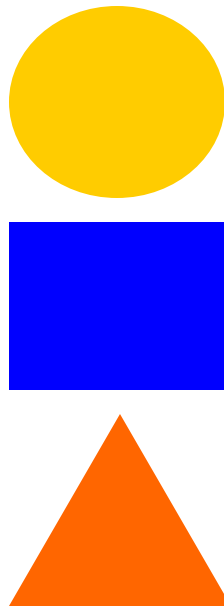


**Expanded Dental Assisting Course
Catalog**

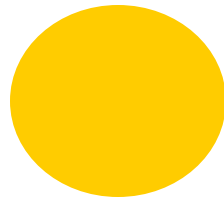


**Eastex
Dental
Academy, LLC**

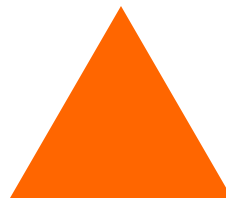
**1409 McCann Rd
Longview TX 75601
903-232-2289**

**January 2017—December 2017 Edition
Catalog 16 Volume 16**

*The building blocks needed for a quality dental assisting
education*



Welcome to our
Academy
&
Your new Career



Expanded Dental Assisting Course

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Expanded Dental Assisting Course

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The building blocks needed for a quality dental assisting education

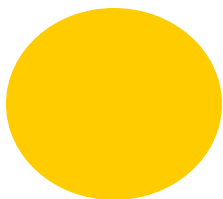
Academy Statements:

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges,
Austin Texas.

The information contained in this catalog is true and correct to the best of my knowledge.

Terrie Jarvis
Director

Catalog number 16 volume 16. Date of publication January 2017. This catalog is in effect
until December 2017.



Letter from the Director:

Dear Student:

Thank you for your interest in Eastex Dental Academy, LLC (“E.D.A”). If you are interested in pursuing a career in Dental Assisting this is where your future begins.

Our goal is to provide you with the tools, training and support necessary to get you on your way to a successful and rewarding career as a Professional Expanded Texas Registered Dental Assistant (“RDA”) and a respected team member in the dental industry.

You will find our program(s) and curriculum to be well planned and organized to achieve maximum learning in a time frame that allows you to start your career as soon as possible. Our experienced and professional staff will ensure that you receive the highest quality instruction available with a strong emphasis on practical application and “hands-on training” in a real dental environment. You will learn and practice what will be expected from you once you enter the real world of dentistry by following the same rules, guidelines, and daily routines practiced in any dental office.

As your graduation date nears, we will provide you with the support you need to turn your newly acquired knowledge, skills and training into a rewarding career. While in training you will have many opportunities to meet dental professionals, extern in dental offices, and possibly work and get paid in the dental environment before you graduate.

You’ll also create a dental portfolio, learn and practice dental interviewing skills as well as create and/or update your resume to improve your chances of successful employment.

Our Career Placement Department offers: personal career counseling and access to a wide range of positions through Dental Placement Agencies, Dental Offices, Dental Labs and Dental Companies in the State of Texas and Arkansas, to current, new graduates, and alumni students.

In addition, as an alumni student we maintain our commitment to your successful future by offering life time placement assistance and life time skill updates.

If you are willing to make a commitment to your education and career, Eastex Dental Academy, LLC will do everything we can to make your future in Dental Assisting a reality.

Again, thank you for your interest in EDA and I look forward to seeing you in class!

Sincerely,

Terrie Jarvis
Director

Academy Statements:

Our Commitment

At Eastex Dental Academy, LLC the right training does make the difference. With our unique teaching methods, experienced staff, comprehensive curriculum and our excitement for the program(s), we provide the training and clinical skills necessary to translate into professional success for our graduates. We go over and beyond what you would expect from a training program. Our motto is: Win! Win! Win! When you take advantage of our training program(s), everyone is a winner; the Student, the Dentist, and Eastex Dental Academy, LLC. We deliver the best training available at a reasonable cost so we can make certain our students are receiving the best training anywhere. We are one of the only (if not the only) dental training academies in East Texas that offers morning, afternoon, all day, and evening courses so you can fit us into your busy schedule, receive the highest quality training in only 5 short months, and become a dental professional sooner than you would think. Our goal is to make certain that our students have the best training, so they are well qualified and fully prepared to take advantage of the exciting and rewarding career opportunities available in dentistry today.

Equal Opportunity Statement

We are an equal opportunity company. We are dedicated to a policy of non-discrimination in training and/or employment on any basis including race, creed, color, age, sex, religion, national origin or physical handicap.

We comply with the provisions of the Americans with Disabilities Act (ADA).

This academy will make every effort to assist physically or mentally challenged persons in their pursuit of educational opportunities. Students with impairments must adhere to the same admission standards as anyone else pursuing education. Please contact the Director for more information.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 give students the right to inspect their educational records upon reasonable notice. The act also guarantees the privacy of student's educational records and sets forth the conditions and circumstances under which students educational records may be shown to others. Students who feel their rights under the Act have been violated should refer to the "Grievance Resolution" procedure in this catalog in an effort to resolve the problem.

This academy maintains student records for a period of not less than 5 years. Student Transcripts are kept indefinitely.

Students wishing to review their records may do so by contacting the Director to make an appointment and set down with the director to look at their file.

Students will receive a transcript of their completed course upon graduation. If the student ever needs another copy of the transcript they may purchase one for \$5.00 for each copy. Requests for transcripts must be in writing and must be picked up at the academy campus in person with proper ID.

EDA Mission Statement

To provide high quality dental assistant training to students who will graduate with the skills necessary to become successful in the dental field and to provide the local dental community with a pool of quality dental assistants who will be an asset to any practice.

We also strive for an environment that promotes professional growth and encourages our students to achieve their highest potential.

Expanded Dental Assisting Course

Program:

Expanded Dental Assisting Program Description

The Expanded Dental Assisting program is a comprehensive course designed to teach students the skills and abilities essential to the provision of working in the back office of any dental practice. Graduates of this program will be able to communicate and interact effectively with dentists and their patients. They will be able to perform basic and expanded function skills/duties of a clinical dental assistant. For example they will learn how to take and develop dental x-rays. Fabricate provisional crowns, perform dental assisting lab functions, sterilization and disinfection processing. Students will learn chair-side skills, general and specialty dental procedures, treatment planning and charting.

Students must be CPR certified before taking and submitting the RDA class and application. If student is already CPR certified all they need to do is provide the academy a copy to place in their student file and include with the RDA application. The academy has a Longview Fireman that teaches American Red Cross CRP to our students that need CPR for a charge of \$35.00.

Students in this program must take and pass the 8 hour RDA (“Registered Dental Assistant”) on-line course required by the Texas State Board of Dental Examiners (“TSBDE”) and receive their RDA license before they can take the final exam and graduate. (cost of RDA course and license is not covered in Expanded Dental Assisting Program). The costs for these required items are an additional cost to the student. At this time the on-line course/exam we recommend is \$65.00. This class and exam for the RDA is generally taken off campus during non class hours and are not part of tuition or supplies, however we do have a computer students may use by reserving time for use when not in class.

Graduates of this program may find employment as a dental assistant with a general or a specialty dentist. After student has taken and passed the RDA Certification exam (cost of online course not included in expanded dental assisting program), the student will then need to apply and pay for their registration certificate, (costs for applying for and receiving RDA license is not part of school tuition or supplies). The cost for submitting the application is \$36.00 (as of 8/16) is non refundable and must be paid by money order or check written to the TSBDE. There is also a \$5.00 on line charge paid to the NPDB for a mandatory back ground check that must be submitted to the TSBDE along with the initial application. **The cost for RDA activation and issue of license is anywhere from \$0—\$50.00 (TSBDE fee, processing, shipping and handling) and is non-refundable. Once the student receives the activation letter from the TSBDE they will then activate the license on line at the TSBDE website with a credit or debit card. They then should receive their license within 2 weeks. If there are any problems with the student obtaining their license they should contact the TSBDE and not the academy.**

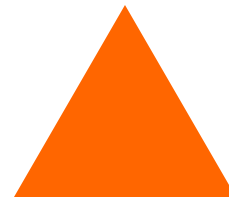
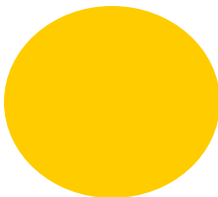
The completed TSBDE registration application with attached payments **MUST** be mailed to the TSBDE by the student. Once the student has received their RDA license, they will then need to get a copy of it to the school. Once the school has a current copy of the RDA then the school will issue the students final progress report and their official transcript. No transcript will be issued until the school has received proof that the student has received their RDA license.

