

THE PROFESSIONAL INSTITUTE

of

DENTAL ASSISTING, INC.

1714 NORTH RANDALL AVENUE
JANESVILLE, WI 53545
(608-751-4452)

AN EIGHT-WEEK COURSE OF DENTAL ASSISTING

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PRESIDENT
INSTRUCTOR

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INSTRUCTOR

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A. INTRODUCTION

The **Professional Institute of Dental Assisting, Inc.**, is a corporation established in 1998 by Dr. David S. Robinson, D.D.S., who is President of the school.

Dr. David S. RobinsonSchool Administrator/Instructor
Angela Hermanson, CDA, BSE Instructor
Rebecca Robinson Administrative Assistant

B. ENROLLMENT

Students may enroll in a scheduled class any time up to and including its starting day. Students will be encouraged not to enroll after the first class has started except for make-up purposes.

C. ENROLLMENT REQUIREMENTS

Applicants must be 18 years of age. A high school diploma or GED is strongly recommended. For students to gain full benefit from this program applicants must be able to read and write the English language.

D. SCHOOL REGULATIONS

1. Students are required to complete the Student Application, complete the interview process with school staff, and complete the Enrollment Agreement.
2. Students are required to sign the Attendance Card at the beginning of each class. Should a student be unable to attend a class by reason of illness or other reason, the school office should be notified, (608-751-4452) as appropriate, and such class time must be made up at a charge to the student. The class time must be made up by the next lecture period. The school does not differentiate between unexcused and excused absences.
3. Students are expected to be on time for all classes. Should a student be more than one half hour late for class, the instructor will indicate such on the student's attendance card. Time and class material will have to be made up at the direction of the instructor. It is the student's responsibility to contact the instructor for any make up session.

4. Should a student find it necessary to take a leave of absence from the school, notification to the school office is necessary, (608-751-4452), in advance. **Classes missed will be made up with in a week.** Students are not suspended or dismissed for unsatisfactory attendance, unless a student has numerous missed classes and falls so far behind that the work cannot be made up.
5. **Fees for missed classes/make up time: The fee for a missed lecture or clinical session is \$100.00/session. That fee is due prior to class make up time. There will be no exceptions.**
6. Students will be required to remove all facial piercing and cover all visible tattoos when using the clinical areas and school facility. If the student fails to do this, they will be asked to leave the clinic and lecture/clinical time will need to be rescheduled.
7. Young children requiring supervision are not allowed to be present during clinical work days as the office will not be responsible for watching them.

PROBATIONARY PERIOD: The **Professional Institute of Dental Assisting Inc.**, does not have a probationary period.

E. SCHOOL POLICY

1. The tests given are a mid-term and a written final exam. The tests will be multiple choice/fill in the blank. The tests will determine the student's knowledge and aptitude. A practical clinical mid-term and a practical clinical final exam will also be given. The clinical portion of the exam will be a duty the student has performed in the clinical phase of the class. This portion of the exam will determine the student's skill level.
2. All tests will be graded by the instructors and returned to the student the next scheduled class period following the exam. Students are not suspended or dismissed for unsatisfactory grades or progress.
3. The school maintains a copy of the written/practical clinical Mid-Term and Final Exam. A daily attendance record is also maintained. For each clinical and practical subject, a record is kept of "S" (satisfactory) or "U" (unsatisfactory). These records are kept for a maximum of three years. After the three years, only a record of dates of attendance and final scores are kept.
4. Satisfactory completion of the course is (80) eighty hours of classroom instruction and (10) ten hours of clinical observation participation. **A \$50.00 penalty fee will be charged for any clinical observation participation that needs to be scheduled after the posted available hours.**
5. Graduation certificates will only be issued upon satisfactory completion of each of the clinical subject units, and a score of 75 or better on the Mid-Term written and practical exam, and a score of 75 or better on the Final written and practical clinical exam. At least (10) hours of clinical observation participation must be completed. CPR certification given only to students that receive the Certificate of Completion for the course.

F. GRADING SCHEDULE

The **Professional Institute of Dental Assisting, Inc. (PIDA)** offers its diploma on a “Satisfactory”, or “Unsatisfactory” basis. The student is rated ‘U’ or ‘S’ on an ongoing basis, with opportunity to raise proficiency in dexterous skill throughout each class period.

