

# SMILES PLUS

## Dental Assistant Academy

Catalog, Registration,  
Calendar,  
& Student Information

2025 Volume I  
Post Secondary School Offering

Effective Date January 1, 2025 -  
December 31, 2025



## Dental Assisting Program 130 Clock Hours

 301.589.0518

 SmilesPlusDAA@gmail.com

 801 Wayne Ave. Ste. 101, Silver Spring, MD 20910



*Drs. William Kelson and Tracy Harris  
School Owners*

## **Statement**

Smiles Plus Dental Assistant Academy is approved by the Maryland Higher Education Commission Career and Workforce Education. Additional information regarding this institution may be obtained by contacting the Commission at:

217 E. Redwood Street, 21<sup>st</sup> Floor  
Baltimore, Maryland 21202  
Telephone Number 410-767-3301

Smiles Plus Dental Assistant Academy reserves the right to modify information contained within and to improve the training offered to its students. Rules and regulations are subject to change as necessary to comply with the guidelines set forth by the Maryland Higher Education Commission.

**This is to certify that this catalog is true and correct in content and policy to the best of my knowledge and belief.**

Dr. William Kelson, D.D.S.  
Owner and C.E.O.  
January 2025

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Welcome to Smile Plus Dental Assistant Academy (SPDAA). We are a practice-based school designed to prepare our students for an exciting career as a dental assistant. Our hybrid dental career programs are taught online and include clinical training with all the hands-on portions taught in modern dental facilities by experienced dental professionals. We have made our program short in length, focusing on the core dental knowledge and techniques that will make you a valuable dental team member. Our online and hands-on classes are affordable and are offered at convenient times to make it easy to fit into your busy schedule. If you are searching for a new career, or are looking to re-enter the job market, in need of a job to pay your way through college, desire a brighter future for you and your family, or dream of a career with growth opportunities, SPDAA's Dental Assisting Program is the right program for you. This catalog is for information purposes about our schools and vocational programs.

## **MISSION STATEMENT AND COMMITMENT**

A highly skilled dental assistant is a vital member of the dental healthcare team. They are an important component of providing not just good, but great patient care. It is difficult for a dentist to find a quality dental assistant.

Market demand for competent dental assistants and receptionists are at an all-time high. But the high cost, time requirements, and inconvenience adult students face at competing schools, led us to our mission - to provide affordable training for a worthy career opportunity leading to fast program completion so graduates can start earning an income right away with little to no debt.

The Dental Assisting Program will provide educational and training to prepare students to become competent dental assistants who assist and perform quality, comprehensive, care in an ethical, interdisciplinary, culturally sensitive manner. The school is committed to educating dental assistants to function as a member of the dental practice and be able to perform the roles of clinician, dental health promoter and patient coordinator. The program prepares graduates to meet the future oral health needs of a culturally diverse society within a changing healthcare system.

The Dental Assisting Program is committed to:

- Deliver a consistent, high-quality education and training for dental assistants.
- Achieve top tier graduation and job placement rates.
- Provide quality, productive dental assistants to the dental profession.
- Promote personal responsibilities in oral health care.

## **REPRESENTATIVE JOB TITLES FOR PROGRAM GRADUATES**

### **Hygiene Assistant**

Before the hygienist begins cleaning teeth, the hygiene assistant gets the dental patient ready for the procedure. This requires medical knowledge and a confident, reassuring personality.

### **Endodontic Assistant**

Root canals require a skilled dentist and an equally capable dental assistant.

### **Pediatric Assistant**

A pediatric assistant works with dentists and directly with children patients.

### **General Dental Assistant**

A dental assistant assists the dental practice with office tasks and patient care.

## **LEGAL AND LICENSING INFORMATION**

### **Legal Ownership**

Smile Plus Dental Assistant Academy located at:

801 Wayne Avenue, Suite 101

The Academy is incorporated as a limited liability corporation in the State of Maryland and is owned and managed by Dr. William Kelson and Dr. Tracy Harris, D.D.S.

Dr. William Kelson D.D.S., C.E.O. of Smile Plus Dental Assistant Academy, also serves as the Smile Plus Dental Assistant Academy Director.

Smile Plus Dental Assistant Academy assumes full responsibility for any agreement reached between the student and the school.

### **State Approval**

Smile Plus Dental Assistant Academy is approved by the Maryland Higher Education Commission Career and Workforce Education. Additional information regarding this institution may be obtained by contacting the Commission at:

217 E. Redwood Street, 21<sup>st</sup> Floor  
Baltimore, Maryland 21202  
Telephone Number 410-767-3301

### **Program Performance**

Students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure examination.

This information may be found at: [www.mhec.state.md.us](http://www.mhec.state.md.us)

## Owner/C.E.O./Instructor: Dr. William Kelson



In 1985, Dr. William Kelson acquired his Bachelor of Science Degree from Knoxville College in Knoxville, Tennessee. He holds a Doctor of Dental Surgery (DDS) degree from New York University College of Dentistry, 1989. He completed General Practice Residency in June 1990, at Saint Charles Hospital in Port Jefferson, Long Island, New York.

Dr. Kelson is a member of the Robert T. Freeman Dental Society. He is licensed in Maryland and Washington, D.C.

Dr. Kelson has also served as associate professor at the University of Maryland Dental School in special-needs patient care. His emphasis is on cosmetic dentistry and geriatric patient care.

## Owner/C.A.O./Instructor: Dr. Tracy Harris



Dr. Tracy Harris, DDS leads the Regional Mobile Dental team of WK & Associates. She holds a degree from New York University College of Dentistry. Dr. Harris did her General Practice Residency in 1988-1989 at Saint Elizabeth's Hospital in Washington, D.C.

Dr. Harris obtained her Bachelor of Science Degree from Howard University and has been in general private practice since 1988.

Dr. Harris is a member of the Robert T. Freeman Dental Society and a member of the National Dental Society.

When not improving the smiles of her nursing home and homebound clients, Dr. Harris enjoys dancing, attending church, shopping, and spending time with friends and family.

## Facilities

The 850 square foot facility has 3 treatment rooms fully equipped with dental chairs, digital x-ray machines, piezo-electric units, electric handpieces, dental implant motors, and a digital panoramic x-ray area.

Lab I has a sterilization room equipped with autoclave sterilizers, distilled water machine and an ultrasonic cleaner, as well as a dental plaster laboratory. Lab II has a state of the art intra oral scanner.

There is a fully equipped computerized business office including 10 computers, 2 intraoral scanners, 5 large screen TV's, and Dentix dental manager software.

A fourth floor dental suite has an additional four treatment rooms including four additional X-Ray areas to be used for practice and additional learning of 1200 sq. ft. This area can seat up to 12 people at a conference table with chairs and has a 50" flat screen TV that may be used as the classroom projector.

The building was built in the 1980s and sits along a fairly busy street. It has a nice exterior with four floors. The building has a small well maintained clean foyer and elevator access to all floors. The outside features a public parking lot with 7 parking spaces and 2 handicap parking spaces. The school is centrally located in the downtown area and has good public metro access.

