



Approved by the Board of Career Colleges and Schools
(License # 93-1356232)

Highest Quality Education
and Training
for a Career in
Dental Assisting

Catalog

2023 Edition
August 01, 2023

7207 Hopkins Road
Mentor, Ohio 44060
(805) 451-9547



This Catalog will provide basic information about the program offered at Core Dental Academy, including what is required of our students and the financial policies set in place.

<p>Welcome to The Core Dental Academy! <i>Creating Careers in Dentistry</i></p> <p><u>Program Objectives:</u></p> <p>The program offered here at the Core Dental Academy is designed to prepare students with the tools needed to sit for the Dental Assisting National Board Exam and become Certified Dental Assistants in the State of Ohio.</p> <p>The objective of this program is to teach students the skills necessary to be able to work as dental assistants. This will give them a core foundation that they can use to build upon, creating for themselves a career that they can be proud of.</p> <p><u>Type of Instruction:</u></p> <p>This program is conducted in a classroom setting, with at least one instructor teaching valuable skills that will be necessary to work as a dental assistant. Each student will be assigned externship sites once they have completed 50% of this program; where they will be able to implement what they have learned, by working in dental offices among experienced dental professionals and real world patients.</p>	<p style="text-align: center;"><u>Contents of this Catalog:</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Page</u></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Cover</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Index</td> </tr> <tr> <td style="text-align: center;">3, 4</td> <td>Courses</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Policies and Regulations</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Entrance Requirements</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Graduation Requirements</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Academic Responsibilities/ Progress</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Grading Structure</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Progress Policy</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Course Repetition</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Incomplete Courses</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Tuition and Fees</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Tuition and Fee Changes</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Books and Supplies</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Payment and Refund Policies</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Attendance Policy</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Withdrawal Policy</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Student Code of Conduct</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Dismissal Policy</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Grievance Policy</td> </tr> <tr> <td style="text-align: center;">11</td> <td>Program/ Faculty Changes</td> </tr> <tr> <td style="text-align: center;">11</td> <td>Location</td> </tr> <tr> <td style="text-align: center;">12</td> <td>Certification</td> </tr> <tr> <td style="text-align: center;">12</td> <td>Scholarships</td> </tr> <tr> <td style="text-align: center;">13</td> <td>Faculty Information</td> </tr> <tr> <td style="text-align: center;">14</td> <td>Academic Calendar</td> </tr> </tbody> </table>	<u>Page</u>		1	Cover	2	Index	3, 4	Courses	5	Policies and Regulations	5	Entrance Requirements	5	Graduation Requirements	5	Academic Responsibilities/ Progress	6	Grading Structure	6	Progress Policy	6	Course Repetition	6	Incomplete Courses	7	Tuition and Fees	7	Tuition and Fee Changes	7	Books and Supplies	8	Payment and Refund Policies	9	Attendance Policy	9	Withdrawal Policy	9	Student Code of Conduct	10	Dismissal Policy	10	Grievance Policy	11	Program/ Faculty Changes	11	Location	12	Certification	12	Scholarships	13	Faculty Information	14	Academic Calendar
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**The Core Dental Academy-
Training Dental Assistants:**

The role of each dental professional working in a dental office is important to make an office run smoothly each day. During a dental procedure the Dental Assistant works chairside ensuring patient comfort, ease of the procedures being performed, and overall quality of care- all of which are vital to giving patients' the confidence to return, allowing them to continue maintaining good oral health practices throughout their lifetime.

