet/wifi, color printer and email is required.
- Every dental assistant in the state of Washington must be registered. To be eligible for registration as a dental assistant, one must:

    - Provide a completed application on forms provided by the Washington State Dental Quality Assurance Commission (DQAC), AND
    - Pay applicable fees, AND
    - Provide any other information determined by the Washington State Dental Quality Assurance Commission.
    - The dental assistant registration must be renewed annually on or before the dental assistant's birthday.
- A registered dental assistant must hold a current and valid health care provider basic life support (BLS) certification.
- A registered dental assistant in the state of Washington may earn an endorsement in sealant/fluoride varnish solely for the purpose of treating children in school-based and school-linked programs. Applicants must:
    - Have had 200 hours of employment by a Washington State-licensed dentist that has included theoretical and clinical training in the application of dental sealants and fluoride varnish treatments, verified by a declaration provided by the licensed dentist who provided the training, AND
    - Provide proof of completion of a training program meeting Washington state requirements, AND
    - Submit an application and fee.
- **Note**: Registered dental assistants monitoring patients receiving deep sedation or general anesthesia must receive a minimum of 14 hours of documented training in a course specifically designed to include instruction and practical experience in the use of equipment.
- **Note**: A volunteer dental assistant is an individual who, without compensation, provides supportive services in a charitable dental clinic.

Program Costs

Tuition is due and payable in advance before class starts to hold your spot since enrollment is limited. The cost for the Entry Level Dental Assisting Program is $3895.00 with a $150 registration fee detailed below:

Tuition = $3895

Registration fee = $150

Total Price:
$3895
$ 150.00

$4045.00

Included with tuition:

- Access to online course materials
- Access to required clinical/laboratory supplies and equipment
- Textbook -eBook and Evolve student resources for the Modern Dental Assistant 14th ed. ($166.98 value)
- CPR certification course (~$75 value)

Costs for which the student is responsible:

- Eye Wear- (Estimated costs $10-25 – Students can find on Amazon or other online vendors)
- Scrub uniform and cuffed lab coat (Estimated Costs $50 - $100)
- Closed toe leather shoe/sneaker (Estimated Costs $25-100)
- Professional Liability Insurance from HPSO.com - $43 annual fee - approximately **(**Students must purchase from HPSO.com – School does not provide)

Program costs may be paid by using any of the following payment methods:

- Payment in full by cash, online pay methods or credit card on or before the first day of class.
- Payment plan – 50% due at time of enrollment agreement signing and final payment due on or before the first day of class.
    - Note: Students will be expected to make final their payment prior to first day of class. If payment is not received, they will not be admitted to class. Reminders will be sent via email and a phone call at least 3 days before class to make final the payment. If payment is not received on or before the first day of class, they will not be given online access to course material or be admitted on site for the clinical/lab portions of class.
    - If a clinical/lab assessment day is missed the student will need to schedule a separate time to retake the assessment with the instructor other than class time and will be subject to pay an additional $75 fee to retake a missed assessment due to an absence. Fees must be paid prior to the agreed upon assessment retake day and time. If an assessment is missed it must be retaken before the next scheduled class date.

Admissions

Admission Requirements

Any person who has attained a high school certificate, or G.E.D., is eligible to attend **Aspire Dental Assistant Academy, LLC** and may be subject to a personal interview. There is no

entrance exam, but all applicants must exhibit a proper willingness and enthusiasm to learn the art of dental assisting. Students must be at least 18 years old to take this program. Dental Assistants are required to stand for long periods of time on the job, have good manual dexterity, and be able to lift at least 25 pounds. Candidates should be physically capable of withstanding the requirements of practicing as a dental assistant.

Admission Procedures

Admissions to **Aspire Dental Assistant Academy, LLC** are conducted throughout the year. Those applicants who apply during the program of class training will be given first consideration to be enrolled in the next program. New programs start approximately every 12-14 weeks.

Admissions Process

Students express interest in the program through marketing events, referrals, or online. At all marketing events and on the website, students will have access to the school's contact information, website details, and scheduling options.

1. **Fill out online application** – Once a prospective student has reviewed the course information and requirements, they can complete the online application. All applications are reviewed to ensure students meet the requirements and are financially ready to enroll and commit to the course.
2. **Official enrollment** – If the prospective student meets the requirements and is financially able and ready, they will be given instructions on completing the enrollment process.