## ADMISSION POLICY

### **Admission Requirements**

To be eligible for enrollment, all applicants must meet ALL the following criteria:

- Submit proof of high school diploma, General Education Development program (GED), certificate of high school equivalency, or completion of a secondary education in a home school setting that complies with all state law.
- Submit official educational transcripts.
- Must be 18 years of age, or 17 years of age with their parental or legal guardian written consent.
- Must have a computer with reliable internet to enroll in the program. Must have reliable transportation to and from the school, clinical site, and externship site.
- Verification of vaccination record, see vaccination requirements.

### **Admission Process**

On receipt of an application, the applicant will be contacted to schedule an in-person interview at the school. Applicants under the age of 18 years old will need to be accompanied by their parent or legal guardian. Applicants will be given a brief tour of the facility as part of the interview and acceptance process.

### **English Proficiency**

The Dental Assisting Program is taught in English only and does not provide second language instruction. Students are required to understand and speak English to enroll and successfully complete the program. Applicants whose first language is not English will be required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (IBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173.
- Advanced Placement International English Language (APIEL) with a score of 173 or higher International English Language Testing System (IELTS) with a level of 6 or higher.
- Successful completion of accredited high school or accredited college coursework taught in English.

**Smile Plus Dental Assistant Academy does not accept “Ability to benefit” students. All students must have a high school diploma or G.E.D.**

## **VACCINATION REQUIREMENTS**

- **Hepatitis B Series:** Indicate date of series completion or scheduled injections, submit a titer which indicates protection, or submit a waiver explaining why the student will not be receiving the Hepatitis B Series. Students must have two of the three Hep B vaccinations completed, before being admitted into the clinical setting.
- **Tetanus/Diphtheria (Tdap):** Must have occurred within the last 8 years and must include confirmation of vaccination date. If a student is declining, a waiver must be submitted explaining why they will not be receiving the Tdap vaccination.
- **TB skin test (Mantoux, PPD test):** Verified negative or provide negative chest X-ray report.

**PLEASE NOTE:** Smile Plus Dental Assistant Academy will not be interpreting these results. The student must submit reports stating that they are protected (serologically immune), before admittance into hands-on training. If the student does not complete these vaccination requirements prior to starting hands-on training, the student will be dismissed from the program.

## **ORIENTATION**

An orientation to the school is scheduled for each incoming cohort. The purpose of the orientation session is to finalize any requirements of applying for financial assistance, if necessary; acquaint the student with the rules and regulations of the school, conduct a campus tour, and issue appropriate class assignments. Students will be notified, in writing, of the orientation date. Failure to attend the orientation program may result in rescheduling of the student's start date.

Students will be acquainted with the following:

- Instructors
- Online Platform
- Onboarding
- Facilities
- Syllabus
- Grading System
- Internship Requirements
- Graduation Requirements
- Attendance Policy
- Rules and Regulations
- School Policies and Procedures
- Dress Code/Conduct
- Parking

## **GRADUATION REQUIREMENTS**

- Students must complete the required 130 clock-hour requirement.
- Students must have satisfied all financial obligations to the school prior to receiving their certificate of completion.
- Students must have an average grade of 70% or higher.

## **MARYLAND STATE BOARD of DENTAL EXAMINERS (MSBDE) REQUIREMENTS**

A dental assistant in the state of Maryland may perform basic supportive dental procedures specified by the state dental practice act under the direct supervision of a licensed dentist. There are no education or training requirements for this level of dental assisting.

A dental assistant working under general supervision for a sealant program must do all of the following:

- Maintain American Heart Association Basic Life Support for Healthcare Providers (BLS) or American Red Cross CPR for Professional Rescuers
- Have at least 400 hours of dental assisting clinical practice in dental patient care
- Successfully complete a Board-approved course of at least two hours in infection control with OSHA protocol, or be Qualified in General Duties or Orthodontic Duties or hold current DANB CDA or COA certification

Enter into a written agreement with the supervising dentist setting forth the terms and conditions of practice under general supervision

To perform expanded functions in Maryland, a dental assistant must register as a Dental Assistant Qualified in General Duties.

To qualify, one must:

- I. Complete a Board-approved course of at least 35 hours related to Maryland general duties dental assisting AND
- II. a. Pass the Maryland General Dental Assisting Expanded Functions (MDG) exam administered by DANB OR b. Hold the national DANB Certified Dental Assistant (CDA) certification AND

III. Apply to the Maryland State Board of Dental Examiners for state recognition as a Maryland Dental Assistant Qualified in General Duties Note: While not required by law, it is recommended that a Dental Assistant Qualified in General Duties also earn status as a Dental Radiation Technologist.

The Maryland State Board of Dental Examiners (MSBDE) regulates the duties of dental assistants in the state of Maryland. Under its regulations, the MSBDE provides for dental assistants to operate dental x-ray equipment and perform dental radiographic procedures.

The MSBDE requires passing the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) exam to earn the state's certificate in dental radiologic technology.

To legally operate dental x-ray equipment and perform dental radiographic procedures in Maryland, a dental assistant must hold a state certificate as a Dental Radiation Technologist.

To obtain this state certificate, one must complete all of the following requirements:

1. Be at least 18 years of age
2. Be of good moral character
3. Hold a high school diploma or its equivalent
4. Successfully complete a dental radiography course (minimum of 24 hours) approved by the MSBDE
5. Pass the DANB RHS or Certified Dental Assistant (CDA) exam
6. Apply for state certification from the MSBDE after completing all of the above requirements.

Note: On-the-job training does not qualify a dental assistant to operate dental x-ray equipment and perform dental radiographic procedures in Maryland.

Criminal convictions may affect a student's ability to be licensed, certified, or registered

**This program does not lead to a certification as a DANB Certified Dental Assistant.**

## PROGRAM INFORMATION

The objective of the Dental Assisting program is to prepare students to enter the workforce as trained dental assistants. Focus will be placed on both basic and advanced techniques in the field of dentistry. The table below provides a snapshot of the program:

**Hybrid Structure:** The program has been structured to meet the demands of today's students by teaching and training in a flexible and convenient hybrid program consisting of both online and in person training. Students will walk away with the confidence and necessary skill set to be a valued member of a dentistry team. Our program provides students with hands-on training via exposure and real-world dental scenarios they will need before entering the workforce.

**Online Modules:** This program offers 12 online modules consisting of pre-recorded instructional training videos. Students must guide themselves through lectures, slides, and complete quizzes and tests in a timely manner.

**In-Person Training:** This program gives students hands-on learning instruction via eight (8) in-person laboratory days and real-world experience via a 40-clock hour externship requirement. Students will find familiarity with each of these classes as they work through the entire curriculum for a second time via hands-on clinical training. Textbook: Modern Dental Assisting / Edition 13, by Doni L. Bird CDA, RDA, RDH, MA, Debbie S. Robinson CDA, MS, Elsevier ISBN-13: 9780323624855 Published April 2020.