Student must take 6 hours of continuing education courses approved by the board and renew each year to maintain registration. Annual renewal cost varies. CE requirements and cost for obtaining RDA, and renewal of certifications are subject to change at any time as deemed by the TSBDE.

Admission Requirements

You must have a high school diploma or GED and/or College Transcript to enroll in our classes. If you are under the age of 18 years of age, you must have written permission of a parent or legal guardian to enroll in this program.

There is not an entrance exam or prerequisites required for entrance into this program, however, the student must have some computer and typing skills to take the Assisting Courses. As stated above, if you are under the age of 18, you must have the written permission of a parent or legal guardian to enroll in any program.



Graduation requirements:

- To graduate and receive a Certificate of Achievement from this program you must pass the entire course with at least a 73%/2.33 GPA and provide a copy of RDA license to the academy.
- No absence in excess of 15% of total clock hours (45 hours).
- Tuition and any fees due for the extra exams (if applicable) are fully paid.

Satisfactory Progress:

You must pass the written and clinical Midterm with at least a 73% to continue in the course. If you do not pass the Midterm you will either be terminated by the academy or will have the option of starting over. You will be issued a refund if one is due to you within 60 days of last day of attendance or you can start the course over with a credit for books and supplies, but will have to start over with the Tuition charges.

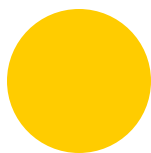
In order to take the Final exam you must have taken and passed the RDA exam and provide a copy(s) for student file. You must pass the written and clinical Final exam with at least a 73% to graduate.

Effective 9/01/06, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by the Texas State Board of Dental Examiners (“TSBDE”). An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dental office.

If you do not pass the course, you can re enter the program from the beginning or with the approval of the director at any point the student and their instructor feels is appropriate. The student will then be charged the tuition cost from the starting point to graduation and a supply fee of no less than \$500.00 and no more than \$1000.00 depending on where they started over in the course.

Part of the student’s tuition pays for the **review** classes to assist in the required RDA course. RDA required course exams are at the student’s expense. To retake entire certification review course, the cost is \$500.00. (\$166.66 for each part of review class needed). The costs stated above are per class and are non-refundable once purchased.

The CPR certification exam is administered on the academy premises. CPR is a part of the course cost.



Expanded Dental Assisting Course

Our Staff and Facilities:

Our Staff

Skilled professionals who bring academic and years of on-the-job experience to the classroom teach our training program (s). Our instructors meet all Texas Workforce Commission requirements.

Our instructors and staff are composed of respected professionals with years of knowledge and experience. Instructors keep abreast of current industry happenings through continuing education, training, maintaining licensure and remaining active in the industry's professional organizations.

Our Facilities

Eastex Dental Academy, LLC provides an excellent learning environment for our students. Our academy is set up as a functioning 4 operatory dental practice with all the necessary dental equipment and materials needed and used in any dental practice for our hands-on training classes.

Students are trained from the 1st day to the last day of our program to become accustomed to and aware of what will be expected from them as soon as they are hired and working in the dental environment.

Our Longview Training Facility has 2600sq feet of space which includes: Separate entrance for staff and students with time clock and storage. 3 dental procedure rooms with X-ray unit for hands-on training; these classrooms/operatories can accommodate up to 10 students at a time for demonstrations, but for hands-on purposes can accommodate up to 6 comfortably per room. 2 labs with all the necessary dental lab equipment and storage that can accommodate up to 4 students at a time. A break room/class room that can accommodate up to 8. Copier room, 2 storage closets. A dark room—for manual x-ray developing and duplicating x-rays. 2 sterilization/storage/x-ray developing areas that can accommodate up to 10 students. A room that holds up to 12 students for class lecture/power point presentations and hands-on lab practice. Instructors office. Director/Administrator/Representative office that includes a small Library. 3 rest rooms and a small waiting room. All 3 procedure rooms have adequate equipment including: patient chair, assistant and doctor chairs, high and low speed suction, high and low speed handpieces, air/water syringes, supplies and space to train. The lecture room is equipped with enough tables and chairs to seat up to 12 students and an instructor. This room includes a tv monitor for on-line education, teaching aids, lecture supplies storage closet and a 3 lap-top computers.

EDA's small but growing library has numerous books/pamphlets/tools/games/flash cards/DVDs/CD's/typodonts/periodicals/magazines etc, on: Dental Assisting, Dental Procedures, X-Ray, Anatomy, Nutrition, Vocabulary, Front Office Duties/Functions, Specialties in Dentistry, Dentistry, Resumes, Math, English, Self-Help/Improvement, and Interviewing, which the student is welcome to utilize for extra study, homework assignments, extra credit or information. We are continuously adding more information to our collection. The student must sign a check out form for the book/materials desired plus a \$20.00 deposit. Once the items are returned and in the same condition as when checked out they will get that deposit back in full. If a book or item is returned in poor condition or not returned at all, the student will lose the deposit and also be charged the market price for the book or item, and will not be able to graduate the course until payment is paid in full.

Students are issued a textbook, all homework, and supplies for required certification review courses and CPR certifications.

Exams for certifications are generally taken off campus during non class hours and are not part of tuition or supplies, however we do have a computer students may use by reserving time for use when not in class.

Our Credentials:

Our Address

1409 McCann Rd, Longview TX 75601

You can contact us for more information at: 903-232-2289

Fax: 903-232-2285

Our e-mail address is: terriemjeda@yahoo.com

Our website: www.eastexdentalacademy.com

The legal name of this training facility is: Eastex Dental Academy, LLC

Our Credentials (History)

Terrie Jarvis founder/owner of Dental Replacements Training Academy, Inc (DRTA) 2001 - 2006 and Eastex Dental Academy, LLC (“EDA”) decided to open dental training academies to provide the community and the existing dental field with quality trained dental professionals that have the education, knowledge, and most importantly: the hands-on chairside skills that are necessary to become a successful and valued team member in any dental practice as an expanded dental assistant.

Terrie is a Registered Dental Assistant as well as a successful entrepreneur in creating/owning/operating successful dental related companies She has been in the dental field since 1990. “I know what it takes to function in a professional dental environment. I set the bar high for myself, the academy, and my students. I feel anyone who wants to be successful at becoming a dental assistant, will be, with the training we provide. We offer the best training at an affordable cost to anyone who wants to become the best that they can be”. My personal quote: “Set your goals and persevere”.

Dental Replacements Training Academy, Inc was established February 2001.

Eastex Dental Academy—established April 2009.

Eastex Dental Academy, LLC (E.DA) established 2013.

EDA accepts: DARS (Dept of Assistive and Rehabilitation Services) for those who qualify.

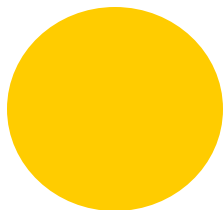
EDA accepts: WIA (Workforce Enforcement Act) for those who qualify.

EDA accepts: GI Bill for those who qualify.

Member of CCST (Career Colleges and Schools of Texas) 2015—current

Member/Accredited by the Better Business Bureau (BBB) - 2009—current

Licensed and Regulated by: The Texas Workforce Commission of Career Schools and Colleges (TWC). License S3386 current through April 2017.



Expanded Dental Assisting Course

EDA Staff— Advisory Board Members - Support Professionals as of 10/16

Director(s):

Terrie Jarvis—Academy Director
Carol Garrett—Staff Designee

Administration/Human Resources:

Betty Herndon

Representatives:

Terrie Jarvis
Betty Herndon
Carol Garrett

Career Placement:

Terrie Jarvis

Board of Directors:

Terrie Jarvis
Betty Herndon

Owner/ President/Secretary:

Terrie Jarvis

Accounting:

Barbara Kailey
Lynn Acker CPA

Vice President/Treasurer:

Betty Herndon

Payroll/Accounts Payable:

Betty Herndon

Accounts Receivable/Student Payments:

Terrie Jarvis
Betty Herndon

Instructors:

Terrie Jarvis – 25+ yrs, X-ray certified 1991, CPR Current. RDA current. Expanded, General, Oral, Perio, RCT assisting experience. OSHA trained.

