

Dental Assisting I Certificate Program

This packet provides information to assist you with the admission and selection process for the Dental Assisting I Certificate program with Aspiras. Please carefully review all information provided in this packet. For questions regarding the program.

DENTAL ASSISTING TECHNICAL STANDARDS

ESSENTIAL FUNCTIONS OF A DENTAL ASSISTANT I:

1. Perform patient examination:
 - A. obtain and document patient medical/dental history
 - B. take and document vital signs
 - C. chart existing dental conditions

2. Perform dental radiographs:
 - A. expose, process, mount and identify normal from abnormal findings on traditional radiographs
 - B. expose, mount, and identify normal from abnormal findings on digital radiographs

3. Perform chairside dental procedures:
 - A. prepare dental tray-set ups for all dental procedures
 - B. assist dentist in all dental procedures using four-handed dentistry
 - C. take impressions, pour and trim study models
 - D. apply topical medication prescribed by dentist
 - E. give post-operative instructions

4. Perform patient education by instructing patients in oral hygiene home care procedures.

5. Perform the business management of a dental office:
 - A. coordinate all telephone transactions
 - B. operate dental software
 - C. balance daily, weekly and monthly receipts
 - D. handling patient's charts
 - E. file dental insurance
 - F. process treatment plans
 - G. call dental labs
 - H. schedule appointments with referring doctors
 - I. collections and accounts receivables

6. Adhere to OSHA, HIPAA and CDC Infection Control Guidelines

7. Implement emergency procedures including CPR.

PHYSICAL REQUIREMENTS:

A Dental Assistant must have use of both hands and dexterity in the fingers to manipulate and transfer dental instruments, mix dental materials, operate dental handpieces and dental equipment. The use of the feet is necessary to manipulate rheostat for handpieces and other adjunct dental equipment. Body build must allow fitting in Dental Assistant stool and dental operator's stool in order to perform Dental Assistant procedures. The ability to stand for duration of time is also necessary.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

DATA CONCEPTION:

Requires the ability to gather, classify, and interpret information about data, people or things. Must be able to carry out appropriate actions in relation to the data received.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

COLOR DISCRIMINATION:

Requires the ability to differentiate various shades of colors in a limited environment and space in the oral cavity. Must be able to distinguish various gradations from black to white.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

MANUAL DEXTERITY/MOTOR COORDINATION:

Requires the ability to manipulate dental instruments in order to transfer instruments during all dental procedures, and manipulate dental instruments without causing trauma to dental tissues.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

PHYSICAL COMMUNICATIONS:

Ability to perceive sound through telephone, ability to hear commands through operator's face mask, and discern blood pressure sounds through a stethoscope.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

REASONING DEVELOPMENT:

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

VISUAL ACUITY:

Requires the ability to identify the working ends of various dental instruments and dental equipment at a two-foot distance.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

LANGUAGE DEVELOPMENT:

Requires the ability to read and comprehend complex information from scientific and/or technical journals, papers, textbooks, etc. Requires the ability to communicate the same type of complex information through speech and in writing using proper format, punctuation, spelling, grammar, and using all parts of speech. Must be able to communicate technical information to patients at a level so that the patient understands his/her dental condition. Must speak clearly with correct pronunciation of dental and medical terms.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

NUMERICAL ABILITY:

Requires the ability to determine percentages, convert fractions, ratio, and proportions as well as basic subtraction, addition, multiplication, and division. Must have the ability to understand and interpret the implications and meanings of the numerical values.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

FORM/SPATIAL ABILITY:

Requires the ability to view in 3 dimensional relationships, distinguish subtle changes from one form or shape to other, discriminate intricate measurements.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

PERSONAL TEMPERAMENT:

Requires the ability to maintain a professional attitude and appearance. Ability to deal with stress produced by course load, clinical requirements, patient attitude. Must have the ability to adapt to change.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

PHYSICAL EXAMINATION:

Student is required to turn in a completed medical examination/immunization form at orientation in order to be given a clinical assignment.

- I am capable of meeting these requirements
- I am not capable of meeting these requirements
- I am capable of meeting these requirements with the following accommodations:

Student Signature: _____ Date: _____

DENTAL ASSISTING

Introductory Policies and Academic Guidelines

A Dental Assistant I (DA I) in North Carolina is an individual who may perform basic supportive dental procedures under the direct control and supervision of a licensed dentist.

Becoming a Dental Assistant through lecture and laboratory/clinic courses at Aspiras will prepare you to enter one of the fastest-growing professions in the health care industry. Aspiras will ensure our students can enter the job market successfully with a program involving classroom/online theory, laboratory/clinical procedures and clinical externships, as well as courses in sterilization and infection control, dental office emergencies and management and dental radiology.

The U.S. Bureau of Labor and Statistics ranks Dental Assistants among the fastest growing occupations over the 2019-2029 decade. Employment is projected to grow 7% faster than the average for all occupations. As of 2019, Dental Assistants held about 354,600 jobs with an average salary of \$27,040-\$40,080 (\$14.00-\$19.27 per hour) annually.

The Dental Assisting Program at Aspiras admits 10 students each session. The program consists of two 8-week terms and one 4-week term totaling 20 weeks. Upon successful completion of the course work, the student will be granted a Certificate of Completion in Dental Assisting, Radiology Certification, CPR Certification and the privilege to use the title DA I.