Student teacher ratio is a maximum of 15:1.

### Program Outline:

WEEK	ONLINE MODULES	IN-PERSON LAB	OLE HRS	LAB HRS	CPR HRS	EXT HRS	TOT HRS
1	Module 1: Introduction to Dental Assisting  Module 2: Oral Anatomy & Infection Controls  Module 5: Instruments & Oral Surgery  Online Modules: 1, 2 & 5 are due PRIOR to Lab - DA 101	DA 101: Basic Chairside Assisting & Infection Control	3	8			11
2	Module 6: Impression & Lab Materials  Module 9: Restorative & Esthetic Material  Online Modules: 6 & 9 are due PRIOR to Lab - DA 102	DA 102: Alginate Impressions & Model Pouring/Trimming	3	8			11

WEEK	ONLINE MODULES	IN-PERSON LAB	OLE HRS	LAB HRS	CPR HRS	EXT HRS	TOT HRS
3	Module 4: Oral Diagnosis & Dentrix  Module 7: Provisional Coverage  Online Modules: 4 & 7 are due PRIOR to Lab - DA 103	DA 103: Provisional Coverage, Charting & Dentrix	3	8			11
4	Module 3A: Pediatric Dentistry & Dental Caries  Module 12: Dental Photography  Online Modules: 3A & 12 are due PRIOR to Lab - DA 104	DA 104: Matrix Systems, Moisture Control & Instruments Review & CPR	3	8	5		16
5	Module 8: Basic Radiology  Online Module: 8 is due PRIOR to Lab - DA 105	DA 105: Dental Radiology & RHS Exam Prep	3	8			11
6	Module 10 Fixed Prosthodontics Parts 1 & 2  Module 11: Removable Prosthodontics & Dental Implants  Online Modules: 10 & 11 are due PRIOR to Lab - DA 106	DA 106: Room Setup, Mock Chairside Assisting	3	8			11
7	Module 3B: Coronal Polishing & Sealants  Online Module: 3B and the Online Final exam are due PRIOR to Lab - DA 107	DA 107: Coronal Polishing & Sealants	3	8			11
8	Online Final  Online Final: Due PRIOR to DA 108	DA 108: Cerec Procedures & Practical Final Exam		8			8
9-10	Externship, Radiology, and Lab	DA 109: Dental Radiology	3	13		24	40
<b>Online Lectures + Lab + CPR + Externship Grand Total</b>			24	77	5	24	130

**Note: All in person labs are held in person at the school**

## **COURSE DESCRIPTIONS**

### **Module 1: Introduction to Dental Assisting**

This study unit introduces students to dentistry, dental assisting, and being a part of the dental team. Members of the dental team and their duties are covered. The different types of dental offices and their separate areas are described. The professional qualifications and responsibilities of a dental assistant are addressed, along with a look at how licensure is managed. This unit presents some dental assistant basics. First, it explains the importance of knowing the laws and rules of dentistry and how they affect a dental practice. Students also learn about how to become a true dental professional by understanding what it means to act in an ethical manner. The Health Insurance Portability and Accountability Act (HIPAA) is presented from a healthcare professional's viewpoint, and the practical application of this law. Students learn how to greet and seat the patient, and the different oral evacuation systems and tools in the operatory for moisture control.

### **Module 2: Oral Anatomy & Infection Controls**

Students are introduced to dental terminology and anatomy. This unit presents information about the oral cavity, parts of the teeth, and the types of teeth and a brief introduction to the way teeth are numbered and classified. This study unit also introduces students to the most current concepts and procedures for infection control and sterilization including how to properly prepare the dental treatment room and all dental armamentarium (tools, instruments, equipment, etc.) used for patient treatment as well as the most current guidelines regarding infection control and sterilization procedures. Students learn about infection control procedures, personal attire, protective barriers, sterilization, and disinfection procedures, and why they are so important in the dental office. Students study the microorganisms that cause AIDS, hepatitis B, and herpes and how they are transmitted. This unit covers oral pathology, including temporomandibular joint problems, oral cancer, and the formation of dental caries.

### **Module 5: Instruments & Oral Surgery**

This study unit introduces students to the different instruments and pieces of equipment, handpieces, and accessories typically found in a dental operatory (treatment room). The specialties of endodontics and oral and maxillofacial surgery will be covered including specialty descriptions, explanations for the different procedures and the types of instruments used. Students learn the various artificial appliances that can be used when needed. The endodontics section of this study unit describes various endodontic conditions, diagnostic methods, instrumentation, and procedures (including root canal therapy).

### **DA 101 Lab: Basic Chairside Assisting & Infection Control**

Students are given explanations of homework assignments in the textbook, demo of the simulation software and other videos, office tour and orientation/operation of all equipment. Patient education videos are viewed to get "up to speed" as to the scope of modern dental treatments available. Students are oriented to the school and receive our video platform on-boarding. General Introduction to terminology and equipment, including vocabulary and definitions, equipment set up and list, maintenance and safety review are covered.

The divisions of specialties in dentistry, professionalism, dress and personal appearance, and HIPPA regulations as related to patient confidentiality are reviewed. Students learn the non-technical sides of Dental Assisting including professionalism, the dental team, law, and ethics.

Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental clinic, proper handwashing technique, proper ultrasonic and autoclave use; disinfection control and procedures and placing barriers in the treatment room, plaster room, sterilizer room, and in the dental office. Mechanisms of disinfection, sterilization, OSHA, MSDS sheets and the goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards.

Students demonstrate office opening and closing procedures, taking patient medical histories, vital signs, set-up and teardown of treatment rooms, equipment, and instruments, operation, and positioning options of various dental chairs. lights, hand piece set-up and hand piece bur-changing, three-way syringes, etc. Four handed dentistry, including but not limited to operatory set up, instrument transfer, isolation techniques (how to use cotton rolls, dry angles, and rubber dams), suctioning (use of high-volume suctions and low - volume suction including how to keep the patient comfortable during a dental procedure, how to hold the high-volume suction so that it efficiently removes liquid and saliva without suctioning the patients' cheeks, tongue or other oral structures) are covered. Basic procedure tray set ups are also demonstrated by the student.

Dental Dam application and uses, suctioning and retraction techniques, instrument transfer and demonstration, techniques to ensure visibility for the Doctor (patient positioning, mirror cleaning techniques, and maintaining lighting), tub and tray setups for various procedures, handpiece sterilization and maintenance are covered. Students learn the appropriate protective attire for both dental professionals and patients.

Local Anesthesia – the anatomical locations for each injection type (including mandibular blocks, infiltration, long buccal, gow gates, palatal), different anesthetics used and percentage of epinephrine and why each may be selected for a particular procedure; how to place anesthetic carpule into syringe and place needle onto syringe are taught and demonstrated. Students learn about anesthetic syringes and local anesthesia; transfer to the Doctor, needle-stick prevention, and proper sharps disposal.