Important Admissions Policies

- **Walk-ins are not permitted at the remote clinical location.** Prospective students must schedule an appointment for a clinical tour if that is something they are interested in. Unscheduled visits to clinical sites are not allowed.
- **Students will only tour the clinical location where they intend to enroll and attend classes** to ensure clarity in their training site selection.
- **Students may request to switch locations after enrollment, but only with approval from the school director.** The request must be made in writing, and approval is contingent upon space availability at the requested location, ensuring the maximum student-to-instructor ratio has not been met.
- **Administrative hours are Monday through Friday from 9:00 AM to 4:00 PM and may be conducted remotely or in person by appointment at designated remote locations.** Tours **are encouraged**, but not required, and may be scheduled **during normal business hours by appointment or after patient hours, including Saturdays, as available.**

- **Instructor office hours vary**; appointments to meet with an instructor outside of class time must be scheduled in advance.

Non-Discrimination Policy (WAC 490-105-140 & WAC 490-105-200)

Aspire Dental Assistant Academy, LLC does not discriminate against students or potential students on the basis of **race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability**, or on the basis of **the use of a trained guide dog or service animal by a person with a disability**.
The school is committed to providing equal opportunity in all aspects of admission, instruction, and employment. Reasonable accommodations will be provided to qualified individuals with disabilities upon request.

Reasonable Accommodation Policy (WAC 490-105-042(22))

Aspire Dental Assistant Academy, LLC is committed to providing equal access to education for all students.
Students with a documented disability who require a reasonable accommodation to participate fully in any program activity should contact the **School Director** in writing to request accommodation. The written request should describe the nature of the disability, the specific accommodation being requested, and include supporting documentation from a qualified professional when applicable.

The School Director will review the request and respond in writing within **ten (10) business days**. All requests and supporting documentation will be kept confidential to the extent permitted by law. Reasonable accommodations will be made whenever possible without compromising academic standards or program requirements.

Religious Accommodation Policy (WAC 490-105-042(10))

Aspire Dental Assistant Academy, LLC recognizes and respects the sincerely held religious beliefs and practices of all students.
Students who need a reasonable accommodation for religious observance, practice, or belief should submit a written request to the **School Director** as soon as possible after identifying the need for accommodation.

The request should specify the nature of the religious belief or practice and the accommodation being sought (for example, an excused absence, schedule adjustment, or modified assignment date). The School Director will review each request on a case-by-case basis and provide a written response within **ten (10) business days**.

Accommodations will be provided to the extent they do not impose an undue hardship on the school or fundamentally alter program requirements. Aspire Dental Assistant Academy will not

retaliate or discriminate against any student for requesting or receiving a religious accommodation.

Academic Policies and Standards

Grading

Students will have exams, clinical hands-on assessments, and homework assignments throughout the 12-week program. Students must pass each exam assessment, and assignment with an 85% or better overall. Clinical assessments must be passed at 90% or better for course completion. If the student falls below the 85% passing score on any of the exams, or does not meet the clinical standards of the in-class assessments of 90% or better, the student will receive a remediation or probation notice, be given additional homework, and be required to schedule a time to retake and pass the exam/assessment/clinical competency before the end of the course in order to graduate from the program. Each student will be allowed to retake each section of the FINAL assessment/ clinical competency only one time. If the student does not pass the assessment/ clinical competency on the second attempt, they will be dismissed from the program.

Professionalism is a key component of student evaluation. This includes punctuality, active participation in clinical/lab sessions as directed by the instructor, teamwork, and completing all required clean-up tasks before class dismissal. Professionalism accounts for 20% of the student's overall grade in each course. Instructors will provide immediate feedback if professionalism standards are not met, and they will collaborate with the student to identify areas for improvement.

Grading System – DA100-DE

The DA100-DE course utilizes a grading system composed of the following components:

Grade Breakdown	**Percentage**	**Score**	Letter Grade & Outlineation	**Credits**
Professionalism	20%	100	A- Superior	0
Exams	20%	90-99	B - Above average; good	0
Lab Competencies	40%	85-89	C - Average; standard	0
Assignments	20%	84 or lower	F - Failure	0

Total	**100%**			

Exams

There are four (4) online exams administered over the 12-week course. Each exam must be passed with a minimum score of 85%. Students are permitted to retake exams an unlimited number of times to achieve a passing score.

Professionalism

Professionalism is assessed weekly and comprises 20% of the final course grade.
To receive credit each week, students must:
- Print the Weekly Professionalism Form (available via Kajabi)
- Attend the required in-person clinical/lab session
- Have the instructor complete and sign the form during the session
- Upload the signed form to the platform (noted as a "quiz" due to Kajabi's system structure)

Each week, professionalism is graded on a 1–5 scale, with a maximum of 35 points per week, based on punctuality, preparedness, engagement, teamwork, and professional behavior. (Rubric available via Kajabi)

All submissions are hand-graded and reviewed by the School Director, allowing for weekly oversight of attendance and classroom conduct. Professionalism grades are totaled at the end of the course.

