



Dental Assistant Academy LLC  
4845 Rialto Road, Suite A  
West Chester Township, OH 45069  
dentalassistantacademy.academy  
(513) 855-5100



Ohio State Board of  
Career Colleges and  
Schools, School  
Registration Number 2167

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# Entry-level Dental and Orthodontic Assisting Information Catalog





**Dental Assistant Academy LLC**  
Springboro — West Chester — Colerain — Kenwood  
Eastgate — Fort Thomas — Florence



Ohio State Board of Career  
Colleges and Schools

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(513) 855-5100

dentalassistantacademy.academy

**Owner:** Kevin J. Ison DMD MS

**Disclosure**

Dental Assistant Academy LLC reserve the right to change programs, start dates, tuition, and to cancel programs. Any changes will be made in accordance with the rules of the regulatory agencies that oversee our schools. Please see the state specific catalog supplement to find information regarding your school location.

**Goals and Objectives**

According to the Occupational Outlook Handbook, positions for dental assistants are supposed to rise 19% from 2016 to 2026, which is much faster than most occupations in Ohio. As a result of the demand for dental assistants, Dental Assistant Academy created a training program that teaches the necessary skills needed to work in a dental office and orthodontic office. The program is only 10 Saturdays for six hours so that students can work, take care of their families, etc. during the normal work week. With training from Dental Assistant Academy, our students can find employment at a higher salary level than with no training.

It is the mission of Dental Assistant Academy to provide the best dental assistant training that allows an individual to complete training and seek employment in the shortest time possible. Training focuses on the fundamental knowledge and skills needed to work in a dental and orthodontic office. Students learn in an actual dental office and get familiar with the work environment before their first day on the job.





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## **Training Program/Class Dates and Schedule**

### **Description of Dental Assisting Program**

Our 10-week dental assisting program offers the basic skills that any dental office is seeking to hire. Not only do we offer the skills necessary for general dentistry, but our curriculum also offers a focus on orthodontics as well. By the end of our 10 sessions, our students will be able to assist the doctor for amalgam and composite restorations, crown and bridge, root canals, oral surgery and periodontics as well as take impressions, bond braces, debond braces, write referrals, pour up models, make retainers, scan for clear aligners, do adjustments, abide by HIPPA, x-ray certified and proper sterilization procedures. This 60-clock hour course will be accomplished by having three hours in class lecture periods and three hours hands-on clinical practice using our Ohio State Dental Board regulated operatories.



## Program Syllabus and Topics Covered

**\*Each lecture is 3 contact hours and each lab is 3 contact hours\***

Week	Lecture	Lab
1	<ul style="list-style-type: none"> <li>-Introductions</li> <li>-Goals of the class</li> <li>-Why dental?</li> <li>-Go over syllabus points</li> <li>-Read chapters 1 and 2</li> <li>-Take home quiz</li> </ul>	<ul style="list-style-type: none"> <li>-Tour of Operatory</li> <li>-Rooms of basic set up, suctioning, air water syringe</li> <li>-Braces ties on/off only</li> </ul>
2	<ul style="list-style-type: none"> <li>-Go over quiz</li> <li>-Read chapters 3,4,5,6,7,8</li> <li>-Discuss and fill out tooth numbering handouts and tooth surfaces</li> <li>-Homework: watch video on cross contamination and infectious control</li> </ul>	<ul style="list-style-type: none"> <li>-Set up ultrasonic/sterilizer</li> <li>-Look at anatomy of teeth</li> <li>-Identify tooth numbers, count, identify any missing</li> <li>-Practice isolating specific teeth with suction</li> <li>-Practice retracting with mouth mirror</li> <li>-Take impressions</li> </ul>
3	<ul style="list-style-type: none"> <li>-Read chapters 9,10,11,12,14</li> <li>-Discuss dental charting</li> <li>-Announce quiz 1 over dental specialties</li> </ul>	<ul style="list-style-type: none"> <li>-Place cotton rolls</li> <li>-Set up a syringe</li> <li>-Dental charting on worksheet</li> <li>-Take impressions</li> <li>-Ties on/off</li> </ul>
4	<ul style="list-style-type: none"> <li>-Read chapters 19,20,21,23</li> <li>-Announce test over instruments, kinds of teeth, tooth numbers, labeling the tooth, and tooth surfaces</li> </ul>	<ul style="list-style-type: none"> <li>-Practice four handed dentistry</li> <li>-Observe and identify restorative kit and etch/sealant</li> <li>-Set up handpieces, listen to differences</li> <li>-Ties on/off</li> <li><b>-Take quiz 1</b></li> </ul>
5	<ul style="list-style-type: none"> <li>-Read chapters 22,24,27,28</li> <li>-Discuss shadowing opportunities</li> </ul>	<ul style="list-style-type: none"> <li>-Take impressions to pour up</li> <li>-Pour up and trim models</li> <li>-Take ortho pictures</li> <li><b>-Take test 1</b></li> </ul>





