



Accelerated Academy

DENTAL ASSISTING

WI 2024 School Catalog

Janesville School

Vol. 1

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Course Locations:

4407 Milton Ave Suite 124 ♦ Janesville WI 53546

Accelerated Academy, LLC

1.844.727.3755

www.acceleratedacademy.us

Administrative Office:

133 Aspen Square, Suite H
Denham Springs, LA 70726

Mailing Address:

PO Box 1120
Denham Springs, LA 70727

Institutional Philosophy and Commitment Statement

Philosophy:

To give our students an opportunity to discover their life's career path, and to create passionate and qualified future employees by developing each student's knowledge, workplace performance skills, and by exploring their talents. We aim to assist each student in discovering his/her place in the dental field by preparing the student to use his/her expertise to obtain a dental assisting job.

Commitment:

People are valuable. Building relationships is expected. Maintaining credibility is our obligation. Serving others is our pleasure. Creating opportunity is our niche'. Crafting professionals is our passion.

Training:

Accelerated Academy is committed to teaching its students the basic skills necessary to become a dental assistant. The course is held in an up-to-date dental office facility with a reception area that is converted to a classroom setting, operatories, and x-ray rooms where instructors and students have access to all equipment used in dental assisting for hands-on learning for students.

School Administration Officials

| | |
|--|---|
| Majority Owner: | Dr. Jarrad Bencaz, DDS, LSU School of Dentistry, 2005 |
| Dean of Academies (School Administrator): | Emily Jenks |
| Operations Manager: | Lexi Laroux |
| Communications Manager: | Kristi Brock |
| Admissions Representative: | Jessie Leblanc |
| Admissions Representative: | Fallon Wilson |
| Admissions Representative: | Autumn Leblanc |
| Financial Officers: | Misty Ballard, Linsay Risher |
| Licensing Manager: | Angie LeBlanc |
| Career Coach: | Ashley Ouber |
| Janesville WI instructor: | Marie Kress, DA since 2013, Associate Degree, Everest College, 2013 |

School Licensure Statement

Accelerated Academy, LLC, is licensed by the State of Wisconsin, Educational Approval Program, PO Box 8366 Madison WI 53708, (608) 266-1996 and adheres to the rules and regulations under Wisconsin Administrative Code SPS 404 - 408.

Recruiting Policy

Accelerated Academy, LLC is committed to a policy of nondiscrimination. Accelerated Academy | Dental Assisting does not discriminate in its educational program against qualified individuals on the basis of race, creed, color, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran or military status, or disability: physical, mental, emotional or learning disability (including use of a service animal by the person with a disability), handicap or any other factor provided for by the state and federal laws and regulations.

A student with a disability requesting a reasonable accommodation must notify the school as soon as possible in the enrollment process, so that Accelerated Academy | Dental Assisting has adequate time to provide reasonable accommodation.

Campus Information, Housing, and Security Policy

The school is held in an up-to-date dental office facility with a reception area that is converted to a classroom setting, operatories, and x-ray rooms where instructors and students have access to all equipment used in dental assisting for hands-on learning for students. Both male and female lavatories are available. There is parking in a well-lit parking lot. The facility is an ADA accessible facility, and reasonable accommodation will be provided at the request of the student. Maximum class size is 16 and student/teacher ratio is 16:1. The school will not supply lockers or a place to store valuable possessions. Students may choose to either leave their purses, wallets, or any other possessions at home, in their vehicle or in class at their own risk. No firearms are allowed on the school campus at any time. No residential housing is available. This course and all materials are taught in English throughout.

Entrance/Admission Requirements

Students will apply online at www.acceleratedacademy.us. Students will work with an Admissions Representative to ensure they meet the minimum entrance requirements. Prospective students will enroll via the Accelerated Academy | Dental Assisting website and receive confirmation of the enrollment status via an admissions representative and an email. Students may enroll up to a week in advance of a course beginning. There are no enrollments during an on-going course due to the accelerated nature of the program. Accelerated Academy | Dental Assisting will always strive to have 2 future courses open for students to enroll in as well. Accelerated Academy | Dental Assisting will not grant any credit for previous education, training, and/or work experience. The following requirements are necessary to enroll in the dental assisting course offered by Accelerated Academy:

Age Requirement:

A person must be 17 years of age or older.