Carol Garrett—25+ yrs exp, X-Ray, N20, RDA Certified, CPR Current. Expanded, General, Oral, Assisting experience.

Advisory Board Members:

Richard Lyschik DDS
Peggy Kupovics RDH
Tammy Murphy RDH
Andy Mack DDS

Amy Payne, RDA
Joe Hickerson, DDS
Joseph Baucum DDS

Dental Professionals who offer externships, lectures and/or presentations to EDA students:

Richard Lyschik DDS
Kool Smiles

Aspen Dental
Dr Hickerson

Fresh Dental
Andy Mack DDS

Program Description:

The course title is: Expanded Dental Assisting 300 clock hours

The objective/purpose of this course is to provide the student quality instruction with an emphasis on hands-on training to obtain a position as an entry-level expanded dental assistant for the back office of a dental practice with basic and expanded clinical dental functions, computer software training, CPR, Jurisprudence, Infection Control, X-ray, certification exam prep training for the required Registered Dental Assistant (“RDA”). This course offers thorough training and is fast paced. After student has passed all certifications above which are through the Texas State Board of Dental Examiners (“TSBDE”), the student will then send in an application for their RDA license.

We at Eastex Dental Academy, LLC believe the only way to learn dental assisting is by actually doing it. By this we mean: The student trains and works in a real dental environment with licensed DDS’, office manager(s), and instructor(s).

Students are issued a textbook for lecture, preparation for clinical learning, homework assignments and extra study.

Issued books for the Expanded Dental Assisting course are: Torres and Ehrlich Modern Dental Assistant – Eleventh Edition Copy right 2015, by W.B. Saunders.

Students are also issued a pair of safety glasses for the course and for a future job in the dental field.

Students must complete the total 300 clock hours, pass the required TSBDE course to obtain their RDA, (not included in cost of assisting course) and demonstrate the ability to perform basis assistant and expanded dental assistant functions as well as pass final exam to receive the certificate of achievement issued at graduation in the required 20-week term. See graduation requirements for full details.

Effective 9/01/06, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by the Texas State Board of Dental Examiners (“TSBDE”). An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dental office.

The course is a 20 week (5 months) course. 300 total hours. (15 Hours a week for 20 weeks = 300 hours).

- 91.5 hours lecture
- 208.5 hours lab

Expanded Dental Assisting Course

Tuition/Expenses for Course:

Tuition for this course is: \$1645.00.

The total cost for supplies and materials (**\$3350.00**) needed for this course includes: textbook - \$500.00, student workbook—\$800.00, dental supplies - \$1500.00, - certification courses/materials - \$500.00. All supplies and materials are non-refundable once purchased.

Total class cost: \$4,995.00

Note: Students who are on payment plans: If payment is not paid on the scheduled due date, the student will owe a late charge of \$20.00 per day until paid.

Other Expenses: REQUIRED

These charges are not paid directly to the Academy

HBV – a max/min of 3 injections is required if student has to take the series. Student does not have to get these injections through the academy, but has to provide proof of having the 3 shot series either prior to enrollment or must provide proof of receiving 2 out of 3 injections before student can graduate. This is required by the Dept of Health.

TB Test - student provides proof of receiving test and providing negative results by 1st day of class start date. This is required by the Dept of Health.

Registered Dental Assistant - \$36.00 application fee for initial licensure. Other fees may apply as deemed by TSBDE.

Online back ground check through **NPDB**—\$5.00. TSBDE requires this be submitted along with the students initial RDA application.

Certification Exams— Student must take and pass JPC, ICC, X-Ray certification class/exams to graduate. The cost as of 12/14 is \$65.00 to take the entire 8 hour course and take the exam. Cost could change at any time. The student has a maximum of 2 times to take and pass the RDA exam. This is an online class offered by the University of Texas of San Antonio.

Scrubs and white tennis shoes or clogs— no more than 3 pairs of scrubs are required for class. 1 pair of clean white tennis shoes or clogs. Cost varies.

CPR Certification— if a student doesn't already have a CPR certification they must have one before they take the RDA licensing exam and submit the RDA application to the TSBDE. If student wants to obtain their CPR from the academy they must submit a \$35.00 non-refundable payment to a Longview Fire Officer who teaches American Red Cross CPR to our students. Otherwise, student must provide a copy of their current certification that passes TSBDE and DANB.

RDA Activation—students will be required to pay an activation fee to TSBDE once the original application fee and registered dental assistant application is received by them. The activation fee cost is set by the TSBDE with cost of fee sent in the activation letter. Eastex Dental Academy does not know how much the fee will be until we receive the students activation letter.

Scholarship and Financial Aid Information

At this time EDA does not offer Government Financial Aid. However, we do accept **DARS, WIA, GI Bill and some private Scholarships** for those who qualify. We offer an interest free payment plan that is paid throughout the 20week course. See page 17 for details.

Academy Hours:

Students who sign up for all day classes will attend one of the following schedules offered:

**Monday, Wednesday 9am—6pm, or
Tuesday, Thursday—9am—6pm**

Breaks:

All classes will receive a 10 min break for every hour of class time.
All Day class also includes a 1 hour lunch break.

*Students can only attend the class times/days they signed up for.
Every class is at a different level of training and therefore cannot cross over into other days or times.*

Academy/Office Hours

Office Hours—M—TH by appointment only

Tours – M-TH by appt only

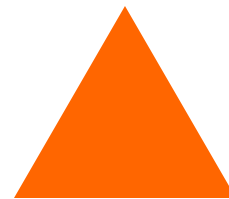
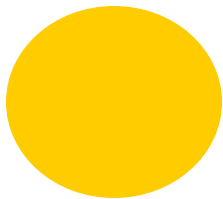
Academy Class Attendance Hours: See schedules above

Career Services—by appt only

Tutoring—by appt only

Class Graduations: Held at the Longview Community Center starting at 6pm on a Friday 1-3 weeks after final exams. Date of Graduation will be announced on the classes individual class calendars.

All office/academy hours are on an appointment only basis.



Expanded Dental Assisting Course

Payment Methods:

Student can choose to pay with one or more of the following using either payment option:

MasterCard, Visa, Discover, American Express, personal checks, money orders or cashiers checks.

Payment Options:

1. Pay in full tuition and supplies for the EDA course: **\$4,995.00**
2. **Payment plan (for those who qualify) is paid out over the 20-week course. (no finance or interest charges) Terms as follows:**

- \$1350.00 to hold place in class
 - \$1240.00 due on first day of class
 - \$360.00 due every three (3) weeks for 6 payments until paid in full
 - \$245.00 final payment (7th payment) due before final exam can be taken.
 - All/Any charges must be paid in full by graduation date.
3. EDA works with and accepts funding from: Dept of Rehabilitation Services (“DARS”) for those who qualify. DARS pays the total cost of tuition, supplies and fees to the academy as well as helps student with any other costs student may need while in attendance. **YOU MUST QUALIFY, BE ACCEPTED, GO THROUGH THEIR APPLICATION AND ACCEPTANCE PROCESS AS WELL AS BE ACCEPTED BY EDA IN ORDER TO PARTICIPATE. RESTRICTIONS APPLY** – ask a representative of the academy for more information and on any other options available.

Other Charges:

- \$20.00 daily late charge - this fee will be charged to students account for non-payment until payment (including late charges) has been received and account updated.
- \$35.00 NSF charge - for any returned bank check. Replacement payment including NSF and late fees must be paid by another payment method. **NOTE: daily late charges will be added to students account from the original payment due date.**

Important Information:

EDA does not guarantee payment records/statements will be issued to student until the students graduation date. Every student receives their original invoice, including: course start date, cost of course, other charges (if applicable), and a final statement of payments at the students graduation. These documents will be included with the graduation packet materials. It is up to the student to keep up with what they owe and when their payments/charges are due.

If a financial problem occurs at any time prior to or during training, students are encouraged to make an appointment with the accounting department and/or director immediately to discuss their situation.

Students who fail to make prompt payments, don't include students name on payment, pays with a check returned for non-sufficient funds, or fail/refuse to make a good faith effort to pay are subject to dismissal from the academy.