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6	-Discuss orthodontic handout and vocabulary list	-Ortho pictures -Itero scanning -Ties on/off with wire change -finish trimming models
7	-Discuss handout on steps for bonding -Discuss cleaning/food list -Discuss handout on adjustments -Homework: study for quiz 2	-Bond brackets on models -Itero scanning -Ties on/off
8	-Discuss bite wings and give example -Give handout on Invisalign/Clear Aligner Therapy -Read chapter 29 resumes -Homework: Make resume and study for test next week	<b>-Take Ortho quiz 2</b> -Bond brackets on models -Practice bitewings -Itero scanning
9	-Give handout on debonds -Go over retainers -Homework: submit resumes	-Bond brackets on models -Ties on/off -Practice bitewings <b>-Take test 2</b>
10	-Take radiology test	-Debond on models -Anything left the students feel they need practice - Graduation party!





## Academic Calendar

Expected Program Length: 10 weeks

Program Schedule: 10 Saturdays 6 hour sessions 9:00 a.m. to 3:00 p.m. (60 contact hours)

### **SPRING 2021 Saturdays Session:**

1 <sup>st</sup> session: Saturday, June 5, 2021	2 <sup>nd</sup> session: Saturday, June 12, 2021
3 <sup>rd</sup> session: Saturday, June 19, 2021	4 <sup>th</sup> session: Saturday, June 26, 2021
5 <sup>th</sup> session: Saturday, July 3, 2021	6 <sup>th</sup> session: Saturday, July 10, 2021
7 <sup>th</sup> session: Saturday, July 17, 2021	8 <sup>th</sup> session: Saturday, July 24, 2021
9 <sup>th</sup> session: Saturday, July 31, 2021	10 <sup>th</sup> session: Saturday, August 7, 2021

Enrollment for a session ends the day before the beginning of the session.

### **Externship**

The students will spend 10 hours in a dental office externship any time throughout the 10 weeks where they will be utilizing the skills learned throughout the course. They will be practicing skills including:

1. Those necessary to provide a safe environment for patients and dental staff.
2. Demonstrating an understanding of basic dental theory as it relates to patient treatment.
3. Performance of chair side and clinical skills knowledgeably and proficiently.
4. Effective communication skills, both written and oral, when dealing with dental patients and the dental health team.
5. Exhibiting a professional and collaborative work ethic that recognizes the legal and ethical responsibility of those employed in the dental field.

### **Standards of Academic Progress**

Our program will consist of three quizzes and three tests, along with technical skills showing the students' understanding of instruments and processes. Each quiz and test will be stated a week beforehand and topics will be covered as to what the students can expect to be on them. The final exam is the x-ray certification which is state mandated. These quizzes and test are shown on the above syllabus.





## **Language of Training**

All programs are offered only in English. Dental Assistant Academy does not offer English as Second Language instruction.

# **Enrollment**

## **Entrance Requirements**

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in the Dental Assistant Academy LLC training program based on age, race, gender, disability, or national origin.