### **Module 6: Impression & Lab Materials**

This unit introduces students to the three types of impressions taken in a dental office, the types of impression trays and their characteristics of use, and discusses hydrocolloid impression materials and their uses, mixing techniques, and application. Students learn about elastomeric Impression Materials and Occlusal Students will have the opportunity to learn about the legal implications of creating and maintaining clinical records and technology's role in the dental office. This unit discusses the safety precautions that should be taken in the dental laboratory as well as the types of equipment found in a dental laboratory and describes their uses. This unit also covers dental models, including the role of dental models, gypsum products and their role in the making of dental models, and the three methods of pouring dental models. Students learn the three types of custom impression trays and describe their use and will be able to identify the types of dental waxes and describe their use. Students learn the four vital signs routinely taken in the dental office and what to do in case of a medical emergency. Finally, the unit covers the composition and application of topical anesthetics, the composition and application of local anesthetic agents, injection techniques used for local anesthesia administration, the setup for local anesthesia and sedation, and general anesthesia. Students learn the importance of documenting anesthesia and pain control.

### **Module 9: Restorative & Esthetic Materials**

This unit introduces students to restorative and esthetic dentistry, along with the dental assistant's role in providing this type of care in general dentistry. Students learn about cavity preparation, permanent restorations, complex restorations, veneers, and teeth-whitening. Students are introduced to topics related to restorative and esthetic dental materials, and learn the properties of dental materials,

including mechanical properties, thermal change, electrical properties, corrosive properties, solubility, and application properties. This study unit covers direct restorations using amalgam and indirect restorations using gold-noble metal alloys and ceramic castings. Students learn how and why cavity liners are used in restoring tooth structure, how and why cavity sealers are used including varnish, how and why desensitizers are used in restoring tooth structure, and how and why dental bases are used in the restoration of tooth structure. Students will understand the etching process of a tooth and its importance in the bonding of tooth and material, bonding systems and how they provide better adherence of dental materials to the tooth structure. Dental cement is also covered in this unit.

### **DA 102 Lab: Alginate Impressions & Model Pouring/Trimming**

Students learn about the various types of fillings, such as, amalgam, composite, and glass ionomer filling materials; how to assist the dentist during a filling; preparation with the different types of equipment (including high speed handpiece, slow speed handpiece, air abrasion and water laser; review of instruments used in filling preparation and filling restoration). Students will learn how to mix glass ionomers or liner, how to triturate glass ionomer or amalgam, how to load and unload composite gun, how to use curing light, and how to assist while the dentist adjusts patient bite.

The model pouring and trimming portion of this section includes review of how to mix yellow stone; what ratio of stone to water; how to measure each, how to mix; how to use a dental vibrator for stone; how to get the proper pour with minimum bubbles; how long for stone to set; how to remove setup stone from alginate; how to turn on trimmer; how to use running water while trimming stone; how to trim stone properly and to what shape (orthodontic geometric or model trim for doctors use.)

Students are introduced to topics related to preliminary and final impression materials as well as laboratory procedures. This unit will also cover the different types of alginates, how to flavor, colorized version, ratio of powder to water, mixing, how to load tray, how to place tray in patients' mouth, how long to wait for alginate to set up, and how to remove set up alginate from patients' mouth. Students will produce alginate impressions of the upper and lower arches.

### **Module 4: Oral Diagnosis & Dentrix**

This study unit covers the examination and diagnostic techniques used for patient assessment including documentation, instrumentation, digital imaging, and digital photography. Students will also learn how to use the Dentrix Practice- Dental Software program including digital dental charting, scheduling appointments, entering procedures, treatment plans, and importing images.

### **Module 7: Provisional Coverage**

This study unit introduces students to topics related to provisional coverage, including indications for a crown or fixed-bridge preparation and types of provisional coverage. Students will have the opportunity to learn about custom provisional coverage, preformed polymer and polycarbonate crowns, and aluminum crowns, procedures for expanded functions, such as fabricating and cementing a custom acrylic provisional crown or bridge, fabricating and cementing a preformed provisional crown, and fitting and cementing a preformed polycarbonate crown.

### **DA 103 Lab: Provisional Coverage, Charting & Dentrix**

Dentrix- Patient Charting – Students learn how to chart existing conditions and treatment plans using procedure buttons and codes including how to write up a clinical chart, progress notes and the customization of a patient's chart.

Treatment Planning - Phasing treatments and preparing a professional looking written presentation for patients is discussed. Students learn how to put in disclaimers to customize treatment plans along with the tracking lab cases.

Review of charting and treatment planning and all Occupational Safety and Health Administration (OSHA) regulations will be taught as it pertains to the role of a dental assistant.

Job Interviewing Skills – Students will learn how to prepare for job interviews. This unit will teach students how to dress properly for a job interview, time management, and how to prepare for any interview assessments. Students will undergo a mock interview to prepare them for the interview process.

Provisional Coverage - Crown and Bridge Procedures – Students are taught what a crown is, why it is needed, and the materials used to create crowns. Students will learn and demonstrate operatory set up for a crown procedure, (instruments used and materials needed including: impression materials, bite registration material, temporary restoration material), how to assist during the preparation of a crown, where to place suction, how to keep doctors mirror clean, how to mix build up materials and learn the components of a buildup, how to pack cord, how to mix impression material and tray placement for a doctor to take impressions. This unit will reinforce what impression material the doctor uses around the crown preparation, how to make temporary restoration using luxatemp and tempbond (other materials available for temporary use, e.g., aluminum crown forms) is covered. Students learn the different types of fixed prosthodontics restorations. Students learn the different types of fixed prosthodontics restorations, removable Prosthodontics (RPD) in the replacement of missing teeth, the components of both the partial and complete RPD's and the various steps necessary during replacement appointment.

Students learn the proper technique for expelling impression materials, how to fabricate and adjust temporary materials. Students are introduced to the steps involved in the fabrication and installation of complete (full) and partial dentures and asked to practice putting tray set-ups together for each stage of removable and prosthodontic fabrication and delivery.

This unit also covers Shade Guides and their proper use. Students learn the procedure performed of the pulp of a primary or newly erupted permanent tooth that has been exposed. Students are taught to set up trays for the pulpotomy and stainless crown placement procedure with the use of a clinical video of crown preparation.

### **Module 3A: Pediatric Dentistry & Dental Caries**

This study unit introduces students to the specialty of pediatric dentistry, the different procedures and the dental instruments used with young patients. Students will learn about preventive dentistry and the role of good nutrition in maintaining dental health and about dental plaque and the associated bacteria that cause caries and periodontal disease. This study unit also covers how to remove plaque and calculus from the teeth by using proper home-care techniques such as brushing, flossing, and the use of irrigation devices and fluoride. Students will properly learn the basics of nutrition, and key nutrients needed in the body to enhance healthy gum and oral hygiene. Students learn about dental sealants and dental form for the treatment of patients. Covered are the standardized systems of charting dental conditions, coronal polishing, restorative dentistry, tooth identification, and cavity classification as well as how to interpret the charting to the dentist with whom they work with or referrals to a dental practice.