Clinical Skills Competency

Students must achieve a final passing score of 90% or better on their clinical skills in order to successfully complete the program.

In Week 1, students are provided with a Clinical Skills Assessment Tool. This form serves as an ongoing evaluation guide to help track progress and readiness for skill assessments throughout the course.

Key points:

- Clinical skills are evaluated by the instructor at various points during the 12-week course.
- The Clinical Skills Assessment Tool is not a final checklist, but rather a preparatory document that allows students to monitor skill development and determine readiness.
- Instructors will initial and date each skill as it is assessed during class. Students should not wait until Week 12 to complete all skill assessments, as it would not allow sufficient time for successful evaluation.

- Once a student has practiced a skill and feels confident, they should request assessment from the instructor using the tool.
- If a student requires additional practice, the tool will guide further development. If the skill is successfully performed, the instructor will mark it as complete and sign off.
- Students are expected to review the Clinical Skills Assessment Tool and the FINAL Clinical Assessment Sheet with their instructor regularly throughout the program. All grading rubrics and assessment forms are available for download in Week 1 of the online course platform.
- The final clinical competency score is based on all successfully completed skills and must meet the 90% passing threshold. Each skill must meet the 90% threshold. Clinical competency grading ensures that students demonstrate the technical abilities required for safe and effective entry-level dental assisting practice.
- While using the Clinical Skills Assessment Tool, if a student is assessed on a particular skill and achieves a score of 90% or higher, the instructor may also sign off on that skill on the FINAL Clinical Assessment Form. Both the Assessment Tool and the FINAL Clinical Assessment Form are intended to be used as ongoing evaluation documents throughout the program. However, students should not receive a FINAL sign-off on any clinical skill until they have demonstrated proficiency by achieving a minimum score of 90% or better. This ensures the final assessment reflects true competency and readiness for entry-level clinical duties.
- At week 12 students will upload the completed and signed FINAL clinical competency form. This will be manually assessed by the school director and a final grade will be awarded.

Assignments:
In addition to scheduled lectures and clinical sessions, the on-site clinical instructor or the distance education instructor may assign supplemental work. This may include chapter readings, written questions, or other homework assignments. These activities fall under the 'Assignments' category for grading and are designed to reinforce learning, prepare students for hands-on skills, and support exam readiness.

Satisfactory Academic Progress

Satisfactory progress is defined as achieving a minimum score of 85% on all exams, assignments, and professionalism evaluations throughout the program, as well as meeting the academic standard of 90% on clinical assessments. A student whose exam is below 85%, not

meeting the academic standard of the clinical assessments, and/or not completing the assigned homework will be placed on probation.

Satisfactory progress will be determined by the accumulation of the exams, clinical assessments, assigned homework, attendance, and successful participation in the in-class clinical modules. If the student is not meeting the academic standard set forth on any exam, not meeting the academic standard in clinical sessions or clinical assessments, is not completing homework, or fails to meet the attendance guidelines will be placed on academic probation as defined below.

Academic Probation

A student on academic probation will be allowed to retake an exam or clinical assessment after remediation of that section, but the retake should be completed before the next scheduled week/module but MUST be completed before the end of the course to be eligible for graduation. The student must schedule an appointment with the instructor for a retest at a time other than the scheduled class time. A student will be allowed to retake each FINAL clinical assessment only one time. If the student passes the assessment(s), the student will be informed by their instructor and removed from probation. If the student fails more than 2 the exams/assessments with an 84% or less and does not pass the retake, they will be terminated from the program.

A student that is terminated from the program for unsatisfactory progress may apply for re-admittance to the program during the next enrollment period and must restart the program from the beginning. The student will not be credited for previous class time or fees previously paid when restarting the program.

Attendance Policy

Attendance is mandatory, as several grades are based on in-class activities and clinicals. A significant portion of class time is dedicated to practicing clinical procedures, so missing a session will limit the student's opportunity to learn and practice hands-on skills. Students are REQUIRED to complete all course material in the distance learning platform, including assigned textbook chapters, videos, and homework, PRIOR TO THE CLINICAL/LAB SESSION for each class. Students are expected to attend and be on time for all classes. Tardiness can disrupt classmates and instructors. Students who arrive more than 15 minutes late to class will be considered tardy. **A student who is tardy three (3) times will be counted as an absence**. A student that is tardy more than three times will be placed on attendance probation and any further tardiness will result in termination from the program.