Academically, the student is graded at Mid-Term and Final. A numerical grade on a scale of 0-100 will determine pass/fail. If a student does not receive a 75 or higher, the student will be given opportunity to retake the test until a satisfactory grade is obtained. Each written retake is an additional \$50.00. If a student after two attempts to achieve a satisfactory “S” grade is unsuccessful, the student will be terminated from classes with **PIDA**.

Clinically, the student is graded at Mid-term and Final. A numerical grade on a scale of 0-100 will determine pass/fail. If a student does not receive a 75 or higher, the student will be given opportunity to retake the test until a satisfactory grade is obtained. Each clinical retake is an additional \$100.00. If a student after two attempts to achieve a satisfactory “S” grade is unsuccessful, the student will be terminated from classes with **PIDA**.

A student, who simply does not demonstrate the skills, interest, or success potential to become a dental assistant, will be advised by the instructor to drop from the course, or prove proficiency to a satisfactory level.

G. PROGRAM OBJECTIVES

The **Professional Institute of Dental Assisting, Inc.** serves to teach/train the student to understand the scope of dental assisting. Offering the student exposure toward becoming a fully cross-trained assistant. This course offers the initial training/practice needed to qualify the student to become a serious job candidate. Should a student require additional help, tutors are available for an hourly fee of \$35.00.

H. DISMISSAL AND CONDUCT

Mature behavior and conduct consistent with the highest business standards are expected of each student. The school reserves the right to suspend or dismiss a student who engages in unsatisfactory conduct such as dishonesty, failure to adhere to school rules and regulations, destruction or theft of school property, activity which impinges on the rights of others, possession or consumption of alcoholic beverages, smoking or illegal drugs in any part of the classroom/administration building or school premises at any time.

Any student suspended or dismissed due to behaviors listed above will not be readmitted and refunds are subject to the refund policy.

I. **TUITION** FOR THE EIGHT WEEK COURSE IS \$3,995.00

Tuition will be paid in **FULL** upon acceptance into the program to assure a held position in the course. Payment may be made by cash, personal check, money order, MasterCard, or Visa. Some students may have individual financial agreements set up through the program (Certificate of Completion not received until balance paid in full).

J. **SCHEDULE OF CLASSES** (tuition includes):

1. Twenty intensive, training sessions held for eight weeks:
Wednesdays 5:00 p.m. - 8:30 p.m.
Thursdays 5:00 p.m. – 8:30 p.m.
Saturdays 8:00 a.m. – 12:30 p.m.

***course schedule subject to change according to class requirements

2. Clinical Observation Time, which will be set up accordingly and equal to (10) ten hours or more per student.
3. Dental Assisting Manual/Handbook.
4. Course Syllabus.
5. All training aids, instruments, and material for hands on procedures.
6. Lab coat, safety glasses, gloves, and masks.
7. Study Guides.
8. Certificate of Achievement on Dental Assisting.
9. Textbook, Workbook and Instrument Guide.

Meals are not included.

The **Professional Institute of Dental Assisting, Inc.**, reserves the right to cancel any course due to insufficient enrollment. All fees will be promptly refunded.

K. PREVIOUS SCHOOLING

1. A high school diploma or GED is strongly recommended. No previous dental office experience is necessary.
2. The school does not grant advanced standing for prior education and training.
3. Students will not be given a degree/certification, or any credits for completion of this program.

L. RE-ENROLLMENT POLICY

Should a student have to withdraw from the dental assisting course within the first four weeks, the student may re-enroll by:

1. Notify the school in writing as to the reason of withdrawing.
2. Request re-enrollment in writing addressed to the school administrator at: 1714 North Randall Ave., Janesville, WI 53545.
3. Those students withdrawing within the first two weeks may re-enroll at no extra cost within one (1) year's time of the next class session when it is held.
4. Those students withdrawing after the first two weeks may re-enroll by completing the Student Application, the interview process, and by completing the Enrollment Agreement. If accepted those students will be subject to a prorated tuition fee (to be determined at that time).
5. Those students who wish to take a refresher course may re-enroll by completing the Student Application, the interview process, and by completing the Enrollment Agreement. If accepted those students will be required to pay 25% of the total tuition fee for the course. This applies to previous Professional Institute of Dental Assisting graduates only.

M. CLASS FACILITIES

Class time is held in Robinson & Prijic Family Dental Associates office. Students receive their classroom phase of the course in the lower level lecture/projection room. The classroom will be equipped with table and chairs. A DVD player, projector, TV/VCR is also available for school use. The classroom has close proximity to restroom facilities.