### **Module 12: Dental Photography**

This study unit introduces students to the fundamentals and dental photography equipment selection including the right camera gear and accessories used for clinical photography in the dental practice.

The science behind the camera system, and the basics of handling the camera, parameter adjustments, knowing its significance, framing, shooting, proper equipment safety and management and how to take photographs in a clinical setting in QuickTime with optimized patient comfort are discussed. Students also learn post-processing with the help software and preparing images for clinical presentations.

#### **DA 104 Lab: Matrix Systems, Moisture Control & Instruments Review & CPR**

Students will develop the necessary skills to perform and/or assist in restorative procedures with a focus on Class II composites and quadrant completion. Removable Prosthodontics are covered to enhance the students' knowledge in the adjustment and delivery of prosthetics. Students will perform procedures within a time limit to stay on schedule and produce quality restorations. Students will work in teams to further develop their soft skills needed in the dental industry. This unit teaches margin identification and retraction cord placement, troubleshooting cementation of permanent restorations, the distinction on what is heavy occlusion on a restoration and where to make adjustments. The placement of the tofflemire matrix and matrix free systems along with correct wedge selection and placement and an understanding of point angle and line angle is also demonstrated and discussed.

#### **Module 8: Basic Radiology**

This study unit introduces students to radiology, the use of X-radiation to study and diagnose conditions inside the tissues of the body. Topics such as radiation safety, how x-rays affect tissue, and how to protect yourself and the patient from radiation overexposure are taught. Students are instructed on how to produce x-rays using available electrical current, how to produce a radiograph, the parts of the dental x-ray machine and how to take care of and handle dental film as well as how to expose radiographs using a technique called paralleling. The qualities of a good diagnostic radiograph, how to process the exposed radiograph, how to avoid processing, exposure errors that may interfere with the diagnostic quality of the film, and how to prepare films for mounting and interpretation are covered. This unit will teach students how to use the bisected-angle technique to correct dimensional errors associated with placement difficulties.

#### **DA 105 Lab: Dental Radiology & RHS Exam Prep**

Students demonstrate procedures for preparing the patient for dental x-rays, assembling the Universal Measurement and Calibration Protocol (XCP) instruments/eezee grip holders, using traditional and digital equipment, performing radiographic surveys using both paralleling and bisecting techniques, processing, mounting and critiquing while adhering to radiation safety precautions and infection control standards. Dexter mannequin training is done in class (4 sets of x-rays, processing, critiquing and mounting) and the clinical portion will be done on 4 patients. One FMX (full mouth x-ray) will be done in class with regular film. The remaining 4 patients required can be done on a scheduled clinical rotation with either regular film or digital.

Students learn basic x-ray techniques including how to take a full mouth series of x-rays. Students are required to take x-rays, develop and mount radiographs. Students also learn about Bitewing x-rays (BWX): how to position the patient; how to position the film; using digital film for each group of teeth needed for BWX; how to position film so that all contacts are open; how to position film so that the BWX is symmetrical and what to do when patient has a very small mouth, gag reflex or other complications. Practice is also done using the bisecting technique with Rinn holders, paralleling technique without holders (as needed), proper mounting of individual, BWX and complete series, tooth identification landmarks, upper versus lower, and right versus left.

#### **Module 10: Fixed Prosthodontics Parts 1 & 2**

This study unit introduces students to the preparation, making, and placement of indirect restorations including crowns, inlays, onlays, veneers, and bridges. Students will learn how to identify the indications and contraindications for fixed dental prosthodontics, the components of a fixed bridge, the steps for a diagnostic workup, and the role of the laboratory technician. Core buildups, pins, and posts in crown retention and the function of provisional coverage for a crown or fixed bridge including the placement and removal of a gingival retraction cord, and how to assist in the preparation and cementation procedures of an indirect restoration.

### **Module 11: Removable Prosthodontics & Dental Implants**

In this study unit, students will learn about topics related to removable prosthodontics including both partial and full dentures, assisting in the delivery of a partial or full denture, procedures for assisting in a wax denture try-in, and patient education relating to removable partial and full dentures, along with immediate dentures, overdentures, and denture relining and repairs. Students are introduced to the pathologic conditions of the oral cavity, the categories of diagnostic information, oral lesions, diseases of the oral soft tissues, conditions of the tongue, oral cancer, the oral manifestations of Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS), developmental disorders along with other disorders including abrasion, attrition, bruxism, bulimia, and orofacial piercings. Covered are topics related to dental implants including the indications and contraindications to implants, the patient's psychological evaluation, dental examination, medical history, and evaluation of the dental implant, specialized radiographs, diagnostic casts, surgical stents, and the types of dental implants and how to properly prepare for implant surgery and proper follow-up care.

### **DA 106 Lab: Room Setup, Mock Chairside Assisting**

Students learn and demonstrate four handed dentistry, including but not limited to operatory set up, instrument transfer, isolation techniques (how to use cotton rolls, dry angles, and rubber dams), suctioning (use of high-volume suctions and low - volume suction including how to keep the patient comfortable during a dental procedure, how to hold the high-volume suction so that it efficiently removes liquid and saliva without suctioning the patients' cheeks, tongue or other oral structures), and learn the basic procedural tray set ups.

### **Module 3B: Coronal Polishing & Sealants**

Students will learn how to identify the types of stains, deposits and assist in coronal polishing and are able to understand the role of the dental assistant in providing support during polishing procedures.

Students will have the opportunity to learn about dental sealants, including the clinical indications for and contraindications to dental sealants and the rationales for filled and unfilled sealant materials. Students will learn and describe the two types of polymerizations, explain the most important factor in sealant retention, and demonstrate the steps in the application of dental sealants as it relates to the patient and operator.

### **DA 107 Lab: Coronal Polishing & Sealants**

Coronal Polish - Students will train in using a slow-speed handpiece, learn the principles of coronal polishing, practice operator & patient positioning/ergonomics, polishing coronal surfaces of teeth using preferred polishing technique, polishing agents, practice coronal polish on typodonts, coronal polish and practical with disclosing solution.

Dental Sealants – Students will learn the armamentarium needed to place sealants, compare the various types of sealant material, educate patients and/or parents with regards to sealants, state the negative aspects of acid etching, practice the various methods of moisture control necessary when

applying sealants, prepare a tooth for a sealant including isolation and acid etching, seal a tooth following a predetermined regimen, and self - evaluate the success of sealant placement.

#### **DA 108: Online Final Exam**

The online Final Exam portion will consist of 50 to 100 multiple-choice questions concerning all subjects covered in the online lectures' component of the program.