Curriculum

Program Description	Hours
Dental Assisting (Lecture)	36
Dental Assisting (Lab Courses)	32
Externship Site Placement	12
Total Hours:	80

<u>PROGRAM COURSES</u>	
<p><u>Week 1- INTRO TO DENTISTRY AND DENTAL ASSISTING:</u></p> <ol style="list-style-type: none"> 1. Introduction to Dentistry and Assisting 2. Dental Ethics and Laws 3. Anatomy I- General Anatomy 4. Anatomy II- Dental Anatomy <hr/> <p><u>Week 2- ORAL HEALTH AND PREVENTION OF DENTAL DISEASE:</u></p> <ol style="list-style-type: none"> 5. Introduction to Oral Pathology 6. The Importance of Preventive Dentistry 7. Nutrition for Healthy Teeth 8. Learning Preventive Materials <hr/> <p><u>Week 3- DISEASE TRANSMISSION AND INFECTION PREVENTION:</u></p> <ol style="list-style-type: none"> 9. Infection Control and OSHA 10. Proper Protective Equipment (PPE) 11. Disinfection and Sterilization 12. The Dental Operator <hr/> <p><u>Week 4- PATIENT INFORMATION AND ASSESSMENT:</u></p> <ol style="list-style-type: none"> 13. The Patient Record 14. Dental Charting and Treatment Planning 15. Patient Population 16. Medical Emergencies Course/ CPR <hr/> <p><u>Week 5- FOUNDATION OF CLINICAL DENTISTRY</u></p> <ol style="list-style-type: none"> 17. Dental Instruments 18. Dental Procedures 19. Ergonomics 20. Four-Handed Dentistry 	<p><u>LABS:</u></p> <p><u>1 HOUR OF INSTRUCTIONAL / HANDS ON TRAINING WILL GO ALONG WITH ALL LECTURE COURSES DURING EACH ASSIGNED WEEK.</u></p>

MIDTERM EXAM

Week 6- RADIOGRAPHIC IMAGING:

21. Overview of Dental Radiology
22. Digital vs. Film Radiographs
23. Intraoral vs. Extraoral Radiographs
24. Proper positioning for taking Radiographs

Week 7- THE DENTAL ASSISTANT RADIOGRAPHER INITIAL TRAINING COURSE AND CERTIFICATION:

25. Basic Concepts and Radiation Safety
26. Infection Control and Exposing Radiographs
27. Processing and Mounting Radiographs
28. Radiographic Errors & Quality Control

******AT THE END OF THIS WEEK, STUDENTS WILL TAKE THE POST COURSE EXAM, AND APPLY FOR THEIR STATE CERTIFICATION THROUGH THE OHIO STATE DENTAL BOARD*****

Week 8- DENTAL MATERIALS:

29. Restorative and Esthetic Dental Materials
30. Liners, Bases, Bonding Systems and Cements
31. Taking Dental Impressions
32. Lab Materials and Systems

Week 9- BUILDING YOUR RESUME. INTERVIEW PREPARATION. OFFICE CULTURE AND PROFESSIONALISM:

33. Preparing a Professional Resume
34. Interviewing Techniques
35. Becoming a Dental Professional
36. Creating Your Career

Week 10- COURSE REVIEW

******THE LAST WEEK WILL BE DEDICATED TO REVIEWING THE ENTIRE COURSE LOAD TO PREPARE FOR YOUR FINAL EXAM*****

33. Review of weeks 1-4
34. Review of weeks 4-8
35. Hands on Review 1/2
36. Hands on Review 2/2

FINAL EXAM

LABS:

1 HOUR OF INSTRUCTIONAL / HANDS ON TRAINING WILL GO ALONG WITH ALL LECTURE COURSES DURING EACH ASSIGNED WEEK.

EXTERNSHIPS:

STUDENTS WILL BE ASSIGNED EXTERNSHIP SITES PRIOR TO WEEK 8, AND WILL COMMIT TO HAVING 12 HOURS OF HANDS ON TRAINING IN THEIR ASSIGNED OFFICES WHILE WORKING ON REAL PATIENTS IN LIEU OF LABS.

A GRADUATION CEREMONY WILL TAKE PLACE FOLLOWING GRADING OF FINAL EXAMS- STUDENTS WILL THEN RECEIVE THEIR CERTIFICATION THROUGH THE DENTAL ASSISTING NATIONAL BOARD.