Since the program is only 12 weeks in length it is very important to attend all classes. Just (1) missed class can result in the student falling behind in the clinical hands-on portion of the program. The school has no provision for absences, as there are no make-up days for missed

classes. **Two (2) absences will result in termination from the program**. If an assessment day is missed the student will need to schedule a separate time to retake the assessment with the instructor other than class time and pay an additional fee to retake a missed assessment due to an absence. If an assessment is missed it must be retaken before the next scheduled class date.

A student terminated from the program due to unsatisfactory attendance or unsatisfactory progress in the program may apply for re-admittance to the program during the next enrollment period and must restart the program from the beginning and no previous class time or fees paid will be credited to the student when restarting the program.

If a student is going to miss a class or be late, they are required to contact the instructor. The student will be given the proper contact information of their instructor prior to starting class. Each student is required to attend all hours of each class unless otherwise cleared by the instructor.

If a clinical/lab assessment day is missed the student will need to schedule a separate time to retake the assessment with the instructor other than class time and will be subject to pay an additional $75 fee to retake a missed assessment due to an absence. Fees must be paid prior to the agreed upon assessment retake day and time. If an assessment is missed it must be retaken before the next scheduled class date.

Grade and Attendance Appeals

A student can appeal an unsatisfactory grade and/or attendance classification, to the school Director by explaining in writing any circumstances relevant to the situation. The school Director will evaluate the circumstances presented by the student and if necessary, the student's program record will be amended to reflect the results of the appeal. The student's status will be revised, as it is deemed appropriate.

Graduation Requirements

To graduate from the program and to receive a certificate, students must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all exams, submit all assignments successfully with an 85% average. Clinical/lab assessments during the clinical/remote on site lab sessions must be successfully passed with a 90% or higher. Students must have met all financial obligations to **Aspire Dental Assistant Academy, LLC** as well.

Requests for Certificate/Transcripts

There is no charge for the original copy of your certificate; however, additional copies of the certificate will cost $10.00 each. Official transcripts of the student's records are issued upon

receipt of a written signed request from the student. The first copy is provided at no cost. There is a $10.00 per copy transcript charge for each subsequent transcript request.

An invoice for the duplicate certificate or transcript will be sent to the student to be made payable to **Aspire Dental Assistant Academy, LLC** for each duplicate certificate or transcript request. Email written requests for transcripts or a duplicate certificate to: **Aspire Dental Assistant Academy, LLC** at info@aspiredentalassistantacademy.com, Attention: Records. Transcripts cannot be released if the student is on hold due to an unmet financial obligation to the school.

Record Retention and Transcript Policy (WAC 490-105-200)
In compliance with Washington Administrative Code (WAC) 490-105-200, the school shall maintain student educational records (including a single-page transcript) for a minimum of **50 years** from the date of student enrollment, or until the school's license under Chapter 490-105 terminates, whichever occurs first.
Educational records will include student identifiers, dates of attendance, courses attempted, credits awarded, grades, completion or termination with notation, reasons for termination (if applicable), and certifying signature.
Upon request, and provided that the student has satisfied any financial obligations currently due and payable to the school, a transcript shall be issued **at no cost**. The school reserves the right to charge a reasonable fee for additional copies.
Records may be stored in paper or electronic format, with backup measures and security in place. The school will retain financial records (such as enrollment agreements and payment records) for no less than **three years** following the student's final date of enrollment.
Catalogs and catalog addenda shall be preserved for at least one year from their date of publication.

Definition of a Clock hour

One clock hour constitutes 50 minutes of directed, supervised instruction or lecture during a 60-minute period.

Transfer of Credits

Aspire Dental Assistant Academy, LLC does not accept transfer credits for coursework from other dental assisting programs due to the specialized nature of our program. **Aspire Dental Assistant Academy, LLC** does not offer credits. The program is measured in clock hours. Therefore, it is unlikely that hours and coursework completed at our school will transfer to other institutions. The transfer of credits is up to the receiving institution. It is the student's responsibility to confirm whether coursework completed at **Aspire Dental Assistant Academy, LLC** will be accepted by another institution of the student's choice.