Students who do not make payments, are terminated or quit with a balance due will be subject to legal action in order to recover the outstanding balance, including late charges, NSF charges (if applicable), and any additional cost incurred for the purpose of trying to collect the debt. If balance is not received on or before the 90th day from original due date, the students file will be turned over to a collections agency as another way/attempt to collect the debt. Once your account is turned over to a collection agency you are reported to at least 3 credit reporting agencies which harms your credit rating. Depending on your action or in-action to resolve the debt determines how much your credit scores suffer.

Chances are great that your credit could be damaged so badly that you might not be able to obtain: more education, personal loans, school loans, car loans, credit cards, purchase/rent a home or gain employment.

No records, including academic transcripts, certificate of achievement or certifications will be released to student, any institution or individual until all financial obligations have been met.

FINAL PAYMENTS ARE TO BE PAID BY M/O OR CASHIERS CHECK ONLY.

To be eligible for Re-admittance back into the course, student must pay in full the remaining amount due for the entire course in a money order or cashiers check only.

Grading and Marking System:

Grades will be marked as follows: Student must pass course with at least a 73%/2.33 grade point average for the entire course, which includes:

- Quizzes
- Exams
- Extra credit
- Certification review courses/exams
- Homework assignments
- Midterm – written and clinical
- Student participation
- Hands-on training (lab and chair)
- Final Exam – written and clinical
- Mock Interviews, resume
- Professional appearance
- Dental ethics and etiquette

Students will be graded with the following grading system:

LETTER	NUMERICAL %	GP VALUE
A+	97-100	4.0
A	93-96	4.0
A-	90-92	4.0
B+	87-89	3.6
B	83-86	3.33
B-	80-82	3.0
C+	77-79	2.67
C	73-76	2.33
C-	70-72	2.0
D+	67-69	1.67
D	63-66	1.33
D-	60-62	1.0
F	59 and below	0.0
I	Incomplete	
W	Withdrawal	

Attendance Standards/Termination/Readmittance/Progress:

Attendance standards

Any missed classes must be made up in another class on an alternative class day or arrangements made with an instructor for individual instruction. The length of time given to the student to complete the hours required is 20 weeks for expanded dental assisting . The student must complete all the hours required in this amount of time. Make up time will not remove an absence.

Conditions for Termination

Students who accumulate absences in excess of 15% (45 hours) of the total program length, or who accumulate more than nine (9) consecutive days of absence will be dismissed from training.

Conditions for Re-admittance

Students wishing to be readmitted into training after being dismissed because of attendance may request to be re-admitted to the academy after being dismissed. Requests must be submitted in writing, to the academy Director and will be considered only at the Discretion of the Director and the instructor(s). Re-entering students will be charged at the current tuition rates for the remaining terms of training. Student is responsible for making arrangements with instructors to make-up the time/classes and any uncompleted class work needed to become current with the class schedule. All missed class work and tuition must be completed prior to graduation if a certificate of achievement is to be issued. Students whose enrollments are terminated for violation of the attendance policy may not reenroll before the start of the next progress period. This provision does not circumvent the approved refund policy.

Definition of Satisfactory Progress

- Student must maintain a grade level of 73% or above
- Student must adhere to attendance policies
- Student must adhere to the policies on student conduct
- Student must pay tuition and fees as outlined in enrollment agreement.

Satisfactory Progress Policy/System for providing Progress Reports

A student must meet certain academic and attendance standards in order to make satisfactory progress toward graduation. Academic progress reports are distributed as stated below. Each student will receive a progress report at the end of every 4 weeks of a course. The instructor will issue each report. The final transcript will be issued at graduation.

Grading/Incomplete Work/Absences:

Grading Period/Frequency of Grading

Grades will be recorded and available for review and discussion on a weekly basis. At the end of every 4 weeks of the course, instructors and/or the Director will go over and/or advise or counsel students on their grades at the student's request. If a student is having a problem in any subject, it is up to him or her to approach an instructor to discuss what can be done to help the student understand and be successful in that particular subject.

Incomplete and make-up work

Students who miss tests or deadlines due to absence (including being tardy or leaving early) may, at the discretion of the instructor and the Director, be granted one day to one week depending on how many days were missed after returning to class in which to make-up or submit the missed late work. Work eligible for make-up or late submission is limited to daily quizzes, major tests, mid-term or final exams, major projects, and skill check-offs. Homework assignments will be due as soon as the student returns to class. Make-up work, which earns a grade of 73-100%, will be awarded a maximum grade of 73%; make-up work earning 72% or below will be awarded at face value which is failing. If a student receives an "Incomplete" as a final course grade and the required make-up work is not completed within the specified time, the missing work will be given a grade of "zero" and the course grade will be recalculated.

Absences, Tardiness & leaving early rules

An absence, regardless of the reason, is recorded each time a student fails to attend a regularly scheduled class.

A student is considered tardy if he or she arrives for class after the scheduled starting time. Tardiness and/or leaving early are recorded in five-minute increments, or portion thereof.

Therefore, ten (10) tardiness/leave earlies (5 minutes each) equal one absence.

Absences, tardiness, and leaving early become a part of the student's permanent record and can never be made up. However, students are required to make up training if the time missed will have an adverse effect on continued progress in the program. All make-up work is at the discretion of the instructor and Director. Make-up training is just as important as regular training and will be handled in strict accordance with the approved make-up schedule.

Leave of Absence/Repeats/Withdrawals:

Leave of Absence

A leave of absence, such as jury duty or military leave, will be reasonable in duration, will not exceed a total of 60 calendar days in a twelve-month period, and will be for specific and acceptable purposes. The academy attendance records will clearly show leave of absence granted. A written request for a leave of absence, properly dated and signed by both the student and an authorized academy official, will be placed in the individual student's file. A student who fails to return from leave at the pre-arranged time will be automatically terminated and any refund due will be totally consummated within 60 days.

Course Repeats

A student may, at the discretion of the Director, be permitted or required to repeat a course. When a course is repeated, the higher of the two grades earned will be used to calculate the student's GPA. Student will be required to pay a supply fee of no less than \$500.00 and no more than \$1000.00 to repeat a course and have all current tuition and supplies paid in full for the 1st course.

Repeat course must be paid in full by 1st day of class.

Student Withdrawal & Readmission

Withdrawal

Students desiring to withdraw from training for any reason are required to the following: Notify the academy Director in writing. The written notification should explain the reasons for desiring to withdraw. Students will have the opportunity to meet with an appropriate staff member to determine if the problem can be resolved without withdrawing.

Schedule and exit interview with the Director of the academy. All students are required to sign an Exit Interview form. This form details the student's balance owed, if any. It also states the details of why the student is withdrawing from the course.

Readmission

Students may request to be re-admitted to the academy after voluntarily withdrawing. Requests must be submitted in writing, to the academy Director and will be considered only if the student can demonstrate that the conditions that led to the interruption have been satisfactorily resolved.

Re-entering students will be charged at the current tuition rates for the remaining terms of the training, as well as pay a supply fee of no less than \$500.00 and no more than \$1,000.00 to repeat a course and have all current tuition and supplies paid in full for the 1st course.

Readmittance Conditions/Student Information:

Conditions and Readmittance Policy for Probation

The academy shall place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.

When a student is placed on academic probation, the academy shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file.

The academy may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.

The academy shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The academy shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

STUDENT INFORMATION

Class size

Each class will have a maximum of 9 students for the expanded dental assisting class. We have small classes for the benefit of individual instruction for the student.

Minimum students per class will be 6 students. If a student has signed up for a class and the minimum requirement is not met, the class start date will be extended for an addition two weeks. The student will have the option of waiting for the new start date or can chose to withdrawal from the course completely. A 100% refund will be issued if student quits for this reason.

Dress Code and Placement:

Dress code

Students at EDA are being trained to work in a professional dental environment, which has its own dress code policies. Our dress code is similar to a dental office that they could be hired in when they have completed this course.

We require students wear uniforms (scrubs). (Any color or print – ironed)

Students must wear white tennis shoes or clogs with white socks.

Nails must not extend past the end of the finger.

If polish is used on the nails it must be a light shade.

Minimal jewelry. No perfume.

Hair needs to be pulled back if it is shoulder-length or longer.

Minimal Make-up.

No visible tattoos.

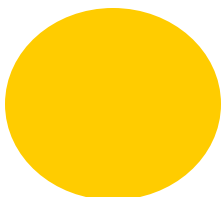
No tongue studs or body piercing other than 1 earring in each ear.

No gold front teeth unless it can be removed easily.