POLICIES AND REGULATION FOR STUDENTS

Philosophy

To find and enroll students who are goal oriented, eager to become valuable members of the dental profession, willing to exercise the highest standards of quality care, and who desire to have a successful career in Dentistry.

Admission

Entrance Requirements:

1. Minimum age for admission into this program is 16. Applicants may still be in High School.
2. All applicants must submit an enrollment application, including two (2) 2x2 passport photos.
3. Upon acceptance into the program, all applicants must be vaccinated against HepB and have a negative TB test result provided in writing from their Physician
4. Core Dental Academy does not discriminate on the basis of gender, race, age, religion, sexual preference, handicap, or national origin
5. Enrollments are accepted at any time prior to starting a new class session

Graduation Requirements:

6. *Complete and pass* all written and practical exams.
 7. Complete all coursework within school guidelines. A grade of "C" or higher is required in all classes.
 8. Comply with Student Policies and Regulations.
 9. Complete Externship Project
 10. Payment in full of tuition fees (and any other fees incurred).
-

Student Academic Responsibilities

The duration of the Dental Assisting Program offered at Core Dental Academy is based upon the student successfully completing and passing each course at the time it is offered. Failure of a course and/or a leave of absence will increase the length of time necessary to complete the program, therefore increasing the cost of attendance.

Standards of Academic Progress

A personal record is kept on file for each student that attends this program. Students' grades, along with other appropriate information will be kept in this record. Students are expected to meet the minimum standards as outlined in the School's Satisfactory Progress Statement. Students who fall below the minimum expectations will be subject to individual review by the school Director, and provided additional assistance if a need is determined.

For students who continue to fall below the minimum standard, one of the following actions can occur:

1. Modify the students program
2. Provide academic assistance
3. Dismissal from the program

Grading

The record of a students work is entered and reported according to the following grade scale:

Academic Courses	
Grade	Score
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
INC	Incomplete
WD	Withdrawal

* A grading period is defined as one (1) term.

Satisfactory Progress Policy

Evaluation of a student's progress is determined by a variety of methods. This can include observation by the instructor, interviews, quizzes/tests, etc. Students will receive number grades (100% or less) on their course assignments and tests. Grading criteria includes exams, written and practical assignments, hands on skills, class participation and attendance. A minimum grade of 70% is required to successfully complete each course. Missed or failed exams or assignments must be made up within 14 days. Students who are not making progress in this program will be given options for improvement. These options include additional class assistance, tutorials and practice supervision.

Course Repetitions

A student must repeat any course in which the student fails to meet the requirements of that course. Repeated courses that are satisfactorily completed may have that grade replace the previous failed grade and the hours count as earned. There will be a fee if a course has to be retaken.

Course Incompletes

Incompletes will be given to any student who does not fulfill the requirements of a course by the end of the term during their enrollment. A grade will be submitted for the incomplete course if the student successfully completes the unfinished work no later than the end of the first week following that term. Failure to complete the work in the timeline mentioned will result in a failing grade.

School Fees

Registration Fee

The registration fee for the program is \$125.

Tuition Fees

For students enrolling in 2023:

Tuition fee for the Dental Assisting Program is \$4400.

Tuition is charged for repeated courses.

To receive a Dental Assisting Certificate, the student must successfully complete the program. Cost for the Dental Assisting Program is \$4400 plus the registration fee of \$125- and additional fees in the amount of \$300 for a total of \$4825 for students enrolled in any program during 2023.

Additional Fees or Expenses

Students will be required to take a 7 hour Dental Radiology course during this program, and take the State Board Exam for Certification. This course/exam will cost an additional fee that the student will be required to pay leading into week 7. Instructions will be given (by the school) to get each student registered for this exam.

Students will be provided with scrubs for labs and clinicals.

Tuition/ Fee Changes

The Core Dental Academy reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date of that student's enrollment. Current prices are available from the Academy upon request.

Billing and Payment

Tuition is due ***in full*** by the first day of class.