#### **DA 108 Lab: Chairside Economical Restoration of Esthetic Ceramic (Cerec), Procedures & Practical Final Exam**

Students will understand how to utilize CEREC technology to restore bridges and implants. They will learn to recognize ideal preparation designs for inlays, onlays, veneers and crowns, the different design techniques of Biogeneric Individual, Biogeneric Copy, and Copy and Mirror and how they work and when to use them. Students will navigate through hands-on CEREC workstations with stain and glaze exercises. Students learn ideal polishing techniques for esthetic restorations, cementation techniques, and fabrication of inlays, onlays, crowns, bridges. The Practical Final Exam consists of mock dental assisting for dental procedures (Station 1 -evaluation of proper patient position, proper suction placement, and proper instrument transfer), (Station 2 - Radiology) (Station 3 - taking impression, pouring up impression in yellow stone, trimming model), (Station 4 - making temporary crown) (Station 5 - Sterilization and Infection Control) (Station 6 - Charting and Dentrix).

#### **Externship (24 hours)**

The externship is designed to expose students to a working schedule and responsibilities of a dental assistant. After students have completed all requirements of weeks one (1) through 10 of the program, they will be assigned to a two (2) week rotation schedule in a dental practice. It is the student's responsibility to ensure adequate travel to and from the externship site.

**The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the practice.**

## TUITION COSTS AND FEES

Each student participating in the dental assisting program will be provided with one (1) textbook (borrowed), study aids, notes, one (1) pair of scrub pants, one (1) Smile Plus Dental Assistant Academy t-shirt, and one (1) pair of safety glasses. An optional Android tablet (borrowed) is also available upon request to those students who do not have a way to access the Smile Plus Dental Assistant Academy Online Platform. The total cost of the program includes a student's first attempt at passing the Radiation Health and Safety (RHS) Exam. Any failed attempts requiring a student to retake this exam must be covered and paid for by the student.

Tuition: \$3,035.00

Registration fee: \$50.00

Textbook, uniform, supplies, & equipment: \$565.00

Online Platform: \$300

Radiation Health & Safety (RHS) exam: \$270.00 (This includes the cost of the 1<sup>st</sup> attempt)

Basic Life Support Cardiopulmonary Resuscitation (CPR) certification: \$110.00 (Students that have obtained CPR certification will not be assessed \$110 CPR fee)

**Total cost of Dental Assisting Program: \$4,330.00**

## PAYMENT PLANS AND FINANCING OPTIONS

Students are required to pay the \$50.00 Registration Fee and a \$400 deposit to enroll in the dental assisting program. To pay the remaining balance, students can choose from one of the payment options below. These payment and financing options are available to all students at Smile Plus Dental Assistant Academy. Students may choose to pay an additional deposit to lower payment amounts.

Please discuss any further questions or concerns with Smile Plus Dental Assistant Academy.

PAYMENT PLAN OPTION	REMAINING BALANCE	FULL PAYMENT
<b>Full Payment:</b> Students electing this plan <b>receive a \$200 discount.</b> Students electing this plan must remit full payment at the time of registration, less \$50.00 Registration Fee and \$550 deposit.	\$3,680.00	\$4,130.00
<b>Short Term Financing (3-6 Month):</b> Students electing this payment plan may finance the program tuition in the amount of <b>\$3,730.00</b> , less a \$50.00 Registration Fee and \$550 deposit due at the time of registration. <b>Students must select autopay enrollment at the time of payment.</b>  A low 11% simple interest rate per month is applied to the financed	<b>3-Monthly Payments \$1,266.20 Or 4-Monthly Payments \$954.00 Or</b>  \$4,330.00 + 11% Interest	

<p>amount, making it simple and manageable to spread payments over 3–6 months.</p> <p>Students must remit monthly payments <b>due on either the 1st or the 16th of each month</b>, depending on the student's selected billing cycle.</p> <p><b>Monthly Payment Options (11% per month interest):</b></p> <ul style="list-style-type: none"> <li>• <b>3-Month Plan: \$\$1,266.20</b></li> <li>• <b>4-Month Plan: \$954.00</b></li> <li>• <b>5-Month Plan: \$767.00</b></li> <li>• <b>6-Month Plan: \$642.00</b></li> </ul> <p>Once a plan is selected, <b>Smiles Plus Dental Assistant Academy</b> will submit the payment schedule to <b>TFC Tuition Financing</b>, our third-party payment processor. TFC will send an email invitation to create a password and activate a secure <b>student payment portal</b>, where all monthly payments are made and managed.</p> <p><b>There is a 10-day grace period on payments, after which payments will be considered late.</b></p> <p>The <b>\$550.00 deposit</b> and <b>\$50.00 non-refundable registration fee</b> due at the time of registration are <b>not included in the financed amount of \$3,730</b>.</p> <p><b>Payment Processing through TFC Tuition Financing:</b></p> <p>Students must remit monthly payments by the <b>assigned due date</b> to maintain positive account standing, as payment timeliness <b>will impact their credit history</b>. Early payoff is allowed and <b>will not incur any penalties</b>. If students stop making payments or have questions regarding credit impact, they may contact <b>TFC Tuition Financing</b> directly.</p> <p><b>TFC Student Account Services</b>  <b>Tel: (800) 872-9832</b>  <b>Fax: (925) 498-2520</b>  <b>Monday through Friday 9am-11pm EST</b>  <b>Saturday 10am-4pm</b>  <b>Email: <a href="mailto:accountservices@tfccstudentinfo.com">accountservices@tfccstudentinfo.com</a></b>  <b>Website: <a href="http://www.tfccstudentinfo.com">www.tfccstudentinfo.com</a></b></p>	<p><b>5-Monthly Payments</b>  <b>\$767.00</b>  <b>Or</b>  <b>6-Monthly Payments</b>  <b>\$642.00</b></p>
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<p><b>Note:</b> TFC manages all billing and account servicing for the Academy. <b>Payment history and account standing with TFC may affect credit</b>, as delinquent or defaulted accounts may be reported to credit bureaus.</p>		
<p><b>Extended Monthly Payment Plan:</b> Students electing this payment plan may finance the program tuition in the amount of <b>\$3,730.00</b>. An 11% <b>interest rate is applied per month</b> to the financed amount, resulting in a total financed amount that varies by term length, as shown below. <b>Students must select autopay enrollment at the time of payment.</b></p> <p>The <b>\$550.00 deposit</b> and <b>\$50.00 non-refundable registration fee</b> due at the time of registration are <b>not included in the financed amount of \$3,730</b>.</p> <p><b>Monthly Payment Options (11% per month interest):</b></p> <ul style="list-style-type: none"> <li>• <b>\$553.00 for 7 months</b></li> <li>• <b>\$486.00 for 8 months</b></li> <li>• <b>\$434.00 for 9 months</b></li> <li>• <b>\$393.00 for 10 months</b></li> <li>• <b>\$359.00 for 11 months</b></li> <li>• <b>\$330.00 for 12 months</b></li> </ul> <p><b>Payments are due on either the 1st or the 16th of each month</b>, depending on the student's selected billing cycle.</p> <p><b>There is a 10-day grace period on payments, after which payments will be considered late.</b></p> <p>After you choose a payment plan, our Academy submits your schedule to TFC Tuition Financing. TFC will then email you an invitation to set up your secure account in their online portal. All monthly payments will be made through this portal. TFC manages billing and payment processing on behalf of the Academy. Because TFC services your account, your payment history may be reported to credit bureaus, and your account standing may affect your credit.</p>	<p><b>7-Monthly Payments:</b> \$553.00</p> <p><b>8-Monthly Payments:</b> \$486.00</p> <p><b>9-Monthly Payments:</b> \$434.00</p> <p><b>10-Monthly Payments:</b> \$393.00</p> <p><b>11-Monthly Payments:</b> \$359.00</p> <p><b>12-Monthly Payments:</b> \$330.00</p>	<p>\$4,330.00 + 11% Interest Rate</p>

## **CANCELLATION AND REFUND POLICY**

### **School Closure or Discontinuation of Program**

If the school closes or discontinues a program, the school will refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

### **Seven-Day Cancellation**

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed an enrollment agreement. This involves all fees paid to the school by the student or on behalf of the student.