Student Responsibilities

Uniform, Materials, Resources

- Eye Wear- (Estimated costs $10-25 – Students can find on Amazon or other online vendors)
- Scrub uniform and cuffed lab coat (Estimated Costs $50 - $100)
- Closed toe leather shoe/sneaker (Estimated Costs $25-100)
- Professional Liability Insurance from HPSO.com - $43 annual fee - approximately **(**Students must purchase from HPSO.com – School does not provide)
- Computer, internet, and email access

Uniform and Appearance

Students are required to wear a medical or dental scrub uniform with a lab coat to class. Lab may be short or long but must have cuffed sleeves. Uniforms can be purchased at any uniform store or retailer of the student's choice. Students must also acquire OSHA-compliant protective eyewear to be worn during clinical and lab sessions. Additionally, students must arrive in clean, closed-toe, non-canvas/leather shoes, with hair pulled back, no large or bulky jewelry, and clean, trimmed fingernails. Professional appearance and behavior are expected in class to prepare students for work in a real dental office environment. Students who are not properly dressed will not be allowed to participate in clinical or lab activities.

Professional Liability Insurance

Students are required to carry their own Healthcare Professional Liability Insurance through HPSO.com The cost is approximately $43/yr.

Personal Medical Insurance

Students are required to carry their own medical insurance during the time enrolled in the dental assistant program.

Students Services

Employment Assistance

Aspire Dental Assistant Academy, does not make any guarantee of employment or salary upon a student's graduation. The school provides students with placement assistance, which consists of identifying employment opportunities and advising graduates as to how they may best realize these opportunities.

Student Advising Hours

The staff are available during regular office hours Monday through Friday 9:00 am – 4:00 pm (except holidays), with an appointment. Instructors are available during class

hours or with a scheduled appointment time outside of class hours, to assist students with school or dental professional-related questions or concerns.

General Policies and Procedures

Statement of Non-Discrimination

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

Non-Discrimination Policy (WAC 490-105-140 & WAC 490-105-200)

Aspire Dental Assistant Academy, LLC does not discriminate against students or potential students on the basis of **race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability**, or on the basis of **the use of a trained guide dog or service animal by a person with a disability**.
The school is committed to providing equal opportunity in all aspects of admission, instruction, and employment. Reasonable accommodations will be provided to qualified individuals with disabilities upon request.

Financial Aid

Aspire Dental Assistant Academy is not recognized by the United States Department of Education as an eligible institution for participation in Title IV Programs. Therefore, if you enroll in this institution, you are not eligible for Title IV Federal Financial Assistance or State Student Financial Assistance. In addition, course hours earned at this institution may not be recognized by employers.

Cancellation and Refund Policy

Aspire Dental Assistant Academy adheres to the minimum refund standards as prescribed in WAC 490-105-130 (RCW 28C.10.050). Our policy provides transparent and fair treatment for students regarding cancellations, withdrawals, and terminations.

1. Official Date of Withdrawal or Termination

The official date is determined by whichever occurs first:

- The last date of attendance recorded by the school;
- The date the student is terminated for violation of school policy;

- For inactive students, 30 calendar days after the next available start date (unless written consent to remain inactive is obtained). At that point, the student must be formally terminated and refunded as appropriate.

2. Timing of Refunds

Refund calculations start from the official withdrawal/termination date and reference the original enrollment agreement. Refunds will be issued within **30 calendar days** of that date.

3. Application / Registration Fees

- **If no enrollment agreement is signed and no classes have started**, 100% of any fees paid (including registration) will be refunded.
- If **not accepted** or **class canceled by the school**, all monies paid will be refunded.
- Students may cancel within **five business days** (excluding Sundays/holidays) after signing or first payment, **if training hasn't commenced**, and receive a full refund. Students may cancel by any method, and the burden to prove timeliness rests with the student.

4. Resident (On-Campus) or Hybrid Training Refunds

Program specifics: 12 weeks, 120 hours total, 6 hours/week onsite; tuition = **$3,895**, registration fee = **$150**.

- If cancellation occurs **after the 5-business-day window but before the first onsite session**, the school may retain the $150 registration fee.
- Once training begins, the school may retain the registration fee **plus** a percentage of tuition based on completion:

Training Completed	Tuition Retained	Approx. Dollar Retained
≤ 1 week or ≤ 10%	10%	≈ $389.50
>1 week or >10%, <25%	25%	≈ $973.75
25% to 50%	50%	≈ $1,947.50
> 50%	100%	$3,895.00 (no refund)

5. Program Discontinuation

If Aspire discontinues the program after classes begin or relocates:

- Students are eligible for a **pro-rata refund** of all tuition and fees,
  or
- **Comparable training** will be provided at another accredited institution (with student's written acceptance).
- Notification to the agency and affected students will be made promptly. Affected students must request refunds within **90 days**.

6. Distance Education Portion of the Hybrid Program

(Where applicable—for any online modules):

- Students may cancel within **five business days** after signing or first payment for a full refund of tuition and materials.
- Cancelling after that but **before submitting the first lesson**, the school may retain the $150 registration fee or 15% of tuition (max $150), whichever is less.
- After the first lesson until 50% of online coursework is completed, tuition retention follows:

Lessons Completed	Tuition Retained
0–10%	10%
11–25%	25%
26–50%	50%
>50%	100% (no refund)

Lesson completion is calculated by dividing submitted/graded lessons by total lessons in the online portion.

