

United Exchange Dental Assisting School

Dental Assisting Program

Approved by the State of Nebraska Department of Education Post Secondary Career Schools

ENROLLMENT AGREEMENT

Student's Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____ Social Security Number: _____

Home Phone: _____ Cell Phone: _____

PROGRAM/COURSE DATA: 8-week instructional and clinical training portion followed by a required 200-hour externship.

La Vista ☐

Dental Assistant Course Start Dates:

☐ January 5th, 2027 ☐ June 22th, 2027

☐ March 2th, 2027 ☐ August 17th, 2027

☐ April 27th, 2027 ☐ October 05th, 2027 ☐ December 5th

2027 Classes held Tuesday evenings at 5:30pm - 8:30pm CST

Clinical Classes are held Saturdays from 8:00am - 5:00pm (1 hour lunch)

Student must be at least 18 years of age and have a High School Diploma or GED

TYPE OF INSTRUCTION: Total Hours: 288 hours

Theory (Classroom +Online Video Conference) . . . 24 hours

Clinical.64 hours

Externship.200 hours

TUITION AND FEES

Tuition. \$3,750

Book Fee & Supplies. \$550

Scrubs, PPE \$100

*Radiology Certification \$500

CPR Certification \$100

Total Cost of Program: \$5,000

*Radiology Certification is HIGHLY recommended before graduation. UEDAS will help to register students for the course when UNMC School of Dentistry or Creighton University School of Dentistry offers the course. Radiology certification course can be optional. Students can choose to attend UNMC or Creighton University for instance. School can be responsible for arranging enrollment to this course as part of the UEDAS enrollment agreement and tuition policies at no extra cost to the student. If school is responsible for registering the student as indicated, such course will need to be completed by the time the student graduates from UEDAS.

SCHEDULE OF PAYMENTS

(Payments can be made by Visa/MC/Amex/Disc)

Deposit: \$150

Date (1st day of class): \$1,617

Date (4th week of class): \$1,617

Date (6th week of class): \$1,616

By signing below, the student agrees to pay The United Exchange Dental Assisting School the total stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of the Catalog. Payment of all monies due shall be a condition of continuing enrollment. Upon Satisfactory completion of all academic, clinical, skill, and 200-hour externship requirements, and when all financial obligations to the school have been met, the school will award the Certificate of Completion to the student. The student and school understand that this enrollment agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing signed by both parties. Students not accepted by the school and students who cancel this contract by notifying the school within three business days are entitled to full refund of all tuition and fees paid. Students, who withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the cancellation fee of \$150. In the case of students withdrawing after commencement of classes, the school will retain a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last recorded attendance.

REFUND TABLE	
Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90%
After 10% but within first 25% of program	75%
After 25% but within first 50% of program	50%
After 50% but within first 75% of program	25%
After 75% of program	None

1. If cancellation occurs within seventy-two (72) hours of enrollment, all monies paid shall be refunded.
2. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 60 days from the date of termination.
3. The student will receive a full refund of tuition fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. A full refund is due an individual whose admission is denied by the school.
5. If cancellation occurs after seventy-two (72) hours of enrollment, but before resident classes begin, a refund shall be made except a registration fee not to exceed one hundred fifty dollars (\$150.00).
6. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: whether the postponement is for the convenience of the school or student and a deadline for the new start date beyond which the start date will not be postponed.

ADMISSION REQUIREMENTS

Students must be at least 18 years old and possess a high school diploma or GED to be admitted into the Dental Assisting Program. Enrollment can take place up until the first day of class, depending on availability. After the first day of class, students are only admitted for the next session. Late Enrollment is not permitted.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG
Volume 6, September 2026

Student Signature: _____ Date: _____

School's Licensed Agent: _____ Date: _____

NEBRASKA LOCATION:
12223 W. GILES ROAD, LA VISTA, NEBRASKA 68128

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Note - Under supervision, dental assistant students may:

- Learn/practice placing topical local anesthesia, monitor nitrous oxide, assist taking x-rays.
- A licensed dentist may delegate to dental assistants only those procedures for which the dentist exercises supervision and assumes full responsibility.
- Training in Radiography/X-ray area must be for dental assisting purposes.
- DANB's Note on Allowable Dental Assisting Functions. In Nebraska - All dental assistants may "Perform infection control and occupational safety procedures".
- The following training is not permitted: Placing or contouring of a final restoration, Scaling of teeth, including subgingival regions and root planing with hand and ultrasonic instruments, diagnosis and treatment planning, surgery on hard or soft tissue, administering of local or general anesthetics, any other irreversible dental procedure or procedures which require the professional judgment and skill of a licensed dentist, any intraoral procedure which would lead to the fabrication of any prosthesis, and chemical curettage.
- To perform coronal polishing procedures under the indirect supervision of a licensed dentist in Nebraska, a dental assistant must: Be at least 18 years of age and graduate from an accredited dental assisting program which includes a coronal polishing course, OR complete one year (1,500 hours minimum) of clinical work experience as a dental assistant and a Nebraska Board-approved course in polishing procedures.

Per Legislative Bill 18, dental assistants working in a dental office may continue working in an unlicensed status or pursue a license as a dental assistant professional in the off. An **unlicensed dental assistant**, when employed by a licensed dentist, is authorized to assist the dentist in the performance of his/her clinical-related duties. The unlicensed dental assistant is restricted to performing the following duties or functions.