Educational Requirement:

A person must have successfully completed high school or have completed a high school equivalency course and provide one of the following at the time of enrollment:

- Copy of High School Diploma or Official High School Transcript
- Copy of General Educational Development (GED)
- Copy of High School Equivalency Test (HiSET)

Educational Requirement for High School Seniors:

High School Seniors may attend the course prior to graduation if they meet the following standards:

- Must be scheduled to receive his/her high school diploma within six (6) months of the course end date.
- A letter must be submitted by the student’s high school counselor or administrator verifying the student’s enrollment and anticipated graduation date.

Criminal History:

Criminal history may affect a student’s future hire ability in the dental field as every employer has different requirements. Accelerated Academy | Dental Assisting has the right to refuse enrollment due to criminal history.

Academic Calendar

2023 Course Dates* (*subject to change. See Canvas for updates.)

Spring: January 13 - March 16

Summer: May 11 - July 20

Fall: September 14 - November 16

Class Hours and Holiday Observance

CLASSES ARE HELD ON SATURDAYS

Lecture hours: 8:00am – 12:00 noon

Lunch: 12:00 noon – 1:00pm

Clinical/Lecture Hours: 1:00pm – 5:00pm

Students will have a 10–15-minute break every hour and half of lecture time.

Due to the short term of the course, all holidays may not be observed. However, the holidays that will be observed will be New Year’s Day, Good Friday, Easter, Thanksgiving, Christmas, and Independence Day.

Program of Study – Course Outline

| Program of Study - Dental Assisting | | | | |
|-------------------------------------|---|---------------|--------------|-------------|
| 80 Clock Hours | | | | |
| Title | Course Name | Lecture Hours | Clinic Hours | Total Hours |
| DA101 | Introduction to Dental Assisting, Sterilization, and CPR/BLS | 4 | 4 | 8 |
| DA102 | Introduction to Radiology | 4 | 4 | 8 |
| DA103 | Impressions | 4 | 4 | 8 |
| DA104 | Four-handed Dentistry and Filling, X-Ray Exam | 4 | 4 | 8 |
| DA105 | Crown and Bridge | 4 | 4 | 8 |
| DA106 | Endodontics, Orthodontics, Periodontics, Pedodontics, Midterm Exam and X-Ray Practical Exam | 4 | 4 | 8 |
| DA107 | Oral Surgery Implants, Partials and Dentures | 4 | 4 | 8 |
| DA108 | Office Management, OSHA, and State Guidelines, Seating a Patient and Charting | 4 | 4 | 8 |
| DA109 | Clinic Day | | 8 | 8 |
| DA110 | Clinic, Final Exam, Identification Exam and Practical Exam | 4 | 4 | 8 |
| Total Hours | | 36 | 44 | 80 |