7. Combination / Hybrid Training

- On the enrollment agreement, tuition for the online and onsite portions will be listed **separately** with full program cost totaling $3,895.
- Refunds for the online portion follow the **distance education refund schedule** above.
- Refunds for the onsite portion follow the **resident training schedule** above.
- Students who cancel after paying complete tuition are entitled to retain all course materials, kits, and equipment.

Termination and Re-Enrollment

A student may be terminated due to:

- Unsatisfactory progress
- Unsatisfactory attendance
- Unsatisfactory professionalism or disruptive behavior
- Nonpayment of program fees
- Failure to follow rules and regulations set by the school

If a student is terminated from the program for any of the above-mentioned reasons, the student may be re-admitted to the next class with the approval of the school director, under the following conditions:

1. The problem which caused the dismissal must be satisfactorily resolved, and
2. The student must demonstrate the potential to succeed.

Students who are re-admitted are not provided with any financial credit or attendance credit for modules previously completed and must start the program from the beginning and follow the same rules for attendance and financial payments.

Grievance Policy

From time to time, differences in interpretation of school policies will arise among students, instructors and/or the administration. When such differences arise, usually miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individuals involved. If the problem cannot be resolved in this manner the school/program Director should be contacted. Normally, the informal procedure of discussing the difference will resolve the problem. However, occasionally, more formal (written) procedures are required.

When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to the school/program Director. The school/program Director will then review the grievance; meet with all parties involved, and will notify all parties of the decision, in writing, within seven business days. Students are encouraged to first address any questions or concerns directly with their instructor. If a satisfactory resolution cannot be reached, students may escalate their concerns to the School Director, Alicia Melendez. All inquiries should be sent via email to: alicia@aspiredentalassistantacademy.com

Aspire Dental Assistant Academy is licensed under chapter 28C.10 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Workforce Board, 128 10th Avenue S.W., Olympia, Washington, 98501, 360-709-4600, web: www.wtb.wa.gov Email: workforce@wtb.wa.gov.

Student Rights:
Nothing in this policy prevents the student from contacting the **Workforce Training and Education Coordinating Board** at **360-709-4600** at any time with a concern or complaint.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA does not apply to **Aspire Dental Assistant Academy, LLC.**

Student Conduct

Students must adhere to the highest standards of conduct, which will reflect credit upon themselves and the school. Students must conduct themselves in a manner that will not in any way interfere with the learning process of their fellow classmates, the instructors' classroom lectures, or the progress of the class in general. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:

1. Non-conformity with the rules and regulations of the school.
2. Conduct, which reflects unfavorably upon the school and/or its students.
3. Unsatisfactory academic progress.
4. Unsatisfactory attendance.
5. Non-payment of academic costs.
6. Cheating, whereby non-permission written, visual, or oral assistance including that obtained from another student. The unauthorized possession or use of examination or program related material may also constitute cheating.
7. Falsifying school records.
8. Demonstrating poor judgment or inability to function properly which could put student safety in jeopardy.
9. Entering the school under the influence of alcohol, drugs, or narcotics of any kind.
10. Carrying a concealed or potentially dangerous weapon.
11. Willful neglect, damage, or abuse of school property.

Entry Level Dental Assistant Program Outline

- Weeks/Sessions are numbered in the order they are taken.
- Course Number Course Title/Description Length/Prerequisite

Where permitted by state regulations, students will perform various skills. Refer to the full course outline and syllabi for details. Skills restricted by state regulations will be covered in theory and may be demonstrated, but students will not practice them during clinic or lab sessions.

As part of the Entry Level Dental Assistant program, students will engage in a blended learning model. Each week, students are required to complete 4 hours of online asynchronous learning, allowing them to study at their own pace and convenience. Additionally, students will participate in 6 hours of on-site learning at a designated remote location, where hands-on training and instructor-led sessions will take place. It is also expected that students will dedicate an additional 4-8 hours per week to homework, online research, or assignments provided by the instructor.

Distance education courses will open at 3:00 pm pst. The course will be delivered through asynchronous learning. All lectures are prerecorded and made available to students on the Kajabi platform. Each week, students will have access to the corresponding prerecorded lectures and course materials, but they will not be able to access future weeks in advance. Only the current week's content will be available, which unlocks on Sundays at 3:00 PM pst. Students will have access to all materials from the previous weeks as well as the current week.