### **Applicants Must Meet the Following Requirements:**

1. Have paid the application fee and have made school-approved arrangements to pay the tuition in full.
2. Have executed an enrollment agreement.

## **Transfer or granting of credit**

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school certificates, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

No life experience or previous education and training apply to the Dental Assistant Academy training program. Students may not transfer in any previous education or training to apply to the Dental Assistant Academy program.

## **Late enrollment**

There are no provisions for late enrollment.





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## Learning Materials

### Instructional Materials

As part of the overall tuition, each student will be given the *Dental Assisting: A Comprehensive Approach 4<sup>th</sup> Edition* by Donna J. Phinney and Judy H. Halstead as our lecture material.

### Equipment and Teaching Devices

We will be utilizing the dental office as our classroom by practicing technical skills in each of the fully equipped operatories. This includes the air/water syringe and hand piece unit, patient chair, overhead light and supplies. We will also be using the sterilization room including the autoclave and ultrasonic, the lab and newest technology including the Itero scanner and 3D x-ray/panorex. Each student will also be provided a typodont to practice placing ties on brackets. We will use the waiting area as our classroom and will watch a variety of short films to demonstrate certain procedures, such as root canals and sterilization.



## Tuition and Fees

**Total for the Program: 70 hours (30 hours of lecture, 30 hours of laboratory and 10 hours of externship)**

Expected Program Length: 10 weeks

Program Schedule: 10 Saturdays, 6-hour blocks, each block 9:00 a.m. to 3:00 p.m.

**Program Cost: \$3,215**

Breakout:

Registration Fee (non-refundable after 5 business days from signing).....	\$125.00
Textbook .....	\$90.00
Radiology Certification Fee.....	\$125.00
Tuition and materials.....	\$2,875.00
<b>TOTAL.....</b>	<b>\$3,215.00</b>

**We do not accept institutional scholarship award plans or grants.**





## Payment Options

### OPTION #1

-\$125.00 due with registration form

-\$3,090.00 **due before the start of class on the first day**

**-TOTAL \$3,215**

### OPTION #2

-\$125.00 due with registration form

-\$450.00 due by the first day of class

- 4 X \$700.00 biweekly payments **due on or before the start of the last session**

**-TOTAL \$3,375**

We accept checks, all major credit cards, and automatic withdrawal.

Make Check payable to:

**DENTAL ASSISTANT ACADEMY LLC**

**Mail to: 4845 Rialto Rd. Suite A West Chester, OH 45069**

### Other Fees

Successful completion of the course satisfies the requirements of the DANB (Dental Assistant National Board) and qualifies the student to apply to receive his or her x-ray license. There is a separate cost for this. You will be provided with the appropriate information during your course. Since a state license is required, criminal convictions may affect a student's ability to be licensed and certified. We do not provide a uniform to our students. Scrubs are required during all classroom and lab time. Please choose neutral colors (black, grey) when buying scrubs.





## Refund Policy

If the student is not accepted into the program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) term for this program that is 10 weeks in length. An enrollment agreement or school application may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and the refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance.



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## Academic Information and Standards of Progress

### Syllabus

On the first day of class students receive a copy of the program syllabi and program outlines.

### Registration

Each student must first fill out an enrollment agreement and pay the signing fee before being admitted.

### Attendance Policies

**Absence:** Students are to attend all listed hours of program instruction. The classroom teacher maintains the attendance roster which is kept at the school at all times. Attendance is taken after the first 30 minutes of class. Missed classes must be made up by making arrangements with the teacher or school director. There is no attendance probation. Should there be extraordinary circumstances, students are requested to speak with your school director who may arrange ways to make up the sections that were missed. If a student is absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student in writing and formally advise the student of this status. He or she will not graduate and receive his or her certificate of completion.

**Lateness or cutting classes/Makeup Work:** Late arrival to or early departure is to be understood, but consecutively will be treated as an absence from that class. Missed classes are to be made up by conferring with the instructor.