Students will participate in a clinical rotation in a functioning dental office, observing/treating patients of Robinson & Prijic Family Dental Associates. This rotation will involve additional time outside of scheduled classes. The rotation will be posted well in advance and include day/evenings to accommodate students. Students must complete (10) ten hours or more, of clinical participation. Failure to do so will result in unsatisfactory status and the student will fail the course. Students are expected to follow the **SCHOOL REGULATIONS** (found on page 1) regarding attendance for clinical observation time.

Students will participate in a lab rotation held in a functioning dental lab: pouring and trimming models. This will be held in the lower level of Robinson & Prijic Family Dental Associates in J & K Dental Lab.

N. REFUND POLICY

A full refund will be made of all monies paid minus the \$100 application fee if cancellation is made within 3 business days after receiving notice of acceptance from the school. If the student withdraws from the course after 3 business days up to 30 days before course begins the student will receive ½ of the total tuition paid to P.I.D.A. If the student withdraws from the course after 30 days but before the first class the student will receive 25% of tuition paid. After the 1st class no refunds will be given. Refunds due to cancellations will be made within 10 business days. Cancellations must be in writing, mailed or personally delivered to an instructor at:

Professional Institute of Dental Assisting, Inc.
1714 North Randall Ave., Janesville, WI 53545

A student who does not attend a class for a period of 4 consecutive class days, without providing prior to or during that period, an explanation to the school regarding the absences will be considered to have withdrawn.

(See following page for cancellation form.)

O. CUSTOMER'S RIGHT TO CANCEL

_____ Date of Transaction

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned with ten (10) business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up with twenty (20) days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to The **Professional Institute of Dental Assisting, Inc., at 1714 North Randall Ave., Janesville, WI 53545**, no later than midnight of _____.

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date _____ Buyer's Signature _____

Buyer's Name – Please Print _____

Street Address _____

City, State, Zip Code _____

Q. DENTAL ASSISTING - COURSE OUTLINE

The following subjects are covered in depth from a didactic and a practical clinical experience. The Wednesday/Thursday and at times Saturday lecture is followed by clinical “hands on” training in the operation of all the equipment, instrumentation and materials used in our state of the art practicing dental office.

- I. Dental Theory and Terminology (22 hrs)
 - A. Dental and oral anatomy, tooth-numbering system
 - B. Instrument nomenclature/identification for all aspects of General Dentistry.
 - C. Equipment operation, chair positioning, assistant equipment usage
- II. Four-Handed Dental Assisting (22 hrs)
 - A. Instrument transfer techniques, chairside assisting and suctioning
 - B. Chairside doctor patient assistant program
 - C. Procedure tray set-ups
 - D. Use of instruments and materials in assisting for:
 1. Operative Dentistry
 2. Oral Surgery
 3. Crown and Bridge
 4. Endodontics
 5. Periodontics
 6. Pedodontics
 7. Orthodontics
 8. Cosmetic Dentistry
- III. Radiology (10 hrs)
 - A. X-ray theory/technique, use of Rinn holders and other methods
 - B. Intraoral, bitewing, endodontic exposure methods
 - C. Developing x-rays using the automatic and chairside processor
 - D. X-ray safety and precautions
- IV. Dental Exam (6 hrs)
 - A. Charting restorations and periodontal pockets
 - B. Intra oral Camera
 - C. Coronal Polish
 - D. Fluoride Application
- V. Impression and Model Trimming (8 hrs)
 - A. Impression material and practice in their use; alginate, rubber base, etc
 - B. Wax bites, counter impressions
 - D. Model pouring and trimming

Q. DENTAL ASSISTING -- COURSE OUTLINE (CONT.)

- VI. Sterilization Techniques (8hrs)
 - A. Sterilization theory/terminology, autoclave and statm use.
 - B. Instrument and equipment sterilization/disinfection.
 - C. Ultrasonic use
 - D. Treatment room disinfection and asepsis techniques
- VII. Job Interview Assistance (4hrs)
 - A. Proper image, dress, resume, and how to prepare for the job interview.
 - B. Difficult questions you may face at the interview, how to answer.
 - C. Do's and Don'ts during an interview, what to expect.
- VIII. Clinical Observation & Participation (10hrs)