Objectives of each Course

10-week program consisting of 80 clock hours

| Day | Course Name | Description |
|-----|---|--|
| 1 | Introduction to Dental Assisting, Sterilization, and CPR/BLS | General introduction to dental terminology, equipment, sterilization procedures, and handpiece maintenance. Basic Life Support (CPR) course will be held as well. CPR certifications will be issued by the American Heart Association. |
| 2 | Introduction to Radiology | Discussion of the following: Radiology health, intraoral & extraoral x-ray techniques, x-ray safety and darkroom/digital procedures, and RHS exam preparation. |
| 3 | Impressions | Alginate impressions, model pouring and trimming. |
| 4 | Four-handed Dentistry and Filling, X-Ray Exam | X-RAY EXAM. Four-handed dentistry, instrument transfer, isolation techniques, suctioning (HVE), local anesthesia, patient positioning, amalgam & composite materials, instruments, mixing, curing, tubs & trays, cements and liners. |
| 5 | Crown and Bridge | Crown and bridge instruments and materials, making temporary restorations, and bite registration. |
| 6 | Endodontics, Orthodontics, Periodontics, Pedodontics, Midterm Exam and X-Ray Practical Exam | MIDTERM EXAM and X-RAY PRACTICAL Endodontics, Orthodontics, Periodontics and Pedodontics |
| 7 | Oral Surgery Implants, Partial and Dentures | Oral surgery, Implant, Partial, and Dentures |
| 8 | Office Management, OSHA, and State Guidelines, Seating a Patient and Charting | Office Management, front desk operation, appointments, billing dental insurance, office management software, OSHA regulations as it applies to dental assisting. Dental assisting state guidelines. Seating a patient with correct verbiage and charting existing and needed dental work |
| 9 | Clinic Day | Review of sterilization procedures, x-rays, impressions, four-handed dentistry, isolation techniques, suctioning, patient positioning, and procedure setup. |
| 10 | Clinic, Final Exam, Identification Exam and Practical Exam | Clinical review of all procedures including instrument passing, rinn assembly, matrix band assembly, and suction placement. FINAL EXAM, IDENTIFICATION EXAM AND PRACTICAL EXAM. |

Grading System

| Homework | X-Ray Exam | X-ray Practical Exam | Midterm Exam | Student Project | Final Exam | Final Practical Exam | Final Identification Exam | Total Pts. scored/ Total pts. possible | Final Grade |
|----------|------------|----------------------|--------------|-----------------|------------|----------------------|---------------------------|--|-------------|
| 45 | 38 | 12 | 100 | 55 | 100 | 50 | 50 | 450 | 1-100% |

| | |
|-------------------------------|---|
| ABSENT | Number of classes missed or fractions thereof. *If more than 3 the student fails automatically. Each portion of the class (lecture or clinic) equals .5 days missed. |
| X-Ray Exam | Students are given an x-ray exam covering x-ray identification and the standard tooth identification numbering system (Possible 38 pts total). Student cheating will result in a 0% on that test. |
| X-ray Practical Exam | Students are given an x-ray practical exam covering the hands-on skills for rinn assembly and tooth identification. (Possible 12 pts. total). Student cheating will result in a 0% on that test. |
| MID-TERM EXAM | 50 questions (possible 100 pts. total). Student cheating will result in a 0% given on that test. |
| FINAL EXAM | 50 questions (possible 100 pts total). Student cheating will result in a 0% given for that test. |
| FINAL PRACTICAL | Hands on section of the test where the student has to transfer with you, show you how to take an x-ray on a manikin and how to suction for a tooth (Possible 50 pts. total). Student cheating will result in a 0% on that test. |
| FINAL IDENTIFICATION | Five station practical examination consisting of x-ray identification, instrument identification and dental materials identification (Possible 50 pts. total). |
| PROJECT | 55 points |
| HOMEWORK | 45 points |
| CPR/BLS | Certification testing will be administered by American Heart Association or Red Cross |
| ASSESSMENT METHODOLOGY | Test material is administered by the instructors on site. The administration team monitors test practices with instructors to ensure test material is secure and administered properly. |
| RADIOLOGY | Students will be introduced to the concepts and practicality of radiology. |
| GRADE (1-100%) | The final grade, on a scale of 1 to 100%, based on the performances in the x-ray quiz, midterm, final & practical exam. Progress reports will be found in Canvas. |
| GRADUATION CREDENTIAL | Upon satisfactory completion of the program, the student will be awarded a Certificate of Completion. |

