

CHAIRSIDE DENTAL ACADEMY, INC.

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Operations Catalogue

Jan 1, 2018

Authorized Administrative Official - Edward R. Fritz, D.D.S.

2018 Calendar Sessions - Tentative Schedule of starting dates:

- | | |
|-----------|------------|
| 1. Jan 13 | 2. April 7 |
| 3. July 7 | 4. Oct 6 |
- Each session last for 10 weeks, excluding holiday weeks

Student Policies:

1. Dress Code: informal and casual for all classroom sessions/ appropriate professional dress required (no blue jeans, shorts, etc.) for volunteer "hands-on" training with actual dental patients

2. Dropouts: If a student drops out after the first day of class a refund as explained in the student enrollment agreement is issued. If a student needs to drop out for financial or personal reasons and would like to continue in the next term, they may pick up where they left off without penalty.

3. Absences: Students are required to attend all classes in order to graduate and receive a certificate. In case of emergencies or illness, 24 hours advance notice is required to classify as an excused absence. An excused absence can be made up during the next course session at no additional charge. An unexcused absence can be made up during the next course session for an additional charge of \$100 per class missed. If more than two classes are missed, the student will be dropped from the current course session. Make-up or enrollment in the next scheduled course session must be arranged with the permission of the Director.

4. Suspension/expulsion: A student may be suspended from their course of study by the Director for missing more than two classes. A student may be expelled by the Academy for conduct considered to be unprofessional or dishonest. The student may if they desire file a grievance in accordance with the Student Grievance Procedure as outlined in the Student Enrollment Form. If the student desires to be reinstated, they must notify the Director in writing of their desire. The Director will respond in writing within five working days to notify the student whether or not they will be considered for readmission. If an expelled

student should be readmitted, they will be required to retake the entire course at the full course fee.

5.Enrollment requirements: All students must be at least 17 years of age, and able to read and write English.

6.Tuition: Tuition for Dental Assisting is \$3,495.00, which includes all books, supplies and materials used during the course of instruction, plus free registration in ONE of our X-ray Certification Review Courses.

7.Program of study: Dental Assisting

8.Examinations/grades: A mid-term and final examination will be administered to each class with the score on each exam counting for 25% of the student's final grade. A practical examination will be administered during the last class session and will count for 50% of the student's final grade. A total score of 70% will be required to graduate and receive a certificate. A student who fails to make the 70% average may retake the course again for 1/2 of the normal course fee.

Ownership:

Chairside Dental Academy, Inc. is solely owned by Edward R. Fritz, D.D.S. Dr. Fritz is the Chairman of the Board of Directors, and also holds the title of Director of Education.

Programs Offered:

Dental Assisting is the sole program offered at this time.

Course Outline:

The following subjects are covered in depth from both a didactic and a practical clinical experience. The course consists of a total of 70 classroom and clinical hours of training of which 10 hours are devoted to radiology training. 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 state-of-the-art practicing dental office. Students are required to assist for 10 hours in Dr. Fritz's dental practice, or in another dental office, during their course of study to acquire additional experience.

I. Dental Theory and Terminology

- *Dental and oral anatomy, tooth numbering system
- *Instrument nomenclature and identification for all aspects of General Dentistry
- *Dental terminology
- *Equipment operation, chair positioning, assistant equipment usage

II. Reception = Front office operations

- *Phone techniques and appointment book control
- *Billing and accounting systems
- *Billing: accounts receivable and accounts payable, collections
- *Insurance forms and pre-treatment estimates
- *Filing and basic secretarial skills

III. Four-handed Dental Assisting

- *Instrument transfer techniques, chairside assisting for:

1. *Operative Dentistry*

2. *Oral Surgery*

3. *Crown and Bridge*

4. *Endodontics*

5. *Periodontics*

6. *Pedodontics*

7. *Orthodontics*

*Handpiece, bur and instrument delivery and maintenance

IV. Radiology

*X-ray theory and technique; use of Rinn holders and other methods

*Intraoral, bitewing, panoramic, and endodontic exposure methods

*Developing x-rays using the automatic processor

*Darkroom care and maintenance

*X-ray safety and precautions

V. Impressions and Model Trimming

*Impression materials and practice in their use, alginate mixing

*Wax bites, counter impressions and alginate study model practicing

*Model pouring and trimming

VI. Sterilization Techniques

*Sterilization theory and terminology, autoclave operation

*Instrument and equipment sterilization/disinfection

*Treatment room disinfection and asepsis techniques

VII. Job Placement

*Proper image, dress, and preparation for job interviews

*Resume preparation

Required textbooks:

Chasteen's Essentials of Clinical Dental Assisting, Miyasaki-Ching

Concepts in Dental Assisting, Erickson

Graduate Employment Opportunities:

The job market for Dental Assistants is currently outstanding, and is expected to be so indefinitely. Our staff maintains a list of Dental offices currently looking for assistants. Local newspapers also contain listings of Dental offices looking for new employees as well.