When a supervising licensed dentist is physically present on the premises, the unlicensed dental assistant may:

- Monitor nitrous oxide if the dental assistant has a current and valid board-approved certification for cardiopulmonary resuscitation (CPR)
- Place topical local anesthesia
- Perform dental x-rays or coronal polishing, upon meeting the education or experience requirements below:

X-Ray Requirements for Unlicensed Dental Assistants

- Be at least 18 years old
- Have either:
 - Successfully completed one of the following schools' Dental Radiography courses:
 - University of Nebraska College of Dentistry, Lincoln
 - Creighton University School of Dentistry, Omaha
 - Central Community College, Hastings
 - Passed the national certification exam for dental assistants (CDA) offered by the Dental Assisting National Board (DANB) - more information [here](#)
 - Successfully completed an ADA-accredited dental assisting course which provides training in dental radiography as part of its curriculum

Coronal Polishing Requirements for Unlicensed Dental Assistants

- Be at least 18 years old
 - Have either:
 - Graduated from an ADA program that includes coronal polishing; or
 - One year (1,500 hours) of clinical work experience as a dental assistant and successfully completed a board-approved course in polishing procedures
- <https://dhhs.ne.gov/licensure/Pages/Dental-Assistant.aspx>

A **Licensed Dental Assistant** is allowed to perform all clinical duties as listed for an unlicensed dental assistant and, upon completion of education and testing, may apply for additional permits.

Licensed Dental Assistant Application Procedures & Requirements

A Licensed Dental Assistant qualifies by 1) having passed the Certification Exam for Dental Assistants (CDA)* offered by the Dental Assisting National Board (DANB) and 2) either

- Graduating from an accredited dental assisting program or school** or
- Earning 1,500 hours of experience as a dental assistant within the past five years

License by Examination - Individuals who have taken and passed the CDA certification exam offered by DANB.

License by Reciprocity – Individuals who have been licensed in another state/jurisdiction **and** actively practiced dental assistance for at least three years (one of those years must be within the last three years).

All applicants are required to successfully complete the Nebraska [dental assistant jurisprudence examination](#) with a minimum score of 75 percent.

Verification of CDA credential must be sent directly from DANB to our office. Verification may be mailed to:

DHHS - Division of Public Health

Licensure Unit

PO Box 94986

Lincoln, NE 68509-4986

or emailed to: DHHS.MedicalOffice@nebraska.gov

* Information about the CDA exam, including eligibility requirements, can be found [here](#).

** Training, education, or service gained while a member of the armed forces of the United States may be accepted toward the minimum standards of a credential upon submission of satisfactory evidence of substantial similarity to the education required for the credential. (Nebr. Rev. Statute § 38-1,141.)

Continuing Education

Thirty (30) hours of acceptable continuing education earned during the preceding 24-month period prior to the license expiration date are required to renew your license.

A continuing education audit will be performed after the renewal. If you are randomly selected for an audit to provide proof of continuing education, you will be notified by mail at a later date.
Retain all documentation of continuing education activities completed for the renewal of your credential for at least 4 years.

All general anesthesia/deep sedation/moderate sedation permit holders are required to attend at least 6 hours of continuing education directly related to the administration and management of anesthesia/sedation for the dental office. The Board of Dentistry expects licensees to attend acceptable continuing education courses. Acceptable continuing education courses are located in 172 NAC 56.

Do NOT submit continuing education certificates to this office unless you are requested to do so.

Renewal & Reinstatement Information

Renewal

- Licenses are renewable March 1 of odd-numbered years.
- License may be placed on Inactive Status at any time.

Reinstatement

- [Reinstating from Inactive or Expired Status](#)

For Reinstatements After Disciplinary Action please contact Vonda Apking at (402) 471-2118 or by e-mail at vonda.apking@nebraska.gov.

Expanded Scope Function for Licensed Dental Assistants

Dental Assistants can apply for the following expanded scope functions to be added to their dental assistant license after completing an educational course for each expanded scope function:

- Dental Impressions for Fixed Prosthodontics
- Dental Impressions and Minor Adjustments for Removable Protheses
- Cement Prefabricated Fixed Protheses on Primary Teeth
- Monitoring and Administration of Nitrous Oxide

[Application for Expanded Scope Function for Dental Assistants](#)

[Approved Courses for Expanded Scope Function](#)

A supervising licensed dentist must be physically on the premises during any procedure.

Expanded Function Requirements

The Nebraska Board of Dentistry is currently developing regulations for Expanded Function Restorative Level I and Level II permits established by Legislative Bill 18 (signed March 28, 2017).

[Approved Program List Expanded Function - Restorative I and II](#)

Expanded Function Restorative Level I Permit

[Application for Level I Permit](#)

A Licensed Dental Assistant or Licensed Dental Hygienist who holds a permit may place simple restorations (one surface) when a supervising licensed dentist is physically present on the premises.

An applicant for an Expanded Function Level I Restoration permit must:

- Hold a current valid Nebraska Dental Assistant license or Nebraska Dental Hygienist license
- Have a minimum of 1,500 hours experience as a Licensed Dental Assistant or Licensed Dental Hygienist
- Successfully complete the Nebraska Expanded Function jurisprudence examination with a minimum score of 75%
- Successfully complete a relevant board-approved course
- Pass the relevant section of a board-approved practical examination

Expanded Function Restorative Level II Permit

[Application for Level II Permit](#)

A Licensed Dental Assistant or Licensed Dental Hygienist who holds a permit may place complex restorations (multiple surfaces) when a supervising licensed dentist is physically present on the premises.

An applicant for an Expanded Function Level II Restoration permit must:

- Hold a current valid Nebraska Dental Assistant license or Nebraska Dental Hygienist license
- Hold a current valid Nebraska Expanded Function Level I permit
- Successfully complete the Nebraska Expanded Function jurisprudence examination with a minimum score of 75%
- Successfully complete a relevant board-approved course
- Pass the relevant section of a board-approved practical examination