Refund Policy (Ohio Administrative Rule 3332-1-10)

The refund policy outlined below will be adhered to by the Academy:

1. If the enrollment application is not approved, any payments already made to the school will be refunded.
2. Applicants who cancel their enrollment within five (5) days of signing this agreement will have all fees refunded. Students who cancel after five (5) days but prior to attendance will be refunded all but \$25 of the registration fee. Once the student has started the program, the registration fee is not refundable.
3. If a student should withdraw from the program, the date of withdrawal shall be considered the last date of recorded attendance.
4. The registration fee and the cost of any books / supplies purchased are not refundable once the student has started the program.
5. Refunds shall be made within thirty (30) days of official withdrawal or thirty (30) days of the date of determination of withdrawal if the student does not officially withdraw.
6. Tuition refund is based upon the payment of the full amount of the tuition fees.
7. If a student withdraws during a term, partial refunds of tuition will be made on a declining basis, depending on the length of time the student has remained enrolled.

The following schedule of refunds applies to tuition charges only.

Tuition Refund Schedule (Ohio Administrative Rule 3332-1-10-6B)

- A. A student who starts class and withdraws before the academic term is 15% complete, will be obligated for 25% of the tuition, plus the registration fee.
- B. A student who starts class and withdraws after the academic term is 15% complete, but before the academic term is 25% complete, will be obligated for 50% of the tuition, plus the registration fee.
- C. A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% complete, will be obligated for 75% of the tuition, plus the registration fee.
- D. A student who starts class and withdraws after the academic term is 40% complete, will not be entitled to a refund of the tuition and fees.

Student Financial Responsibility

Students are responsible for any financial obligations incurred while attending the Academy. No certificate will be issued to any student who owes tuition or any other fees to the Academy.

Attendance Policy

We understand that circumstances arise that may occasionally cause a student to miss class. Excellent attendance in this program is vital to preparing a student for a career in Dental Assisting. Absence of more than 5% of the regularly scheduled courses will result in a student receiving an incomplete in that course, until the time is made up and all materials related to that course have been turned in. We will work with students to accommodate scheduling issues, and we will provide make up options. Tardiness will also be documented, and negatively impact a student's grade. Excessive tardiness or absence are cause for dismissal from the program.

Non-attendance

Any student who misses four (4) consecutive class sessions is considered to have officially withdrawn from the program.

Withdrawal

Any applicant or student who wishes to permanently terminate enrollment must submit a written or oral statement of intent to a school official. If withdrawing up to three (3) days prior to the beginning of class a full refund is issued, less any non-refundable enrollment fees. After that date, see the refund schedule to determine the amount of tuition refunded.

Student Conduct

Positive ethical behavior is expected of all students while enrolled in this program. Students must follow all school policies, which include:

1. All students are prohibited from using, possessing, exchanging, selling, and/or distributing controlled substances (illegal drugs) and/or the unlawful use of alcohol while on school premises or engaging in any school activities (including externship sites).
2. Students are prohibited from coming to school or engaging in any course requirement while under the influence of alcohol or illegal drugs.
3. No firearms, knives, or weapons of any kind are permitted on school property.
4. Academic honesty is expected.
5. Students will have respect for others personal property.
6. Students will follow the attendance policy.
7. Students will be on time for their classes.
8. Proper behavior and courtesy are expected of students at all times.

Dismissal Policy

Student dismissal is viewed as a last resource. A student may be dismissed from this program for, but not limited to, the following reasons:

1. Violation of the school rules and policies.
2. Recurring attendance or tardiness issues.
3. Poor academic progress.
4. Failure to pay tuition fees.
5. Violation of the student conduct policy.

A student knowingly violating the school's published policies will be expelled when authorized by the school director. In the event of dismissal, any refund will be made according to our refund policy.