Requirements for Graduates to practice:

There are currently no requirements in the state of Arizona for a person to practice dental assisting. We do encourage all of our students to pursue X-ray and coronal polish certifications thorough the state as soon as possible, as it will increase their chances for employment.

Tuition reductions, discounts, loans, etc.:

There are no tuition reductions, discounts, loans, or scholarships available.

Student Records:

Records of student attendance, financial information, and grades are kept by the school, and are available to the student upon receipt of a written request for said records.

Catalog availability:

A copy of this catalog shall be given to each student no later than the first day of class.

Catalog changes:

Any revisions to this catalog will be submitted to the State Board within 10 days following said revision.

Student Grievance Procedure:

Should the student at any time have a complaint, grievance, or dispute while enrolled at Chairside Dental Academy Inc., they should follow this procedure:

- (1) Ask to discuss the matter in private with one or more of the instructors.
- (2) If the student feels that the matter remains unresolved, they should submit in writing a formal complaint to the director (Edward R. Fritz, D.D.S.). The director will respond in writing within 5 working days following receipt of the written complaint.
- (3) If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may then file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is: 1740 W. Adams St., Suite 3008, Phoenix, AZ 85007; phone 602-542-5709; website: <http://www.azppse.gov>.

Holidays/Vacation periods:

The school will be closed on all major holidays including New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Classes are not scheduled on weekends which include these holidays. For example, there will be no Saturday class scheduled on Memorial Day weekend, even though the Memorial Day holiday falls on a Monday. The school is also normally closed between Christmas Day and New Years day for vacation.

Equipment/technology requirements or competencies:

Students must demonstrate a minimum level of proficiency in the use of standard dental equipment in order to graduate.

Library resources:

Students will receive all required textbooks/computer disks upon making their initial down payment. The same materials are also available on site. There are no other library resources required.

Clinical Training/Externships:

Clinical training is provided during the course. A ten hour externship is required for graduation. Students are encouraged to extern as much as possible either at our facility or at another dental office during their course of study.

Student Services:

Class instructors are available to assist the students during normal class hours in any area of need. Administrative staff are available Monday through Thursday during the day. A listing of dental offices looking for employees is posted in the classroom area and is updated weekly.

Educational Delivery Systems:

Class based instruction is offered in our classroom area and consists of lectures, videocassettes, DVD's and powerpoint presentations by computer.

Clinical instruction is offered in the dental clinic area and includes standard dental delivery systems, radiological systems, sterilization systems, record keeping systems, and organizational systems.

Acknowledgement:

Within 10 days from the date of any revisions to this catalog, a copy of the revised catalog will be submitted to the State Board.

Refund Policy:**Rejection:**

An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation:

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and Federal or State holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other cancellations:

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of \$50.

Refund after the commencement of classes:

- 1) Procedure for withdrawal/withdrawal date.
 - a) A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

- b) For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- c) A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
- d) All refunds will be issued within 30 days of the determination of the withdrawal date.

2) Tuition Charges.

- a) Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the registration fee or \$50.)
- b) After the commencement of classes, the tuition refund (less the registration fee of \$50, if applicable) amount shall be determined as follows:

% of clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required

Books and Supplies:

There is no refund for equipment, books and supplies received by the student.

Special Cases:

Those students wishing to cancel their enrollment for illness or personal reasons that make it impractical for them to complete the program, may resume their course of study in the next class series with no financial penalty, or the school may choose to make a settlement which is reasonable and fair.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Payment schedules and financing options:

Students may select one of the following payment options:

- (1) Payment in full of \$3,495 by cash, check or credit card by first class
- (2) Down payment of \$300 with 10 interest free payments due at the beginning of each class session
- (4) TFC financing; down payment of \$300 required;
 - a. 12 payments of approximately \$255.00
 - b. 24 payments of approximately \$140.00
- (5) Care Credit

Catalogue Availability:

The school catalogue is available to students and prospective students in a written or electronic format.

Student records/transcripts:

A record of the students grades will be included as part of the graduation packet. A copy of the grade transcript will be provided upon request.

Student Records:

No credit is awarded for previous education, training, work or life experience.

The school does not maintain records of students classroom attendance once the class has been completed.

Program or course cancellation:

The school reserves the right to reschedule the program start date when the number of students enrolled is too small.

Acknowledgements:

1. Within 10 days from the date a licensed institution revises a catalog or publishes a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board.
2. Catalog shall be available to students and prospective students in a written or electronic format.