* Minimum Passing Score: 70%

* Minimum Passing Attendance: 70%

Absences

It is highly recommended that the student not be absent for any of the classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan on attending all classes. If a student misses more than 3 classes, the student will be considered failed. All financial obligations must be met regardless of the success or the lack of success at Accelerated Academy. Refer to the refund policy to determine if a refund applies. In the event of inclement weather and/or emergency cancellations by the school, Accelerated Academy | Dental Assisting will host virtual lectures through the learning management system, Canvas. All hands-on clinic activities will be completed the following week, in person. There is no academic probation. Students will have a conversation with the Administration team if there is an issue regarding grades, attendance, or misconduct before any action is taken by Accelerated Academy. There is no leave of absence since this is an accelerated 10-week course. Instructors have discretion to lock doors after school begins once 15 minutes has passed. Otherwise, the tardiness policy is if a student arrives over an hour late or leaves an hour early, that will be counted as a half day absence.

Attendance:

1. Arriving late or leaving early will result in a half day absence (.5) on a student's attendance record. The student **MUST** be present for seven days out of the ten class days.
2. In order to receive credit for attending the full class day, the student must arrive on time and stay until the end of class.

Missed Class/Student Makeup Work

Policy:

The student is responsible for inquiring, completing, and turning in all coursework missed during time of absence.

Instructions for Makeup Work:

Before returning to class, the student is to review the missed material in MyAccount, which contains all homework and lecture information. The student must also listen to corresponding videos located on his/her MyAccount portal.

Exams:

If a student misses an exam, the student must abide by the following:

- The student must coordinate a time with their instructor during the week. The student must be able to schedule a time that is convenient for the instructor. The instructor can use their discretion to decide if the student will make up the exam during the week or in the next class day.

- If the student and instructor are unable to schedule a makeup exam appointment during the week, the student must take the exam at the following class. The student will take the written portion at the beginning of lecture and practical portions during lunch.
- If the exam is not made up by the end of the class day immediately following the day of exam, the student will receive a zero for that exam.
- The student is responsible for scheduling a makeup appointment with their instructor. They must do this by contacting the office and speaking with an instructor. Both student and instructor need to offer flexibility to coordinate what is convenient for both student and instructor schedules.

School Information

Accelerated Academy will provide Basic Life Support class on the first day of class which is a certification that will be needed in the field. The dental assisting course will run ten (10) consecutive weeks, eight (8) classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands-on" training. The full course totals eighty (80) clock hours. Each course is held inside a practicing dental office, and students will be using hands-on learning with dental office equipment. Each course will have a maximum of 16 students. All training is done by dental professionals in a practicing dental office, not a classroom. Students receive training in ALL aspects of general dental assisting, including dental specialties. All training and visual aids, materials, and dental supplies used throughout the course are included in the tuition cost. Students will also receive radiography training and a certificate. Job interview preparation and coaching is available to students and is also included in the cost of tuition. Student confidentiality is maintained because we issue individual Canvas accounts and speak one on one via phone and text message about financial concerns.

Accelerated Academy Self Evaluation Process

Accelerated Academy prides itself on always striving to be better as a dental assisting educational program provider. Our corporate office meets weekly at the department level to discuss issues, audits, and policy, and the company holds 90-day rocks to achieve movement in larger projects such as curriculum development and operations. Our leadership team also meets weekly, quarterly, and yearly to set company goals. Our operations team has developed a streamlined process on how to train instructors, communicate with students and instructors, and gather feedback. There are surveys and evaluations done by both instructor and student that are reviewed after each course has ended, and any issues addressed by the following semester. The operations team has created an instructional board composed of our longest and most successful instructors to help onboard new instructors and evaluate curriculum and new trends in

the dental field. Each department holds audits and surveys to see how we can better serve our students. From the Finance team to Sales to Operations, we take this input seriously to fine tune our processes.

Tuition/Cost of Program

The total cost of tuition for the Dental Assisting course is \$3,379.00. However, depending on the date of enrollment, total tuition can be as low as \$2,979.00 (see registration period summary below). There is a \$100 registration fee.