### Student Progress Evaluation

**Please note: Students will not be given credit for previous education, training or experience.** Students are given 3 quizzes and 3 exams. A quiz will be given at weeks 2, 5, and 8 and the students will be given the topics as to what to expect on these quizzes. They will cover material addressed the previous weeks and will contain 5-10 questions, ranging from multiple choice, fill in the blank and matching. The first exam will be given after week 2, a mid-term is given at the 6th class and a final exam is the 10<sup>th</sup> class. After each exam is graded, they will be returned to each student. Each exam and quiz is graded on a standard grading scale. There is no





academic probationary period. Ways to raise the grade will be determined with the school director and/or instructor.

### **Re-enrollment/Leave of Absence**

With a 10-week course, and only 3 classes that can be missed/made-up, there is no LOA policy, but we understand students may have to suspend their training due to extenuating circumstances. Should this occur the student may request re-admission from the school for a future date. If satisfactory arrangements have been made, no additional tuition is charged. All training must be completed within a twelve-month period from the original start date.

### **Grading**

A minimum average grade of 60% is required to satisfactorily complete the program. Final GPA is calculated as follows:

Exam 1: average out of 100 points

Quiz 1: average out of 50 points

Exam 2: average out of 100 points

Quiz 2: average out of 50 points

Exam 3: average out of 150 points

Quiz 3: average out of 50 points

Total points: 500

450-500 A   449-400 B   399-350 C   349-300 D   >299 F

Radiology is graded separately and has its own grade



## Graduation Requirements

*\*\* Lab work is graded on a Pass/Fail basis.*

Students will receive a Certificate of Completion for Dental Assisting and for Radiology upon satisfactory completion of all program requirements. Students must:

- receive a minimum passing grade average of 60%
- achieve a “Pass” on all Lab work
- attend all clock hours of the program with no more than 12 hours missed and made up
- have no outstanding balances owed to the school.
- complete required extern hours
- achieve a “Pass” on all outcomes of the extern evaluation, if applicable

## Records

Student records, including grades and attendance, maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools unless a written request has been made. Student records are securely maintained permanently by the school. All records are maintained with the same security and confidence as patients’ dental records. A set of records will be maintained by the corporate offices for as long as the school exists.

## Rules of Conduct

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. Dental Assistant Academy reserves the right to terminate a student on any of the following grounds.

- Not complying with rules and regulations
- Failure to pay fees when due
- Falsifying records
  
- Unprofessional conduct.

Students are provided with scrubs, which they are expected to wear during each class session. Students are expected to wear gloves, masks, and protective glasses that are provided for all sessions.





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## **Drug free school and workplace**

DAA has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on school premises under the influence of any substance. As a drug-free and alcohol-free environment, individuals suspected to be under the influence may be subject to immediate dismissal/ removal.

## **No smoking**

There is no smoking within any place in the dental office or training rooms. Smokers may smoke outside during a break.

## **Dress**

Students must wear neutral colored scrubs and a long t-shirt underneath or dental assisting jacket. All students must also wear tennis shoes or some kind of closed toe shoe.

## **Cancellation and Settlement Policy**

An enrollment agreement may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition paid and refundable fees pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

## **Complaint or Grievance Procedure**

All student complaints should first be directed to school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH; Phone (614) 466-2752 or (877) 275-4219.





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## Faculty

Katie Dougherty: head instructor, co-founder of Dental Assistant Academy LLC, orthodontic assistant with specialty training from an accredited program, x-ray certified, three years' experience.

Cassie Lewis: co-instructor, orthodontic assistant with specialty training from an accredited program, x-ray certified, four years' experience.

Casey Abernathy: co-instructor, orthodontic assistant with specialty training from an accredited program, x-ray certified, three years' experience.

Cheryl Tyner: co-instructor, orthodontic assistant and treatment coordinator with specialty training from an accredited program, instructed at Fortis college dental assisting, 20 years' experience.