Placement Assistance

EDA offers a wide variety of placement options in the dental field. Students will start working with the Career Placement Department around the 11th week of training. Around the 16th week of training we start the process of helping students find employment. EDA in no way can or will offer a guarantee for job placement, but will do its best to help in any way including:

- Assistance with RDA Certification training and application procedures
 - Assistance and placement of externships and externship paperwork
- this is not a requirement of the academy, but is highly recommended that the student take advantage of externing in local dental practices.**
- Assistance in preparation of resumes and cover letters
 - Interview training and preparation—group and individual
 - Portfolio Assistance
 - Informing Current and Alumni Students when jobs become available
 - Assistance with scheduling initial interviews and working interviews
 - Assistance in permanent job placement for new graduates and alumni
 - Temp or PT job placement (if available) while student is in attendance, provided they have an “ok” from their instructor and the director concerning satisfactory progress
 - Provide or help in obtaining letters of recommendation from EDA and offices student externed, worked or had contact with during their training
 - Student Alumni Assistance: Scheduling clinical skills practice, tutoring, coaching and advisement



Advisement/Transportation/Health and Safety:

Advisement

Eastex Dental Academy, LLC (“EDA”) has an open-door policy and encourages students to discuss any questions, suggestions or concerns with any staff member they wish at any time. However, EDA encourages students to follow the traditional “chain-of-command” policy practiced by most employers, starting with the instructor and then to the director.

EDA strives to help the student in any way to overcome any problems that may arise in the course of their study. We want all students to understand that we are here for them and only want the best for them.

The student should never feel afraid or embarrassed to speak to anyone at this facility about anything that is on his or her mind.

Transportation

Students are required to provide their own transportation to class. If someone has a temporary problem during the course of their study here, we will do the best we can at assisting them in getting here or going back home after classes have ended.

Health and Safety

Students are expected to use common sense at all times to prevent injury to themselves or others. EDA maintains a first aid kit for emergencies. All accidents and injuries must be reported to an instructor or staff member immediately.

General safety rules should be observed at all times and include:

- Operating mechanical and electrical equipment according to prescribed procedures
- Only operating equipment under supervision
- Wearing safety glasses, masks, gloves and any other personal protective equipment as appropriate whenever and wherever training activities call for them

There are certain risks inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions are taken to ensure the safety of the students, minor accidents can occur. EDA does not assume financial responsibility for injuries due to the student’s negligence. All students should have their own personal medical insurance or be covered by their family’s medical insurance while attending this academy. The same holds true for anyone the student brings to class, **or while student is on an externship in a dental office. Our school does not require externships, but highly recommends them so the student can benefit through real world experience. However, we do not take any financial responsibility on the negligence of a students actions while on an externship, regardless of if we found the externship or not.**

Credit for Previous Training:

The academy will maintain a record of the previous education and/or training of each student. Appropriate credit will be granted for previous education and/or training prior to enrollment. The new training period will be shortened where warranted, through a skills test and clinical test to determine where the student should begin the training at the academy. When the training is shortened, the program cost will be reduced accordingly. A transcript or other documentation of previous education and the demonstration of previous training will be required for review and evaluation by the academy's Director. Only official certified transcripts will be accepted.

Guidelines for Eastex Dental Academy, LLC for credit for previous training are as follows:

Only courses from similar training programs that are similar in content and scope will be considered for credit.

Only courses that required at least a 73% or above will be considered for credit.

Student may not receive credit for prior work experience, military service or externships.

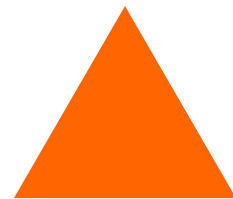
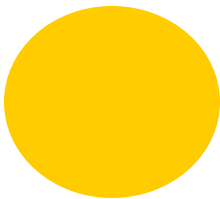
Previous training credit is limited to no more than 35% of the total credits required for graduation.

There are no charges for evaluating or granting credit. If approved for credit, the students tuition will be reduced. This could affect any loans the student may have made and the length of the program.

Only the Director can make the decision for granting credit.

A student may appeal a decision on credit with the director. The decision of the director will be final.

We cannot insure credits earned at EDA will be transferable. More than likely the credits earned at EDA will not transfer to a college or university. We have no control over whether an institution will take credit from EDA.



Student Conduct Policies:

Students are expected to conduct themselves in a courteous and professional manner and adhere to the following academy rules and regulations:

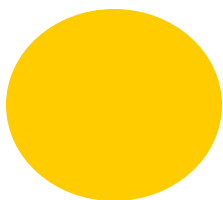
Any Student who engages on or off the academy premises in any of the following types of misconduct will be subject to discipline by the academy, which includes: For 1st violation—student will be written up, 2nd Violation—probation and 3rd violation student will be terminated from the dental assisting course.

- Students will display respect for fellow students, faculty, and academy staff members at all times.
- Students will not interfere with the learning progress of any other student(s).
- Students will put forth a reasonable effort to learn and to bring their training to a successful conclusion within the scheduled training period.
- Students will attend all scheduled classes and have valid reasons for any time missed.
- If a Student will be late or absent from a scheduled class, that student must call the Instructor or Director to inform them of the circumstances pertaining to being late or absent.
- Students will not bring unfavorable criticism upon the academy or fellow students.
- Students will refrain from abusive, vulgar, or profane language on academy premises.
- Students will not engage in cheating in any form.
- Students will not bring alcohol, illegal drugs, or weapons of any kind onto the academy premises, or be under the influence of alcohol or illegal drugs while on the academy premises.
- Students will not engage in gambling, fighting, soliciting, or distribution of literature of any kind on academy premises.
- Student will not remove supplies, textbooks, and equipment or other academy or office property from the premises without prior permission from the Director.
- Students will not misuse, vandalize, or otherwise damage any academy or office property.
- Students will not eat, or drink during academy hours. Students may eat before class starts in our break room and have a drink at break times.
- Students are not allowed to have any personal items on the academy property. Purses, backpacks, cell phones etc need to be stowed in their car or in the time clock room during academy hours.
- The academy premises inside and out is a non-smoking area. Students will not smoke any where on the academy premises or in parking lot.
- Student will leave the classroom, operatories, lab, and sterilization area clean before the end of the class period.

Student Conduct Policies:

- Students will not bring visitors to the academy that are not scheduled, without prior permission from the academy Director.
- Students will not be on the premises outside of their regularly scheduled class period unless an academy staff member or the Doctor grants permission.
- Students will make all tuition payments as scheduled.
- Students MUST make-up any missed classes before he/she can take final exam and graduate. Make-up classes must be scheduled with an academy administrator. Student must attend the scheduled make-up times. Make-up time will be made up by practicing and demonstrating hands-on skills to an instructor or director during the scheduled class make-up date(s). Making up missed class time will not remove an absence, but can improve daily class grades.
- Students will not drive recklessly on or near the academy premises.
- Students are expected to care for academy and office property and the premises by leaving their classrooms, sterilization, lab and bathrooms clean at the end of each class period.
- Students will dispose of all trash in proper containers.

Academy is not responsible for and will be held harmless for damage to or loss of personal property. Equipment, chemicals, etc may damage clothing, jewelry, and other items. Property loss should be reported immediately to an academy staff member, and the academy will make every effort to assist the student to recover lost property. Found items should be given to an academy staff member so the owner can be contacted.



Termination/Readmission/Harassment:

Conditions/Causes for Termination

Any student who engages on or off the academy premises in any of the types of misconduct will be subject to discipline by the academy which includes: For 1st violation—student will be written up, 2nd Violation—probation and 3rd violation student will be terminated from the dental assisting course.

Conditions/Causes for Readmission

Any student who is terminated from his/her program at the academy for violating the conduct policies may petition the academy Director, in writing, for readmission back into the program. The determination of whether to readmit the student will be based on the student's written petition, will be made by the academy and will be final and binding on the student.

Re-entering students will be charged at the current tuition rates for the remaining terms of training.

Harassment Policy

Eastex Dental Academy, LLC intends to provide an environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with a student's educational performance. Harassment of any sort – verbal, physical, or visual – will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that interferes with a student's education or academy staff member's job responsibilities or creates an intimidating, hostile or offensive environment. Any student or staff member, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director, or a staff member whom they feel comfortable. When the academy's management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the academy to do so. All complaints will be investigated.