### **After Seven-Day Cancellation Period, but Before Instruction Begins**

If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.

### **Refund for Students Who Withdraw After Instruction Begins**

If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

#### **Refund Chart**

Proportion of Total Course or Program Taught by Date of Withdrawal	Tuition Refund Amount
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of the withdrawal or termination.

### **Leave of Absence (LOA)**

In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

## **STUDENT SERVICES**

Smile Plus Dental Assistant Academy student success is the absolute top priority. It is the goal for every graduate of the dental assisting program to be ready to start work immediately. Because the quality and success of each (School) student is so important, the following services will be offered to ensure all students are given the opportunity to achieve their goals:

- Tutoring (private or in a group setting) for any student at Smile Plus Dental Assistant Academy \$25/hour
- Online webinars and chat sessions available to answer student questions
- Resume writing workshops
- Interviewing techniques with role playing
- Recommended externship sites
- Career counseling

## Academic Calendar

Smile Plus Dental Assistant Academy will be closed for the following holidays: Memorial Day, Labor Day, Fourth of July, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.

Cohort	First Day of Class	Last Day of Class	Anticipated Completion Date
1	March 3, 2025	April 26, 2025	May 10, 2025
2	May 5, 2025	June 28, 2025	July 12, 2025
3	July 7, 2025	August 30, 2025	September 13, 2025
4	September 8, 2025	November 1, 2025	November 15, 2025

Classes are held on Tuesday/Thursday 6:00pm – 10:00pm or Saturdays 8:00am – 5:00pm.

In case of inclement weather school closing, students will be notified via text message. Students will not be notified by email, local news, or radio stations. Any missed lab session will be made up on a day and time that will be determined by the school before the next scheduled lab session.

## Postponement of Start Date

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 the student, and
- A deadline for the new start date, beyond which the start date will not be postponed.
- If a new start date cannot be agreed upon by both parties, then a full refund will be issued to the student within 30 days of the decision.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date.

## Attendance Policy

Due to the intensive, fast-paced nature of the program, consistent attendance is essential. Students are strongly encouraged to attend all scheduled in-person classes. Daily attendance is recorded and reviewed weekly. Students are required to inform their instructor immediately to make up any assignments and/or clock hours of the program. Any student missing 10 hours or more from in-person class/clinical time will be dismissed from the program

## Attendance Requirements

- Students who accumulate more than 10 hours of absences (including late arrivals or early departures) will be dismissed from the program and subject to the refund policy.
- Any missed time—including arriving late or leaving early—counts toward the 10-hour limit.
- Students are responsible for notifying the instructor immediately to coordinate make-up assignments and/or missed clock hours.

## Progress Monitoring

- Attendance evaluations will be distributed at:
  - Week 4 – No more than 3 hours of absences allowed
  - Week 7 – No more than 6 hours of absences allowed
- Any time missed must be made up promptly to remain in good standing.
- Students must complete all 130 clock hours of the program to be eligible for graduation.

## Withdrawal and Dismissal

- A student will be considered withdrawn from the program if they miss more than 10 hours of class or clinical time without prior arrangements.
- Smiles Plus Dental Assistant Academy does not offer a probationary period for excessive absences. Students who exceed the absence limit will be dismissed in accordance with the refund policy.

## Completion of Online Modules

- Completion of online modules is required prior to attending in-person sessions.
- Failure to complete required online work before class will result in an unexcused absence for that day.
- Students must stay up to date with all online coursework in order to progress in the program.

Students who are unable to continue classes for medical or personal reasons will be required to take a leave of absence. Please refer to the Leave of Absence policy (page 24).

**Students must complete all 130 clock hours of the program to graduate.**

## Make-Up Policy

Students are required to make up any missed assignments and hours of the program. There will be no additional charge for make-up sessions.

Make up sessions will be scheduled by the instructor of the course with the student.

### **Leave of Absence (LOA) Policy**

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, students may take a LOA. Students must submit a written notification describing why they are taking time off, how long they expect to be absent, and their expected return date. Please Note: A LOA cannot exceed more than 14 consecutive calendar days.

**LOA's are considered withdrawal** if a student does not return on or by the agreed upon date, the school must treat the student as a withdrawal, and the date that the leave of absence was received by the school should be considered the last date of attendance for refund purposes.

Students under a LOA must make up all missed assignments and clock hours.

### **Probationary Period**

Smiles Plus Dental Assistant Academy does not have a probationary period.

## **ACADEMIC POLICY**

### **Homework**

Students are required to complete all homework assignments for each module to receive their certificate of completion. Homework is graded on the percentage-based grading scale shown below.

### **Exams**

Exams for each module will be taken online and will cover the coursework and material for that module. Students will be graded on the percentage-based scale shown below. The exams indicate the student's capabilities and readiness for the workforce to apply the principles taught throughout the course. For this reason, the student will be allowed to fail (69% or less) only one exam. If the student fails an exam, they will be allowed to review the exam with the instructor and ask any necessary questions. The student will then be permitted to retake the exam. If the student fails the first exam and wishes to have a private tutoring session with an instructor before the second exam, that can be arranged for the student. If the exam is failed twice, **the student will be academically dismissed from the program and subject to refund policy as outlined in the catalog.**

### **Grading Scale**

A = 90% – 100% Excellent

B = 80% – 89% Above Average

C = 70% – 79% Average

D = 60% – 69% Below Average/Fail

P/F = Pass or Fail (Externship Grading Only)

### **Satisfactory Academic Progress Policy**

Students must maintain satisfactory academic progress to remain enrolled. To maintain satisfactory academic progress, the student is required to pass each exam. The program in which the student is enrolled must be completed in no more than 120% of the clock hours required. Students must maintain a grade point minimum of 70% (C) or higher for at least 50% of the program.

Students will receive academic evaluations at week 4 and week 7. At week 4 and 7, students should have a minimum grade point of 70%.

### **Tutoring**

Tutoring services are available to enrollees of the program. There is a \$25.00 nonrefundable fee (per hour) assessed to each student requiring tutoring support. This fee includes up to 1 hour of tutoring support.