Re-entrance

Students who are dismissed for unsatisfactory conduct will not be permitted to reenter. Students who are dismissed for unsatisfactory performance and have proven themselves incapable of doing the work required will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedures must be followed as if the student is a new applicant. Full tuition, at current rates, must be paid.

Grievance Policy

Every effort will be made to maintain open communication between all persons associated with the school. The Academy provides an **Informal Complaint Procedure**. Students are encouraged to contact their instructor to confidentially discuss any student problem or concern. If any problem or concern can not be resolved with the instructor, then the school director can be contacted to schedule an appointment. If a student has gone through this informal procedure and does not think that the concern has been reasonably resolved, the student may begin the **Formal Complaint Procedure**.

Formal Academic and Professional Grievance Guidelines

1. The student will submit a written complaint to the Academy Director.
2. Director provides written acknowledgement of the complaint to the student.
3. The School Director will investigate the complaint, and give the student a written response upon completion of the investigation.
4. The student may appeal the decision by the Academy to the Director of the State Board of Career Colleges and Schools.

The Core Dental Academy
Crystal Schneider, School Director
7207 Hopkins Road
Mentor, Ohio 44060
(805) 451-9547

Executive Director
State Board of Career Colleges and Schools
30 East Broad Gay Street - Suite 2481
Columbus, Ohio 43215
(877) 275-4219

General Information

Program or Faculty Changes

The Core Dental Academy reserves the right to:

1. To change classes, cancel classes of an insufficient size, and/or add classes
2. To change, add, or remove courses from this program
3. To change faculty

As long as said changes do not alter the overall objectives of the program or increase the requirements needed to graduate.

Job Placement Assistance

Employment is NOT guaranteed. However, the Academy will provide its graduates assistance in seeking employment. Assistance promised is as follows:

- Interview preparation
- Job search training
- Scheduling interviews
- Assistance in resume preparation

Location

The Core Dental Academy is located right off the intersection of Hopkins Road and Mentor Avenue. It is easily accessible from anywhere in Mentor, Ohio or the surrounding area.

State and Federal Tuition Assistance

At this time The Core Dental Academy does not accept State or Federal Aid.

Smoking/Vaping

This is a non-smoking facility. Smoking/Vaping is not permitted on school grounds, inside or outside of the building.

Certification

This program meets the standards of:

- The Ohio State Dental Board
- The Dental Assisting National Board
- The American Dental Assisting Association

Transfer Credits

The course credits obtained from this program are non-transferable.

Scholarships

At this time, The Core Dental Academy does not award Scholarships.

Faculty

Dr. Crystal Schneider

Program Director

Phone: (805) 451-9547

Email: coredentalacademy@gmail.com

Heather Evans, EFDA, RDH

Clinical Director

Dental Assisting Instructor

Phone: (440) 571-2902

Email: evans.coredentalacademy@gmail.com

Emily Barrow, CDA, RDH

Dental Assisting Instructor

Phone: (440) 478-9388

Email: mrs.ebarrow1@gmail.com

2024 Academic Calendar

Dental Assisting for Certification 2024

Winter/Spring Program

January 22, 2024- Winter/Spring Class Begins.....March 27, 2024- Winter/Spring Class Ends

Winter Classes will meet from 9 am - 1 pm on the following dates:

Mondays

January 22, 29
February 5, 12, 19, 26
March 4, 11, 18, 25

Wednesdays

January 24, 31
February 7, 14, 21, 28
March 6, 13, 20, 27

Fall Program

September 2, 2024- Fall Class Begins.....November 8, 2024- Fall Class Ends

Fall Classes will meet from 9 am - 1 pm on the following dates:

Mondays

September 2, 9, 16, 23, 30
October 7, 14, 21, 28
November 4

Wednesdays

September 4, 11, 18, 25
October 2, 9, 16, 23, 30
November 6

Reminder to Students:

****Although class only takes place on Mondays and Wednesdays, you will need to spend time outside of class working on instructional material to prepare yourself for each class session. Give yourself 2-3 hours of study time for every hour of class time****