Any student found to have harassed a fellow student or staff member would be subject to disciplinary action and possible expulsion from academy. In addition, any staff member found to have harassed a student would be subject to possible discharge from employment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including dismissal from the academy or (if a staff member) termination from employment.

The Academy will promptly investigate all allegation of prohibited harassment in as confidential a manner as the academy deems reasonably possible and take appropriate corrective action which may include without limitation, the suspension and/or termination from the academy and the referral to the proper authorities, if warranted.

Grievance Resolution:

Eastex Dental Academy, LLC's objective is to prepare its graduates for a career in the dental industry. However, if a student has a grievance, the following procedure must be followed. It is EDA's desire that a grievance be settled at the lowest possible level and resolved as rapidly as possible.

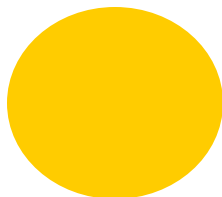
The following is the order in which to settle the grievance:

The student will attempt to resolve a grievance with the person involved.

If the student is unable to resolve the grievance with the person involved, it should be submitted in writing to that person's supervisor.

If the grievance is still unresolved after two days, a written summary is submitted to the Director. A meeting will be set up to include the student, person involved, and the director. Every effort will be made to resolve the grievance at this point.

An unresolved grievance should be directed to the Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 E. 15TH Street, Austin, Texas 78778-0001.



Cancellation and Refund Policies:

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - A. the last day of attendance, if the student is terminated by the school.
 - B. the date of receipt of written notice from the student or
 - C. ten school days following the last date of attendance
3. If tuition and fees are collected in advance of entrance, and if after expiration of 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold cost for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - A. An enrollee is not accepted by the school;
 - B. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - C. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Cancellation and Refund Policies:

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. **The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.**

REFUND POLICY FOR VA STUDENT

10. In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 40 days after the effective date of termination.

This refund policy is consistent with Texas Education Code, Section 132.061 and Title 40, Texas Administrative Code Section 807.191.194

Expanded Dental Assisting Weekly Outline:

Chapter Ref: Modern Dental Assisting Text Book – Torres and Ehrlich

20 Week Course 15 hours per week for 5 months

91.5 hours lecture, 208.5 hours lab

300 total clock hours

Week 1: 15 hours

Introduction to Dental Assisting EDA-101 (ch 2-5)	3 clock hours
General Terminology EDA –102 (ch 8, 11, 12)	6 clock hours
Dental Anatomy EDA -103 (ch 9, 11, 12)	6 clock hours

Week 2: 15 hours

Dental Anatomy EDA-103 (ch.9, 11, 12)	3 clock hours
Charting EDA-104 (ch.11, 12, 13)	7 clock hours
Oral pathology/Prevention of disease EDA-105(ch. 17)	2 clock hours
Treatment Planning/Record Keeping EDA 106 (ch 28, 26)	3 clock hours

Week 3: 15 hours

Sterilization/Infection Control EDA-107 (ch. 19, 20, 21)	11 clock hours
OSHA/HIPAA Compliance FOD-113/FOD-114 (ch 19, 22,23,24,40 and dental handouts)	1 clock hours
Infection Control Review ICR-100	3 clock hours

Week 4: 15 hours

Dental Prescriptions DRX- 100 (ch.30)	4 clock hours
CPR / CPR-100 Given by a Certified CPR instructor	2 clock hours
Medical Emergencies /Vital signs MEV-100 (ch. 27, 29, 31)	3 clock hours
Review all previous – all hands-on	6 clock hours

Week 5: 15 hours

Radiology EDA-108 (ch 38,39,41,42, TSBDE Workbook)	15 clock hours
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Week 6: 15 hours

Radiology EDA-108 Continued (ch 38,39,41,42, TSBDE Workbook) FMX, BWX	15 clock hours
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Expanded Dental Assisting Course

Expanded Dental Assisting Course continued:

Week 7: 15 hours

Dental Instruments/Equipment EDA-109 15 clock hours
(ch 33, 34, 35 36, 37)

Week 8: 15 hours

Dental Instruments/Equipment EDA-109 15 clock hours
(ch 33, 34, 35 36, 37)

Week 9: 15 hours

Review /Study for midterm RME-100 15 clock hours

Week 10: 15 hours

Midterm exam– clinical and written AME-101 15 clock hours

Week 11: 15 hours

Dental Procedures EDA-110 (ch.49) 7.5 clock hours
Dental Materials EDA-111 (ch 43, 44) 7.5 clock hours
Amalgam, composite, etching, bonding, liners, matrix bands

Week 12: 15 hours

Lab Materials – EDA-112 (ch 46,47) 15 clock hours
Alginate, stone, wax registration, cast trimming, whitening trays
sports guards, zoom whitening

Expanded Dental Assisting Course continued:

Week 13: 15 hours

Restorative Dentistry EDA-113 (ch 49, 50)	12 clock hours
Veneers, Crown/Bridge	
Removable prosthesis EDA-114 (ch 52)	3 clock hours

Week 14: 15 hours

Expanded Functions EDA-116 (ch 48, 51)	15 clock hours
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Week 15: 15 hours

Specialties in Dentistry EDA-115	
Endodontics (ch.54)	13 clock hours
Orthodontics EDA-118 (ch.60)	1 clock hour
Ortho Presentation by professional Orthodontist DSP-101	1 clock hour

Week 16: 15 hours

Specialties in Dentistry EDA-115	
Periodontics (ch.55)	6 clock hours
Pediatric (ch.57)	3 clock hours
Oral/Maxio Surgery EDA-117 (ch.56)	6 clock hours

Week 17: 15 hours

Jurisprudence Certification Review JRP-100 (TSBDE Workbook)	3 clock hours
Review /Study for all previous RFE-100	12 clock hours

Expanded Dental Assisting Course

Expanded Dental Assisting Course continued:

Week 18: 15 hours

Presentation by Professionals DSP-101 Computer Charting/Scheduling Given by a computer software instructor	2 clock hours
Periodontics presentation given by a licensed Periodontist	2 clock hours
Oral/Maxio presentation Given by an Oral Surgeon	2 clock hours
Intraoral camera presentation Given by a camera software instructor	2 clock hours
ADAA Meeting(s) Continuing education course at every meeting	3 clock hours
Pedo – presentation Given by a licensed Pedodontist	2 clock hours
Diagnadent – presentation Given by a licensed professional	1 clock hour
Digital X-ray – presentation Given by a licensed professional	1 clock hour

Week 19: 15 hours

Professional Appearance & Etiquette in the Dental Office PAE -101 (ch 2-4)	1 clock hour
Resumes ADM-100 (ch 64)	1 clock hours
Mock Interviews ADM-101 (ch 64)	2 clock hours
Review all clinical duties - RFE-100	11 clock hours

Week 20: 15 hours

Lab/Final Exam AFE-100	15 clock hours
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Expanded Dental Assisting Program Outline:

Course Number	Course Title	Clock Hours
EDA-101	Intro to Dental Assisting	03/00/00/03
EDA-102	General Terminology	06/00/00/06
EDA-103	Dental Anatomy	03/06/00/09
EDA-104	Charting	03/04/00/07
EDA-105	Oral Pathology/ Prevention of Disease	02/00/00/02
EDA-106	Treatment Planning/ Record Keeping	00/03/00/03
EDA-107	Sterilization/Infection Control	01/10/00/11
ICR-100	Infection Control Review	03/00/00/03
FOD-113	OSHA Compliance	0.5/00/00/0.5
FOD-114	HIPAA Compliance	0.5/00/00/0.5
DRX-100	Dental Prescriptions	02/02/00/04
CPR-100	CPR	01/01/00/02
MEV-100	Medical Emergencies and Vital Signs	01/02/00/03
EDA-108	Radiology/Radiology Review	15/15/00/30
EDA-109	Instruments and Dental Equipment	15/15/00/30
EDA-112	Lab Materials	02/13/00/15
EDA-110	Dental Procedures	01/6.5/00/7.5

Expanded Dental Assisting Course

Expanded Dental Assisting Program Outline Cont:

EDA-111	Dental Materials	02/5.5/00/7.5
RME-100	Midterm Review	00/15/00/15
AME-101	Midterm Exam	02/13/00/15
EDA-113	Restorative Dentistry	00/12/00/12
EDA-114	Removable Prosthesis	01/02/00/03
EDA-116	Expanded Functions	01/14/00/15
EDA-115	Specialties in Dentistry	02/26/00/30
EDA-117	Oral/Maxio Surgery	01/05/00/06
EDA-118	Orthodontics	00/01/00/01
DSP-101	Presentation by Professionals	16/00/00/16
JPR-100	Jurisprudence Review	03/00/00/03
PAE-101	Professional Appearance & Etiquette in the dental office	01/00/00/01
ADM-100	Resumes	0.5/0.5/00/01
ADM-101	Mock Interviews	00/02/00/02
RFE-100	Review for Final Exam	00/23/00/23
AFE-101	Final Exam	03/12/00/15

Total Hours

91.5/208.5/00/300

Job-Specific Skills Needed for EDA:

- Taking alginate impressions
- Preparing final impressions
- Passing dental instruments
- Mixing/Placing dental materials
- Chairside Skills
- Taking dental x-rays
- Processing dental x-rays
- Cleaning and maintaining of dental x-ray developing equipment
- Packing retraction cord
- Making temporary crowns, bridges, anteriors
- Placing of temporary crowns, bridges, anteriors
- Making whitening trays
- Trimming of dental models
- Pouring dental models
- Placing/removing rubber dams
- CPR certified
- X-Ray certified
- Jurisprudence and Infection Control certified
- Taking vital signs
- Sterilizing of dental instruments
- Cleaning and sterilizing dental hand pieces
- Chart existing restorations
- Treatment planning
- RDA Certificate/License for Texas ONLY

Additional or special requirements for the program completion

Expanded Dental Assisting Program:

The program course requirement/length is 20 weeks and total clocks hours of 300.

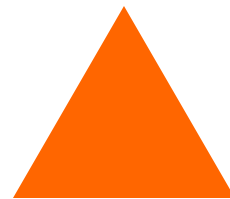
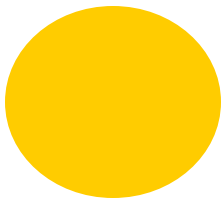
Student must complete all hours and weeks and show ability to demonstrate the following job requirements.

To graduate from this program and be successful in obtaining an entry level expanded dental assisting job, the student must have made at least a 73% grade in the program and be able to demonstrate the minimum requirements any DDS will need to hire the student for the job of a dental assistant, which are as follows:

- Student must demonstrate the ability to suction the mouth correctly, be able to be gentle with the patient while doing so, and be able to hold back the cheek and tongue to allow the doctor room while working in the mouth
- Student must demonstrate the ability to take and mount x-rays
- Student must be knowledgeable in dental anatomy and terminology

Skills needed for EDA continued:

- Student must know what dental instruments are and what they are called, so they can pass the correct instruments to the DDS when asked
- Student must be knowledgeable about dental products and materials needed for procedures
- Student must be knowledgeable with sterilization procedures
- Student must demonstrate the ability to take and pour up models
- Student must demonstrate the ability to make and place a temporary crown
- Student must demonstrate the ability to pack retraction cord around a tooth that has been prepped for a crown



Expanded Dental Assisting Course

Subject Descriptions:

(Subjects are listed in alphabetical order)

Charting EDA-104 03/04/00/07

Students will learn how to do dental charting and the symbols used in case presentation within a dental office. They will learn to chart dental procedures both past and current. Students will learn to use symbols to indicate the type of restoration suggested by the dentist for a patient. The students will use these symbols and charting techniques in both lecture and clinical practice.

Prerequisite: EDA-101, EDA-102, EDA-103

CPR CPR-100 01/01/00/02

A licensed CPR instructor will teach this class using lecture and “dummies” to practice CPR techniques. Students will learn how to perform CPR in an emergency situation and will be issued a CPR certification at the end of the course subject.

Prerequisite: None

Dental Anatomy EDA-103 03/06/00/09

Students will learn the anatomy of the mouth/oral cavity. Upon completion of this subject students will be able to describe and identify tooth anatomy and structures of the mouth. Students will learn how to identify dental caries.

Prerequisite: EDA-101, EDA-102

Dental Materials EDA-111 02/5.5/00/7.5

Students will learn how to use dental materials in all aspects of dentistry. Impression material, cements, bases, etchants, and composites will all be used in a clinical setting. Students will have hands-on learning experience using these materials.

Prerequisite: EDA-101—110, FOD-113

Dental Prescriptions DRX-100 02/02/00/04

Student will learn and understand the importance of the information required when the dentist writes a prescription for a controlled substance. They will also practice all the parts of a pharmaceutical prescription.

Prerequisite: EDA-105-107,, EDA-109, FOD-113, ICR-100

Subject Descriptions:

Dental Procedures EDA-110 01/6.5/00/7.5

Students will learn all procedures performed by general dentist. Upon completion of this subject, students will be able to describe and/or define amalgam restorations, composite restorations and sealants. They will be afforded an opportunity to practice in a clinical setting with an instructor helping them to suction and retract in the mouth in order to function as a dental assistant.

Prerequisite: EDA-101-109

Expanded Functions EDA-116 01/14/00/15

Students will learn how to perform expanded functions that will consist of making temporary crowns, bridges, anterior crowns, adjusting bite guards, sports guards and whitening trays. Students will also learn how to pack cord use the ZOOM whitening system and use the intraoral camera. Additionally if time and equipment are available, the students will have the opportunity to learn how to use cerea equipment, size face bows, learn how to use digital imaging and photography and use a Diagnodent.

Prerequisite: EDA-101-114

Final Exam AFE-100 03/12//00/15

Students will be given 3 hours class time to complete the written final exam and then the remaining 12 hours of this week to complete the clinical final exam. The final exam consists of everything learned in the 20 week course.

Prerequisite for EDA course: EDA-101 through EDA-118
CPR-100, MEV-100, DSP-101, DRX-100, FOD-113-114, ICR-100, JPR-100,
PAE-101, ADM-100-101, ETX-101, RFE-100

General Terminology EDA-102 06/00/00/06

Students will learn to spell and define dental terminology, learn the breakdown of the mouth including quadrant, tooth numbers, tooth surfaces and identification of the teeth and use dental terms and their abbreviations. Throughout their studies with us students will use these terms, tooth knowledge and abbreviations in case presentations and clinical practice.

Prerequisite: EDA-101

Expanded Dental Assisting Course

Subject Descriptions:

HIPAA Compliance FOD-114 0.5/00/00/0.5

Students will learn HIPAA plan requirements. They will learn applicability and standards for protected health information and how to implement a HIPAA compliance plan. Students will be able to describe job descriptions of the Privacy Officer and Security Officer. They will be able to complete checklists and practice forms, as well as become familiar with personnel policies associated with HIPAA.

Prerequisite: EDA-101, EDA-102, EDA-106, EDA-109, ICR-100

Infection Control Review ICR-100 03/00/00/03

Students will learn the legal issues and OSHA guidelines pertaining to sterilization and infection control. This class is to prepare student to successfully pass the infection control portion of the RDA exam.

Prerequisite: EDA-101-104, EDA-106,107

Instruments and Dental Equipment EDA-109 15/15/00/30

Students learn to identify and use dental hand instruments. They also learn how to use dental equipment such as dental high-speed handpieces, contra angles, prophylaxis angles, curing lights and proper safety procedures with equipment and instruments. Students will learn how to sit, suction and pass instruments correctly using the four handed method.

Prerequisite: EDA-101-107

Intro to Dental Assisting EDA-101 03/00/00/03

Students will learn about all areas of dentistry. Upon completion of this course students will be able to describe and/or demonstrate dental ethics, characteristics of the professional grooming standards, appropriate behavior, attitude, and how to work as an effective team member within the dental office. In addition students will learn the expectations and rules of a dental assistant on a daily basis in a dental job; students will receive their instructional materials and guidelines during this time.

Prerequisite: None

Jurisprudence Review JPR-100 03/00/00/03

Students will learn dental laws and ethics pertaining to the dental industry in Texas for Dentists, Hygienists and Dental Assistants. Upon completion of this course students will be able to distinguish and understand the importance of the laws for these professions. This class is to prepare student to successfully pass the Jurisprudence portion of the RDA exam.

Prerequisite: EDA-101

The building blocks needed for a quality dental assisting education

Subject Descriptions:

Lab Materials EDA-112 02/13/00/15

Students will learn the proper techniques to use with lab materials such as alginate, stone and plaster. They will learn how to use lab machinery and proper safety procedures during clinical exercises.

Prerequisite: EDA-101-111, FOD-113,114, CPR-100, MEV-100, JPR-100

Medical Emergencies and Vital Signs MEV-100 01/02/00/03

Students will be able to identify medical emergencies and learn how to react in a responsible manner. They will learn how to take vital signs. These consist of blood pressure, respiration, and temperature. They will learn how to perform as an effective team member during an emergency in a dental office.

Prerequisite: CPR-100

Midterm Exam AME-101 02/13/00/15

Students will take the written portion for the first 2 hours of this class week, and the remaining 13 hours will be used to take the clinical exam on all previously learned material.

Midterm Review RME-100 00/15/00/15

Students will have the opportunity to review all learned material to date, before taking the Midterm exam the following week.

Prerequisite: EDA 101-109, ICR-100, CPR-100, MEV-100, ROD-113,114, DRX-100

Mock Interviews ADM-101 00/02/00/02

Students are given an opportunity to interview with a dentist and or a dental office manager as a practice mock-up. They will learn how to present a professional image through proper grooming, their resume, and timeliness. During the interview the student will be asked about their working knowledge and skills in the dental field and other specialties. They will be graded on their interview skills. After the interview the instructor and the dentist or office manager participating in the interview will go over any fine points with students to improve on their skills. This subject is given to help the student understand and learn how to present herself/himself in a real interview in a real dental interview setting.

Prerequisite: ADM-100

Expanded Dental Assisting Course

Subject Descriptions:

Oral/Maxio Surgery EDA-117 01/05/00/06

Students will learn to identify oral surgery instruments and how to pass instruments during maxio facial surgeries. Students will learn about and be able to describe the most common methods of extractions and implant surgeries.

Prerequisite: EDA-101-115, ICR-100, MEV-100, CPR-100, DRX-100

Oral Pathology/Prevention of Disease EDA-105 02/00/00/02

Students will learn about and be able to identify oral pathology and diseases of the mouth. Students will also learn how to explain to a patient the importance of preventing mouth illnesses and steps the patient can take to prevent future disease.

Prerequisite: EDA-101-104

Orthodontics EDA—118 00/01/00/01

Students will learn the basics of Orthodontics. Upon completion of the subject they will be able to describe and identify the different types of bites and jaw placements. They will learn how to properly place bands and brackets. Students use typodonts to practice placement of bands and brackets during practical lessons.

Prerequisite: EDA-101 thru 117, MEV-100, ICR-100

OSHA Compliance FOD-113 0.5/00/00/0.5

Students will learn the role of the government regulatory agencies and how they affect the dental office. They will be able to describe the importance of maintaining a hazard communication program, list ways to reduce hazards inherent in the dental office, describe necessary procedures for handling hazardous materials. Students will also be able to list the components of OSHA's *Occupational Exposure to Bloodborne Pathogens Final Rule*, recordkeeping requirements, list the duties of the office safety coordinator and list fire & other emergency evacuation procedures.

Prerequisite: EDA101-102, EDA-107, ICR-100

Presentations by Professionals DSP-101 16/00/00/16

Students will have the opportunity to hear guest speakers on a variety of specialties and professions in dentistry. These guests range from dentists, office managers, and dental professionals. These professional guest speakers will enlighten and inform the students about the different specialties and opportunities offered in the dental field.

Prerequisite: EDA-101-118

The building blocks needed for a quality dental assisting education

Subject Descriptions:

Professional Appearance & Etiquette in the Dental Office PAE-101 01/00/00/01

Students will learn the right way to dress and act in a professional dental environment. The student will have an out of class research project on what is appropriate business attire for a dental office setting. They will be required to wear scrubs to class and will be critiqued on how they look and will be given suggestions on how to improve on their appearance. Students will also learn how to behave and interact with staff members, superiors and patients in the dental practice.

Prerequisite: EDA-101

Radiology/Radiology Review EDA-108 15/15/00/30

Students will learn radiology techniques and how to do x-ray procedures. They will become efficient in taking FMX, BWX x-rays, and panoramic x-ray series. They will also learn how to develop and mount X-rays and learn to clean and maintain the X-ray processor/developer.

Prerequisite: EDA-101-107, FOD-113,114, ICR-100, MEV-100

Removable Prosthesis EDA-114 01/02/00/03

Students will learn about removable prosthesis to include dentures, bite guards, whitening trays, sports guards and partial dentures. They will learn how to adjust whitening trays and learn what to say and how to teach a patient who is prescribed or wears removable prosthesis how to wear and clean the appliance.

Prerequisite: EDA-101-113, MEV-100

Restorative Dentistry EDA-113 00/12/00/12

In restorative dentistry, students will learn to set rooms up with all necessary materials needed to work chair-side and perform restorative procedures. Upon completion of this subject, they will be able to assist with crown and bridge procedures. They will also learn about inlays and onlays used in restoring posterior teeth. Students will learn and practice how to assist a dentist in all of these procedures.

Prerequisite: EDA-101-112, ICR-100, MEV-100, DRX-100, FOD-113,114, CPR-100

Resumes ADM-100 0.5/0.5/00/01

Students will construct a professional resume. They will properly integrate their description, education, work experience, and dental training into an effective new resume.

Prerequisite: none

The building blocks needed for a quality dental assisting education

Subject Descriptions:

Review for Final Exam RFE 100 00/23/00/23

Students will be given the opportunity to review all studies and past information before taking the written and clinical final exam. During this time students will be able to practice clinical skills.

Prerequisite: EDA-101-118, CPR-100, DRX-100, MEV-100, FOD-113,114, ICR-100, DSP-101, JPR-100, EXT-100

Specialties in Dentistry EDA-115 02/26/00/30

Students will be able to identify specialties in dentistry that include Orthodontics, Pedodontics, Periodontics and Endodontics. They will learn to use and define terminology, describe the instruments used and procedures of endodontics. They will learn how to chart periodontal markings and endodontic lengths.

Prerequisite: EDA-101-114, FOD-113,114, DRX-100, CPR-100, MEV-100, JPR-100

Sterilization/Infection Control EDA-107 01/10/00/11

Students will learn sterile and infection control techniques for the dental office. Upon completion of this subject they will be able to describe and use cross contamination barrier control techniques. They will learn how to do surgical scrub techniques and how to sterilize instruments. Students will also learn how to prepare a room for a patient and to break down room after procedure is complete.

Prerequisite: EDA-101-106

Treatment Planning/ Record Keeping EDA-106 00/03/00/03

Students will learn dental treatment planning techniques and be able to demonstrate to patients the procedures in a logical format that is easily understood by the patient. This skill will help them as a member of the dental team to sequence dental procedures in a logical list for treatment to be performed. Students will also learn how to write up patient records and be aware of the importance of these records in the dental practice.

Prerequisite: EDA-101-105

Expanded Dental Assisting Course

Calendar: January 2017—December 2017

Class Attendance Hours:

Evenings: M,T,TH 6pm—11pm

All day Class: M,W 9 am-6pm or T,TH 9am-6pm

***Depending on availability of instructors and space—depends on what months/dates/
times class schedules will be offered as new class start dates.***

***Our Academy capacity—3 classes in session with up to 24 students in attendance on a
continuous basis throughout each calendar year.***

January 3, 2017	Classes back in session
March 13-17, 2017	No class - Spring Break
April 14, 2017	No class—Good Friday
May 29, 2017	No class – Memorial Day Holiday
July 4, 2017	No class—4th of July Holiday
September 4, 2017	No class—Labor Day
October 31 2017	No evening classes only
November 20-24, 2017	No class—Fall Break
December 18– Jan 1, 2018	No class—Winter Break
Jan 2, 2018	Classes back in session

Note: Students may sign up for any class offered at anytime up to the day class starts.

***STUDENTS ON PAYMENT PLANS: PAYMENT SCHEDULE IS IN EFFECT DURING
HOLIDAYS AND/OR CLOSINGS AND WILL BE CONSIDERED LATE IF NOT PAID ON
TIME. ARRANGEMENTS MUST BE MADE AHEAD OF TIME FOR PAYMENTS TO BE
MAILED OR POST DATED DURING CLOSINGS.***

All subjects are taught on location.

Minimum student ratio per class: 6

Maximum student ratio per class: 9