Program Fees (included in tuition total):

- Learning Resources and Canvas LMS fee: \$225
- BLS/CPR certification fee (\$80)

Optional Fees (NOT included in tuition total):

- If a student would like a printed version of the PowerPoint curriculum, the cost is \$103.50. The student will need to contact the Financial Department to pay this fee and have the curriculum shipped to the student.
- Certificate Policy: Graduation awards are processed with the information provided by the student at the time of enrollment. The student must enroll with their legal name as it appears on their driver's license or other legal documents, no nicknames. Should a student have a name change during the semester, they must contact the Accelerated Academy Administration team before Class 5 (marriage, divorce, typo at time of enrollment, etc.).
- Laptop, textbook and recommended Educational Guide are not included in the tuition. See First Day items section in catalog.

Tuition/Registration Period Summary

| | | |
|---------------------------|---------|--|
| Early Registration | \$2,979 | Enroll 12 weeks prior to course start date |
|---------------------------|---------|--|

| | | |
|---------------------------|---------|--|
| Final Registration | \$3,379 | Enroll 1-11 weeks prior to course start date |
|---------------------------|---------|--|

Early Registration:

| | |
|-----------------------------|--|
| Total Amount: | \$2,979 |
| Tuition Includes: | Tuition (\$2,574), enrollment fee (\$100), Canvas LMS fee (\$225), BLS class (\$80), and all lab expenses. |
| Enrollment Period: | 12 or more weeks prior to course start date |
| Enrollment Benefits: | <ul style="list-style-type: none"> • Tuition is more affordable. • Extremely flexible custom payment plan options • Ensure a seat in the course (Only 16 seats available per course). • Able to begin participation in Career Service Program. |

Final Registration:

| | |
|---------------------------|---|
| Total Amount: | \$3,379 |
| Tuition Includes: | Tuition (\$2,974), enrollment fee (\$100), Canvas LMS fee (\$225), BLS class (\$80), and all lab expenses |
| Enrollment Period: | 1-11 weeks prior to course start date |

Payment Options

Paid in Full

Total tuition payment due at time of registration.

Custom Payment Plan

Accelerated Academy can design custom payment plans specific to each student’s financial need. A \$200 deposit is required at the time of enrollment. The \$200 deposit is deducted from the total tuition cost and will reserve your seat in the course. This payment option is designed to be interest-free and have the cost of the program paid in full by the last day of class. Plans can be scheduled weekly or bi-weekly to ensure your payment plan meets your financial needs. If a balance is due at the end of the course, graduation certificates will be held until the balance is paid in full. Employers can request confirmation of graduation directly from Accelerated Academy | Dental Assisting.

Accelerated Academy Student Loan

This loan is funded by Accelerated Academy. This loan gives students an opportunity to extend their payments up to 12 months. This option does have a finance charge. This loan would need to be satisfied regardless of success or lack of success at the academy. Graduation certificates will be held until this loan is satisfied; employers can request confirmation of graduation directly from Accelerated Academy | Dental Assisting.

Meritize Loan

Meritize is a third-party lending institution specializing in educational loans. This loan gives students an opportunity to extend their payments up to 3-5 years. This loan requires a hard credit check and charges interest. This loan would need to be satisfied regardless of success or lack of success at the academy.

Tuition charges/receipts:

All payments will be automatically charged to the card given at Registration. A confirmation receipt will be sent to the student's email per transaction.

Scholarships

There are no scholarship opportunities available for students.

Dress Code

Students are required to wear black scrubs, black lab coat or scrub jacket, and closed toe shoes. These items will not be purchased by Accelerated Academy | Dental Assisting. Each student is responsible for the purchase of these items. If face coverings are asked to be worn, only plain masks will be allowed. Students that are in violation of this dress code will be asked to leave, and return in proper attire. This could affect the student's attendance status.

First Day Items

Students are to bring the following items to class on the morning of the first day. These items are not covered in the tuition or Learning Management Resource fees. The items would be a separate expense on the student:

1. **Materials for taking notes** (notepad, pen, pencil, highlighter).
2. **Charged Laptop**
3. **Required Textbook:** "Modern Dental Assisting", Doni Bird and Debbie Robinson; 11th ed, 12th ed, or 13th edition. These can be found on Amazon or through Elsevier Publishing (www.evolve.elsevier.com).

4. **Recommended Educational Guide:** “Dental Instruments: A Pocket Guide”, Linda R. Bartolomucci Boyd. These can be found on Amazon or through Elsevier Publishing (www.evolve.elsevier.com).

Students will have access to a limited supply of in-class learning resources (laptop or textbook) upon request.

Students will be given access to the following items prior to the first day of class:

1. Digital Student Handbook: “Accelerated Academy Assisting Handbook”
Mishaux Ramirez, RDH
2. Digital Student Workbook: “Accelerated Academy Assisting Workbook”
Mishaux Ramirez, RDH

Technology recommendation: This course is taught in person; however, academic records, some homework and coursework are presented in a digital format. We use the educational software, Canvas; students should have basic operating knowledge of a computer. Students will need to bring their own laptops to class. This digital format is an additional way students can review lecture, course material, and practice homework outside of classroom hours.

Drug and Alcohol Policy

Accelerated Academy is a drug/alcohol free Academy. The consumption, possession, and/or distribution of alcohol and other drugs are prohibited on school campus. Also, being under the influence of alcohol or other drugs on school campus is prohibited. Any student who is found to have violated the Academy’s alcohol and drug policy will be terminated and not allowed to return to the Academy.

Code of Conduct

General Standards:

- Be honest and unbiased when serving patients.
- Exhibit competence and respect for the profession.
- Strive to gain personal knowledge and skills required by the profession.
- Respect the authority, experience, and relationships of fellow students, faculty, staff, patients and the doctors.
- Honor all office policies as required by fellow faculty, staff, and the doctor’s office.

Responsibilities to Patients:

- Provide all patients with the highest quality of care in a timely and professional manner.
- Demonstrate respect, fairness, and quality to all patients in all situations.
- Maintain confidentiality of all patient information in strict accordance with all laws and regulations (HIPAA).
- Maintain a professional attitude and extend the utmost respect while serving all patients.

Responsibilities to Public:

- Student will not misrepresent his/her level of education, ability or skills in any misleading manner.
- Substance abuse and/or working under the influence of any mind-altering substance is strictly prohibited.
- Student shall act in a professional manner at all times.
- Student shall practice good hygiene standards due to close proximity of work space.

Other Responsibilities:

- Cell phones shall be stored in a book bag, purse or left in a vehicle during all school activities to include lecture, clinical, observation and participation days.
- Foul/inappropriate language is strictly prohibited, including offensive slang.
- Coverage of tattoos and piercings subject to specific office standards.
- Fingernails must be groomed and kept short enough not to puncture gloves.
- Chewing gum is prohibited.
- Hair must be groomed and pulled back for procedures.
- Food/drink must be consumed in designated areas at designated times as deemed appropriate by specific office standards.
- **Zero tolerance cheating policy for exams. If a student is caught on their phone during an exam, the student will automatically receive a 0 for the exam.**

NOTE: Instructors have the right to dismiss the student from the dental practice if the student is not abiding by the Accelerated Academy | Dental Assisting Code of Conduct.

Student MyAccount

Students will have unlimited access to a portal on the school website that will give access to view the following information:

- **Student welcome letter:** Requirements for the first day of class.
- **Course schedule:** Dates course classes are held and holidays.

- **Grades:** Students can view grades and progress.
- **Payments:** Students can view payment balance.
- **Videos:** Videos from lecture.
- **Transcript:** Student has access to print a copy of transcript indefinitely.
- **Course Catalog:** Policies and expectations.

Student Records

Student records will be kept on file for a minimum of 6 years per Wisconsin law. Student transcripts will be maintained in perpetuity. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing to the school, but student records are available for review by the student at any time accessible in their personal MyAccount portal located on Accelerated Academy's webpage. Student confidentiality is maintained because we issue individual Canvas accounts and speak one on one via phone and text message about financial concerns.

Student Services

Our enrollment department discusses basic subjects such as the program expectations, initial costs, dental assistant job information, statistical information in the area, regulations for WI, and helps determine if the student feels comfortable that this is a good fit for them as a career.

Our financial department helps students with payment options for the tuition, explaining basic loan information, basic financial information and advice such as how to plan to make payments and how to budget tuition with other financial obligations.

Our Administration team helps enrolled students with academic advising by maintaining attendance logs, holding weekly meetings with instructors to discuss student involvement and preparedness, monitoring homework and test grading, and reaching out to students to help encourage them along the way.

Our career services department helps students by encouraging them, teaching them how to job search and apply for jobs, build resumes, and prepare for interviews.

Counseling Services

There are no counseling services available to students.

Student Grievances

If a student has a complaint, he/she is to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. The student must also file a written and signed complaint either by email (administration@acceleratedacademy.us) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns.

It is important that the student files the complaint within 30 days of the course end date. Accelerated Academy desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

If Accelerated Academy is unsuccessful in resolving the matter, the student's complaint should then be directed to the State of Wisconsin's Department of Safety and Professional Services, Educational Approval Program, PO Box 8366, Madison, WI 53708, phone 608-266-1996, using form EAP 3.01 on their website, dsps.wi.gov, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

Termination Policy

The school's termination policy is based on professionalism. We expect all of our students to conduct themselves in a manner respectful to other students and faculty members. Should a student's enrollment be terminated, the school's refund policy will be followed, except that the student will not be allowed to repeat the course unless granted approval by an Accelerated Academy administrator to retake at another location. If a student has 4 consecutive declined payments and is not communicating with Accelerated Academy's financial department, the student will be withdrawn from the course. Accelerated Academy's refund policy will be applied in this situation.

Withdrawal Procedure

If a student wishes to withdraw and not return to the course, the student must first contact and inform the Financial Department at 1.844.727.3755 (option 3) where a pre-exit interview will be done either verbally or in writing to give insight as to the reason

for the withdraw and to review the refund policy. If no accommodations can be made to help the student stay enrolled and the student still wishes to withdraw, the student will then be dropped from the course after completing an Exit Interview Form which acknowledges the student understood the discussion regarding the withdrawal procedure and confirms the desire to withdraw. Students can also review and complete form EAP 1.07 Student's Right to Cancel found on our website. The refund policy will be enforced using that date of withdrawal (see refund policy section).

Accelerated Academy Confidentiality Policy

Accelerated Academy's policy regarding the disclosure of any and all information concerning our students remains confidential between all parties. All Accelerated Academy personnel are responsible for protecting and maintaining the integrity and confidentiality of any and all student information. We administer and enforce student privacy laws. Student grievances are handled specifically with a Resolution Agreement which contains an information disclosure clause stating Accelerated Academy's Confidentiality Policy. This agreement constitutes an accountable agreement between the school, its personnel, and the student or any 3rd parties involved.

Prior Credits and Transfer of Credits Earned

Prior credits from another post-secondary institution will not be accepted. Accelerated Academy makes no claim or guarantee that credit earned will transfer to another institution.

Requirements for Graduation

Policy:

Students must successfully complete the following requirements to receive a Certificate in Dental Assisting**:

- Attain an overall grade average of 70%*
- Attend 70% of all classes (7 or more classes) *

* Those students whose grade average is below 70% or students who have missed more than 3 classes will not receive a certificate. The student will be allowed to retake the entire course (if desired) at a reduced fee of \$1500 if all financial obligations have been met.

** Those students who have any outstanding financial obligations to Accelerated Academy, will have their certificates held until their financial obligations are satisfied.

Graduation Awards

- Certificate in Dental Assisting
- CPR/BLS Certification
- Dental Radiography Certificate

Job Placement Assistance

Accelerated Academy | Dental Assisting has several ways to assist graduates in finding jobs upon graduation from our course. Although we make diligent efforts to assist graduates in finding employment in the Dental Assisting Field, we make no guarantee of actual job placement. Ways in which we assist graduates in finding employment are:

- Provide resume guidance
- Provide guidance on sample interview questions and coach graduate on interview process
- Coach students on overcoming objections in the job searching process

Licensing Requirements for a Job in WI

Wisconsin does not have any education or training requirements for entry-level Dental Assisting. According to DANB.org: There are no radiography requirements for dental assistants in the state of Wisconsin. All dental assistants may legally operate dental x-ray equipment and perform dental radiographic procedures. An unlicensed person in Wisconsin may perform basic supportive dental procedures specified by the state dental practice act under the supervision of a licensed dentist.

Any dentist who delegates any remediable dental procedure or function to an unlicensed person must first provide training to or verify competence of the person in the performance of the procedure or function.

Refunds and Cancellations

Three-Business Day Cancellation

I understand that if for any reason I am unable to enter the program, all monies paid will be refunded if requested within three business days (excluding Sundays and holidays) after signing an enrollment agreement and making an initial payment. The full refund will be made within 10 business days.

Cancellation After Three-Business Days Cancellation Period, but Before Commencement of the Course

Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$100 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 10 days of the notice of cancellation in accordance with Wisconsin Administrative Code SPS 408.05(3). Other refunds are paid within 40 days after the effective date of termination.

CANCELLATION OF CLASS DUE TO LOW ENROLLMENT

In the event the course is canceled due to low enrollment, students will have the option to transfer to another location, transfer to a future start date, or withdraw from the course and receive a full refund. Students will be notified by phone, email and text. Upon a decision, a student confirms the decision by signing a revised enrollment agreement or completing an exit interview.

Withdrawal/Termination After Commencement of Classes Refund Policy

- After a student has completed week one or 10% of the program, the institution shall refund at least 90% of the tuition, less the registration fee, thereafter,
- After a student has completed week two or 20% of the program, the institution shall refund at least 80% of the tuition, less the registration fee, therefore,
- After a student has completed week three or 30% of the program, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter,
- After a student has completed week four or 40% of the program, the institution shall refund at least 60% of the tuition, less the registration fee, thereafter,
- After a student has completed week five or 50% of the program, the institution shall refund at least 50% of the tuition, less the registration fee, thereafter,
- After a student has completed 60% or more of the program, the institution may retain 100% of the stated course price.

All refunds will be issued within 40 days of withdrawal or termination.

If a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.

Example of \$2,979 Refund Table

(\$2,574.00 Tuition + \$225.00 Canvas LMS + \$80 BLS class +\$100 Registration Fee = \$2,979.00)

| Weeks Enrolled | % Refund | Amount Institution Retains - Amount Student owes if not paid in full | Amount of Refund (if not paid in full) *Amt pd minus amt retained |
|-----------------------|-----------------|---|--|
| 1 | 90% | $\$257.40 + \$100 + \$225 + \$80 = \$662.40$ | Amt Pd minus \$662.40 |
| 2 | 80% | $\$514.80 + \$100 + \$225 + \$80 = \$919.80$ | Amt Pd minus \$919.80 |
| 3 | 70% | $\$772.20 + \$100 + \$225 + \$80 = \$1,177.20$ | Amt Pd minus \$1177.20 |
| 4 | 60% | $\$1029.60 + \$100 + \$225 + \$80 = \$1434.60$ | Amt Pd minus \$1434.60 |
| 5 | 50% | $\$1287 + \$100 + \$225 + \$80 = \$1692.00$ | Amt pd minus\$ 1692.00 |
| 6-10 | 0 | \$2979.00 | \$0 |

Example of \$3,379 Refund Table

(\$2,974.00 Tuition + \$225.00 Canvas LMS +\$80 BLS class + \$100 Registration Fee = \$3,379.00)

| Weeks Enrolled | % Refund | Amount Institution Retains - Amount Student owes if not paid in full | