

Dental Careers Foundation  
Of Connersville



*Excellence  
In  
Dental Assisting*

Student Handbook

This institution is regulated by:  
Office for Career and Technical Schools  
10 N Senate Avenue, Suite SE 308  
Indianapolis IN 46204  
OCTS@dwd.in.gov  
317-234-8338 or 317-232-1732  
<http://www.in.gov/dwd/2731.htm>

## DENTAL CAREERS INSTITUTIONAL PHILOSOPHY

We at Dental Careers Foundation are dedicated to preparing individuals to become qualified Dental Assistants. In striving to fulfill our goals and mission, Dental Careers Foundation has adapted the following objectives:

- Provide our students with the highest quality intensive short-term program in dental assisting.
- Provide a clean, high-tech facility to stimulate student's intellectual ability.
- Provide our students with the opportunity to work under the supervision of a skilled dentist and his highly skilled auxiliaries.
- Provide all variations of dental assisting to allow students to be versed in all aspects of dental assisting.
- Provide each student with the knowledge of dental assisting by eliminating non-related subjects so as to concentrate only on dental assisting course.

## ABOUT OUR COURSE

This is a course designed to train you for an entry level position as a dental assistant. You will learn the basic skills to obtain a rewarding new career.

The job opportunities for trained assistants are quite good in today's job marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants. If one examines the want ads for dental assistants, the majority require training and or experience.

Part of your training will involve the job interview itself, how to prepare for it, how to dress, what to say, ect. So often jobs are lost during the first five minutes of the interview. We feel it is important to train you in this area as well so that you will stand out from the rest of those competing for that position.

Following your training in this ten week course, you will have the confidence and skills necessary to apply for this position. Along with your certificate, we will give you a letter of recommendation and a summary of your on job training experience.

Additionally, many doctors will call our office for a list of our recent student graduates. We will also inform our current class of any doctors needing dental assistants so that they may apply directly for that position. Many of our students will have obtained jobs as dental assistants even before finishing the course.

The starting pay scale for experienced dental assistants is higher than non-experienced and most offices will not even consider an individual without training. We are often asked what can a graduate from our course expect to make in their first job. The answer depends on where the office is. Offices in metro area will generally pay higher salaries than those in suburban areas.

# FACULTY AND STAFF

## Director of Education

Dr. Gary E. Weber, DDS, FAGD

- Graduate of Indiana University, School of Dentistry (1977)
- ADA member since 1977
- Fellow of Eastern Dental Society
- Director of Continuing Education of the GKG Dental Study Club

## Director of Admissions

Kyleah Bramer, Instructor – Concepts of Dental Assisting

- Dental Assistant, 4 years

Angie Hedrick, Instructor – Clinical Aspects of Dental Assisting

- Expanded Duties Dental Assistant, 25 years

Kelly Koons, Instructor – Clinical Aspects of Dental Assisting

- Expanded Duties Dental Assistant, 26 years

## **Student Complaint Process**

If students should have a complaint you should first contact one of the instructors of the course, or the Director of Education listed above. If you feel the need for further action, then you may contact:

Indiana Department of Workforce Development

Office for Career and Technical Schools

10 N. Senate Ave, Suite SE 308

Indianapolis, IN 46204

317-234-8338 or 317-232-1732

## ENTRANCE REQUIREMENTS

We suggest a high school diploma or GED, but these are not necessary. It is our philosophy that if the student is caring and understands the objectives of Dental Careers Foundation and displays a commitment to working hard, then they have what it takes to be a student of DCF. Students will be required to have completed a DCF Admission Application prior to acceptance and interview.

## STUDENT CONDUCT

All students are expected to conduct themselves in a responsible and adult manner. Smoking, drinking, and use of drugs are strictly prohibited. These will be reason for immediate dismissal.

Stealing, vandalizing or destroying DCF property will not be tolerated. Students will be held responsible for all damages incurred. Appearance, attitude and behavior are important to your dental assisting education. Casual attire is acceptable; however, ragged jeans, shorts, and sweatsuits are not permitted. Disposable lab coats will be provided to each student for clinical training.

## ATTENDANCE

Class attendance is mandatory. Due to the nature of this intensive program, students should be present and on time for all classes. Attendance records will be maintained and filed in the student's permanent file.

In the case of an emergency (death in the family, medical illness, ect.) it is up to the discretion of the director of the DCF to either continue your education or refund the tuition due.

## CLASS HOURS AND SIZE

It is our goal to maintain a maximum student/teacher ratio of 10/1 to allow for individualized teaching. Classes start at 9:00 a.m. and end a 4:00 pm. Extra time at the end of each class session will be available, by request.

Classes will be 10 consecutive Saturdays with the possibility of Fridays by request (minimum of 10 students required).

There will be breaks of 15 minutes during the morning and afternoon session. Refreshments will be provided for all students. A one hour lunch break will also be scheduled.

## TUITION AND FEES

Please note that tuition will be refunded if student is unable to attend according to Refund Policy. Fees for books, if books are not damaged and written in, will be returned to student, if written or marked in they are the property of the student.

## VOLUNTARY ON THE JOB TRAINING

Times will be allocated and given to students by the end of the first class. Students must sign up for one week at a time. Two students will take a day to observe and train with the doctor.

Fridays will be scheduled with voluntary patients for students to experience assisting. Days will be given by the end of the first class. Students at DCF are encouraged to sign up and participate for this on the job training.

## CPR

CPR is recommended for all students. Fayette Memorial Hospital will give this course for a small fee, not included in your tuition fees. DCF will help schedule this time but it is the responsibility of the student to pay and to attend.

## JOB INTERVIEW

Your training at DCF will prepare you for your job interview. The student will know the what and where's of the job interview process.

## GRADUATION REQUIREMENTS

Students will be required to attend all classes and complete all clinical and lecture assignments. In addition, student must successfully pass mid-term, final, and all practical exams. Each student will be evaluated by the director of education and his/her progress and records kept by the director of DCF. Student will be sent a copy of their records. Student graduation certificate and grades will not be given until all fees have been cleared.

## PLACEMENT ASSISTANCE

Your ability to gain employment will be greatly increased due to your education. DCF will do everything in its power to help you find a job; however, please understand that it is the responsibility of each graduate to obtain employment in a dental related field. DCF does not guarantee job placement.



# DENTAL ASSISTING COURSE OUTLINE

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical “hands on” training in the operation of all the equipment, instrumentation, and materials used in our stat-of-the-art practicing dental office.

- I. Dental Theory and Terminology
  - A. Dental and oral anatomy, tooth numbering system
  - B. Instrument nomenclature and identification for all aspects of General Dentistry
  - C. Dental terminology
  - D. Equipment operation, chair positions, assistant equipment usage
  
- II. Receptionist – Front Desk Office Management
  - A. Phone techniques and appointment book control
  - B. Peg-board billing and accounting systems
  - C. Billing, accounts receivable, accounts payable, and collections
  - D. Filing insurance forms and pre-treatment estimates
  - E. Computer system practice
  
- III. Four – Handed Dental Assisting
  - A. Instrument transfer techniques, chair – side assisting and suctioning
  - B. Chair – side doctor – patient – assistant positioning
  - C. Tub and tray systems
  - D. Use of instruments and materials in assisting
  - E. Handpiece care and maintenance

- IV. Radiology
  - A. X-ray and technique, use Rinn holders and other methods
  - B. Intraoral, bitewings, panoramic, and endodontic exposure methods
  - C. Developing x-rays using the automatic processor
  - D. Darkroom care and maintenance
  - E. X-ray safety and precautions
  
- V. Impressions and Model Trimming
  - A. Impression materials and practice in their use: alginates, rubber base, ect.
  - B. Wax bites, counter impressions
  - C. Model pouring and trimming
  
- VI. Sterilization Techniques
  - A. Sterilization theory and terminology, autoclave operation
  - B. Instrument and equipment sterilization and disinfection
  - C. Treatment room disinfection and aspesis techniques.
  
- VII. Job Interview and Placement Assistance
  - A. Proper image, dress, resume, and how to prepare for the job interview itself.

# REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days aftersigning.
  - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondaryproprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the costof the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceedone hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or lessthan twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-fivepercent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of thetotal tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equalto or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent(50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the totaltuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to orless than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent(40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the totaltuition, not to exceed one hundred dollars (\$100).
6. 6.A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the durationof the instructional program, is not entitled to a refund.

Please sign, date, and tear off the bottom half of this sheet to give to your instructor upon completion of reading this Dental Careers Foundation Handbook.

**THANK YOU AND WELCOME!!!!**

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I have completely read and understand the context of this booklet.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

## GRADUATION REQUIREMENTS

All students must obtain a cumulative grade point average of 75%. In addition to the 80 hours requirement for the Dental Assisting program, students must complete a minimum of (10) hours of on the job training, arranged by Dental Careers Foundation.

Upon completion of these graduation requirements, students will receive a graduation certificate and a letter of recommendation from the Dental Careers Foundation.