Students are expected to review the weekly lectures and complete the course materials before attending the in-person, hands-on laboratory sessions. Live lectures, if scheduled, will be held via Zoom during designated days and times. All laboratory hours must be completed at the designated remote campus or lab location as assigned.

*Note: **Course Structure and Terminology**
Aspire Dental Assistant Academy's online course, *DA100-DE*, is delivered through a digital learning platform called Kajabi. While the instructional design follows a 12-week structure, with each week consisting of multiple sessions, the platform organizes content using terms that may differ from traditional academic language.

In Kajabi:

- The term **"Module"** is used to represent a grouping of content, which in our course corresponds to each **week** of instruction. For example, Week 1 of the course is labeled

as "Module" on the platform. However, some modules may also include standalone content, such as **New Student Orientation**, that is essential but not tied to a specific week of the course.

- Within each module are **"Lessons,"** which refer to individual components such as lectures, assignments, readings, or video presentations. A lesson may include a 2-hour lecture, instructions for skill development, or other educational materials.

Additionally, certain course components—such as weekly **Professionalism Forms and the FINAL Clinical Competency form** or documents requiring review by an instructor or the School Director—must be uploaded by students for evaluation. The Kajabi platform labels all document upload areas as **"Quizzes,"** regardless of whether the item is an actual quiz or not. This is the only method the platform provides for students to upload files and for instructors to review and manually grade submissions.

Please note that while these items are marked as "quizzes" within the Kajabi system, **they are not graded as quizzes**. Students should always refer to the official course syllabus for accurate grading criteria and disregard platform-specific terminology when it differs from academic intent.

The complete *DA100-DE* course consists of **36 sessions** over 12 weeks:

- Two 2-hour lecture sessions (delivered online through Kajabi)
- One 6-hour onsite clinical/lab session per week at the designated clinical site.

DA100-DE

Week 1- Introduction to Dental Assisting & Infection Control

Session 1

Introduction to Dental Assisting and Infection Control
Clock Hours: 2
The student is introduced to the role of a dental assistant as part of the dental team. Personal protective equipment, disinfection and sterilization techniques as well as the importance of infection control to prevent contamination of sterilized instruments.

Bloodborne Pathogens are discussed.
Prerequisite: None

Session 2

Dental Anatomy and Tooth Identification
Clock Hours: 2
The student learns descriptive dental terminology of the oral cavity to include tooth names, numbers, and surfaces.
Prerequisite: Session 1

Session 3

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-2

Week 2- Preventive Dentistry & Oral Health

Session 4

Preventive Dentistry & Oral Health

Clock Hours: 2
The student is introduced to the area of preventive dentistry and dental health. Oral hygiene, coronal polish techniques and sealants are discussed.
Prerequisite: Session 1-3

Session 5

Preventive Dentistry & Oral Health (cont'd)
Clock Hours: 2
The student is introduced to the area of preventive dentistry and dental health. Oral hygiene, coronal polish techniques and sealants are discussed.
Prerequisite: Session 1-4

Session 6

Clinical/Lab Session
Clock Hours: 6

Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-5

Week 3- Dental Radiography

Session 7

Exam Section 1 – Sessions 1-6
Students will be tested on their knowledge of the previous chapters and clinical applications.

Dental Radiography
Clock Hours: 1
The student is introduced to the theory of dental radiography and radiation safety. Discussing x-ray history, x-ray machine components, terminology, and x-ray exposure and precautions.
Prerequisite: Session 1-6

Session 8

Dental Radiography (cont'd)
Clock Hours: 2
Students learn the fundamental system of digital radiography. Students learn how to prepare for dental imaging and the various techniques on how to take a digital image.
Prerequisite: Session 1-7

Session 9

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-8

Week 4

Session 10

Dental Radiography (cont'd)
Clock Hours: 2

Students will continue to learn the fundamental system of digital radiography system. Students learn how to prepare for dental imaging and the various techniques on how to take a digital image.
Prerequisite: Session 1-9

Session 11

Dental Radiography (cont'd)
Clock Hours: 2
Students will continue to learn the fundamental system of digital radiography system. Students learn how to prepare for dental imaging and the various techniques on how to take a digital image. Theory expands into extraoral imaging.
Prerequisite: Session 1-10

Session 12

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-11

Week 5- Chairside Assisting & Restorative Dentistry

Session 13

Restorative Dentistry and Chairside Techniques
Clock Hours: 2
The student is introduced to both general and restorative dentistry, along with the fundamentals of four-handed dentistry, also known as chairside assisting techniques.
Prerequisite: Session 1-12

Session 14

Restorative Dentistry and Chairside Techniques (cont'd)
Clock Hours: 2
The student is introduced to both general and restorative dentistry, along with the fundamentals of four-handed dentistry, also known as chairside assisting techniques.
Prerequisite: Session 1-13

Session 15

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-14

Week 6- Prosthodontics & Dental Materials

Session 16

Exam Section 2 – Sessions 7-15
Students will be tested on their knowledge of the previous chapters and clinical applications.

Fixed & Removable Prosthodontics and Dental Materials
Clock Hours: 2
An overview of fixed and removable prosthodontics is provided. Students are shown how to work with dental materials, take alginate impressions, and pour models.

Prerequisite: Session 1-15

Session 17

Fixed & Removable Prosthodontics and Dental Materials (cont'd)
Clock Hours: 2
An overview of fixed and removable prosthodontics is provided. Students are shown how to work with dental materials, take alginate impressions, and pour models.
Prerequisite: Session 1-16

Session 18

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-17

Week 7- Dental Specialties

Session 19

Dental Specialties
Clock Hours: 2
Discussion of specialty offices to include indications and definitions used in Orthodontics, Endodontics, Periodontics, Pedodontics, and Oral Surgery.
Prerequisite: Session 1-18

Session 20

Dental Specialties (cont'd)
Clock Hours: 2
Discussion of specialty offices to include indications and definitions used in Orthodontics, Endodontics, Periodontics, Pedodontics, and Oral Surgery.

Prerequisite: Session 1-19

Session 21

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-20

Week 8- Dental Specialties

Session 22

Exam Section 3– Sessions 16-21
Students will be tested on their knowledge of the previous chapters and clinical applications.

Dental Specialties (cont'd)
Clock Hours: 1
Discussion of specialty offices to include indications and definitions used

in Orthodontics, Endodontics, Periodontics, Pedodontics, and Oral Surgery.
Prerequisite: Session 1-21

Session 23

Dental Specialties (cont'd)
Clock Hours: 2
Discussion of specialty offices to include indications and definitions used in Orthodontics, Endodontics, Periodontics, Pedodontics, and Oral Surgery.
Prerequisite: Session 1-22

Session 24

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-23

Week 9- Office Emergencies & Pharmacology

Session 25

Office Emergencies and Pharmacology
Clock Hours: 2
Study of medical emergencies in a dental setting, emergency preparedness, and common pharmacology used in dentistry.
Prerequisite: Session 1-24

Session 26

Office Emergencies and Pharmacology (cont'd)
Clock Hours: 2
Study of medical emergencies in a dental setting, emergency preparedness, and common pharmacology used in dentistry.
Prerequisite: Session 1-25

Session 27

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.

Prerequisite: Session 1-26

Week 10- Compliance, OSHA & Hazard Communication

Session 28

Compliance, OSHA, and Hazard Communication
Clock Hours: 2
This course will focus on legal and regulatory aspects of dental practice, including OSHA regulations, Hazard Communication, compliance, and infection control.
Prerequisite: Session 1-27

Session 29

Compliance, OSHA, and Hazard Communication (cont'd)
Clock Hours: 2
This course will focus on legal and regulatory aspects of dental practice, including OSHA regulations, Hazard Communication, compliance, and infection control.
Prerequisite: Session 1-28

Session 30

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-29

Week 11- Office Administration & Communication

Session 31

Office Administration and Communication

Clock Hours: 2
Training in dental office administration, patient communication, and appointment management. Practice management systems will be explored.
Prerequisite: Session 1-30

Session 32

Office Administration and Communication (cont'd)
Clock Hours: 2
Training in dental office administration, patient communication, and appointment management. Practice management systems will be explored.
Prerequisite: Session 1-31

Session 33

Clinical/Lab Session
Clock Hours: 6
Application of previous sessions theory in a clinical and lab session.
Prerequisite: Session 1-32

Week 12- Career Readiness

Session 34

Career Readiness
Clock Hours: 2
Preparation for entering the workforce, including résumé writing, interview techniques, and career planning.
Prerequisite: Session 1-33

Session 35

Exam Section 4– Sessions 22-33

Students will be tested on their knowledge of the previous chapters and clinical applications.

Career Readiness
Clock Hours: 2
Preparation for entering the workforce, including résumé writing, interview techniques, and career planning.
Prerequisite: Session 1-34

Session 36

Clinical/Lab Session
Dental Assistant duties/skills assessment
Clock Hours: 6
Final clinical assessments
Prerequisite: Session 1-35

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the: Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105; wtb.wa.gov; 360-709-4600; pvsa@wtb.wa.gov