### **Grade Reporting & Transcripts**

Grades for every student are recorded online at the completion of every module. Cumulative grades will be calculated at 4 weeks and at the end of the program after the final test and before graduation. All records will be kept in a digital format after the student's graduation. Students can request a transcript by notifying the administration department in writing.

## **TRANSFER POLICY**

Smile Plus Dental Assistant Academy does not grant credit/time for prior education, training, or experience, except for receiving evidence that provides satisfactory evidence that they have a current CPR/BLS Certification, in which case, the student will not be required to take the CPR/BLS

Certification course. The respective costs associated with the CPR/BLS Certification (listed under Tuition, Costs, & Fees) will not be charged to the student. It must not be assumed that any courses described in the school's catalog can be transferred to another institution.

Smile Plus Dental Assistant Academy makes no representations or assertions whatsoever, that courses completed in our program would transfer to any other institution, or any other educational, learning, vocational school nor does Smile Plus Dental Assistant Academy accepts transfer credit or clock hours from any other school or entity, or otherwise denotes in this catalog. It should not be assumed that any courses or certificate of completion, described in Smile Plus Dental Assistant Academy's catalog can be transferred to another institution.

Information concerning other institutions' acceptance of the Smile Plus Dental Assistant Academy courses toward their programs should be obtained by contacting the receiving institution. Any decision on the comparability, appropriateness, and applicability of courses and whether they should be accepted is the decision of the receiving institution.

## **DISMISSAL POLICY**

A student can be dismissed from Smile Plus Dental Assistant Academy at any time for the following reasons:

### **Academic Failure**

In the unfortunate circumstance that an exam is failed (score below 70%) two times, the student will be dismissed from the program.

### **Clinical Failure**

- Unsafe practice in the clinical area.
- Inappropriate behavior towards a patient, other student, or instructor/staff.
- Student attendance rate falls below 89% and absence is unapproved.

### **False and Fraudulent Behavior**

We at Smile Plus Dental Assistant Academy believe that the most important qualities a healthcare professional can possess are honesty, integrity, and compassion. We hold our students to the highest standard and expect them to carry themselves in an ethical and professional manner. There will be no tolerance for any type of cheating or academic dishonesty in any aspect of the program.

### **Breach of Patient Confidentiality**

Sharing any patient information with anyone who is not involved in their immediate care, and/or improper handling of any patient documentation.

## **RE-ENROLLMENT POLICY**

Students who were dismissed can apply, in writing, to the school Director to be re-admitted into a subsequent program. The Director's decision and any conditions pertaining thereto, including credit for previous training at Smiles Plus Dental Assistant Academy, is at his/her sole discretion and will be advised of the outcome of such within 5 business days of receipt of the students' written application. If the student enrolls to repeat a subject that is no longer offered, the school Director will select an appropriate substitute subject for the student to meet that part of the program requirement.

Students whose enrollments are terminated for violation of the attendance policy may not reenroll before the start of the next progress evaluation period. This provision will not circumvent the approved refund policy.

### **Reenrollment after Dismissal for Violation of Student Conduct Expectations**

A student whose enrollment was terminated for violation of the school's rules, regulations and conduct code, that did not result in the involvement of law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

## **CONDUCT POLICY**

### **Electronic Devices**

No personal audio/visual devices (cellphones, iPods, CD players), with or without headphones are permitted at any time. Due to the disruption caused by pagers and cell phones, students are advised to turn them off while on school property, with the exception of designated breaks.

### **Smoking Policy**

Smile Plus Dental Assistant Academy is located in a non-smoking professional clinic. There is no smoking in the clinic, especially in the bathrooms. Failure to adhere to the smoking policy is grounds for termination and extends to the externship site.

### **Conduct Standards**

The use of drugs, alcoholic beverages, vulgar behavior, profanity, hazing, sexual harassment, intimidation, discrimination of any kind, cheating, failure to pay fees, carrying concealed or potentially dangerous weapons, falsifying records, in or on the Smile Plus Dental Assistant Academy premises are strictly prohibited. Failure to comply are grounds for termination.

### **Expected Acceptable Standards of Conduct include behavior that:**

- Adheres to the highest level of professionalism, honesty and integrity.
- Is civil, courteous, and respectful of all members of the community, their property and the property of the school.
- Encourages responsibility and prohibits the unlawful use of alcohol, illicit drugs, other substances and weapons etc.
- Promotes equality and safety of its members and opposes those acts that harass, intimidate, or haze its members.

Conduct violations will be brought to the attention of the school owners who will, in conference with the student and the instructor, determine whether such violation in fact occurred and the student's continued participation in the program. Students who are found in violation of Smile Plus Dental Assistant Academy Standards of Conduct may be terminated. Students dismissed for Conduct Policy violations can appeal the decision by writing to the school owners. Based on the circumstances, the school owners have the final decision.

## **STUDENT GRIEVANCE POLICY**

Grievances are defined as any student concern regarding the school programs, services, or staff.

1. Any student who has a grievance should first make an appointment with their instructor to resolve.
2. If the grievance is not adequately resolved with the instructor, or the grievance is with their instructor, the student can file the grievance in writing with the school director, Dr. Kelson, mailed or delivered to 801 Wayne Avenue, Suite 101, Silver Spring, MD 20910. The written grievance should contain:
  - a. Student's full name and contact details including telephone number/s, email and mailing address.
  - a. A statement of the grievance including dates, times, instructors and if applicable, other students involved.
3. The school director, will within 2 business days of receipt of the grievance, contact the student to set an appointment date to meet within the next 5 business days.
4. At the meeting every effort will be made to bring an amicable closure to the student's grievance. The student will be notified in writing within two business days of the outcome of the meeting.

**None of the school's policies or procedures prevents students from contacting the Maryland Higher Education Commission Career and Workforce Education directly.**

In addition, grievances that are not satisfactorily resolved by the school Director may be brought to the attention of or appealed to:

The Maryland Higher Education Commission Career and Workforce Education,  
217 E. Redwood Street, 21<sup>st</sup> Floor  
Baltimore, Maryland 21202  
Email: PCS.MHEC@maryland.gov  
Phone: 410-767-3301

The Maryland State Board of Dental Examiners  
55 Wade Avenue/Tulip Drive  
SGHC-Benjamin Rush Building  
Catonsville, MD 21228

The Maryland Office of the Attorney General, Consumer Affairs  
200 St. Paul Place  
Baltimore, MD 21202  
Phone: 888-743-0023 or 410-528-8662.

## **STUDENT ACKNOWLEDGEMENT**

### **The Student Understands:**

1. Smile Plus Dental Assistant Academy does not accept credit for previous education, training, work experience.
2. Smile Plus Dental Assistant Academy does not guarantee job placement to graduates upon program completion or upon graduation.
3. Smile Plus Dental Assistant Academy reserves the right to reschedule the program start date when the number of the students scheduled is too small.
4. Smile Plus Dental Assistant Academy will not be responsible for any statement of policy or procedure that does not appear in the school catalog.
5. Smile Plus Dental Assistant Academy reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by the school policies.
6. Smile Plus Dental Assistant Academy does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.