Students must maintain a 70% (C) grade in all courses in order to advance to the next term. Students must maintain a 70% for all laboratory requirements. If a student fails a course, the student will be dismissed from the Dental Assisting Program. The student may apply for re-admission in the following session.

All courses must be taken in the sequence noted in the program schedule. If a student chooses not to enroll or drop a course during the term it is designated to be taken, that student will be dismissed from the Dental Assisting Program. Please note that in Term 3 the clinical externship will need to be completed during the dental offices' business hours which could range from 7:00 am – 6:00 pm.

TUITION

The \$4500 tuition includes a dental assisting kit which contains the following: typodonts and models, textbook and workbooks, clinical/laboratory materials and supplies, access to the learning management system with interactive modules, nametag, CPR fee, malpractice and accident insurance fee. A medical history form will need to be completed by a healthcare professional along with proof of medical insurance. Each student is required to purchase black scrub tops and bottoms.

Tuition:	\$4,400.00
Registration Fee:	<u>\$100.00</u> (non-refundable)
Total Cost:	\$4,500.00

The registration fee **MUST** accompany the registration form, copy of identification and copy of high school diploma or GED certificate. The registration fee of \$100.00 is non-refundable. In order to receive your certificate at the completion of the program, the total amount of \$4,500.00 must be paid in its entirety. Please see below for payment plan options, cancellation and refund policy.

PAYMENT PLAN

Installment 1 – due 1 st week of class	\$900.00
Installment 2 – due 5 th week of class	\$900.00
Installment 3 – due 9 th week of class	\$900.00
Installment 4 – due 13 th week of class	\$900.00
Installment 5 – due 17 th week of class	\$900.00

***A \$50.00 fee will be applied for any late payment received**

CANCELLATION/REFUND/WITHDRAWAL POLICY

1. Due to limited seating, we request that you cancel at least 72 hours before the start date of a scheduled class. This gives us the opportunity to fill the class. You must cancel by email. If you have to cancel your class, we offer you a full refund to your account (less the registration fee) if you cancel before the 72 hours (excluding weekends, and federal/state holidays). However, if you do not cancel prior to the 72 hours, you will lose partial or all of the payment for the class.
2. If eligible for a refund, Aspiras will provide the refund within 40 days of written notification of withdrawal/cancellation.
3. There are no refunds on student fees, malpractice/accident insurance, books, supplies, equipment, and/or program specific fees.
4. Once classes have started, withdrawal after the census date will result in a forfeiture of a refund. Please see chart below:

Withdraws at least 72 hours prior to class start date	100 % refund (less registration fee)
Withdraws less than 72 hours prior to class start date or before census date	50% refund (less registration fee)
Withdraws after census date	No refund

***Census date is the 10% point of the class total clock hours.**

DENTAL ASSISTANT PROGRAM SCHEDULE

TERM 1 (FIRST 8 WEEKS)		<u>CLASS</u>	<u>LAB/CLINIC</u>
	Dental Morphology & Anatomy (Online)	1.5 hours/week	0
	Clinical Procedures I (Hybrid)	1 hour/week (Online)	6 hours/week Sat.
	Infection Control (Online)	1.5 hours/week	0
TERM 2 (SECOND 8 WEEKS)			
	Dental Radiography (Hybrid)	1 hour/week (Online)	6 hours/week (first 4 weeks) Sat.
	Clinical Procedures II (Hybrid)	1 hour/week (Online)	6 hours/week (last 4 weeks) Sat.
	Dental Sciences (Online)	1.5 hours/week	0
	Dental Office Management (Online)	1.5 hours/week	0
TERM 3 (4 WEEKS)			
	Dental Clinical Externship (Hybrid)	2 hours/week (Online)	30 hours/week (Dental Offices)

Term 1(1st 8 weeks):

Online Class	Saturday- Lab/Clinic
Dental Morphology & Anatomy 1.5 hours/week	Clinical Procedures I 6 hours/day Evening 9:00 am -3:00 pm Hybrid (lecture will be 1 hour/week online)
Infection Control 1.5 hours/week	

Hours – 32 online/didactic hours + 48 laboratory hours = 80 total hours

Term 2 (2nd 8 weeks):

CPR class to be taken during this term. 4 hours

Online Class	Saturday- Lab/Clinic	Saturday- Lab/Clinic
Dental Sciences 1.5 hours/week - online	1 st 4 weeks - Radiography 6 hours/day Evening 9:00 am -3:00 pm Hybrid (lecture will be 1 hour/week online)	2 nd 4 weeks - Clinical Procedures II 6 hours/day Evening 9:00 am -3:00 pm Hybrid (lecture will be 1 hour/week online)
Dental Office Management 1.5 hours/week – hybrid – (online and on-campus)		

Hours – 32 online/didactic hours + 48 laboratory hours = 80 total hours

Term 3 (4 Weeks):

Online Class	Monday through Friday - Area offices Days
Clinical Class Component 2 hours/week	Dental Clinical Externship 120 hours must be completed within 4 weeks

Hours – 8 online/didactic hours + 120 clinical hours = 128 total hours

Total clock hours: 288 hours

Dental Assisting Course Description

Dental Morphology and Anatomy: This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures as well as provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

Infection Control: This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry.

Dental Radiography: This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

Clinical Procedures I: This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

Dental Sciences: This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Dental Office Management: This course provides a study of the business aspect of a dental office.

Clinical Procedures II: This course introduces the instruments and chairside procedures of the dental specialties and dental office emergencies.

Dental Clinical Externship: This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

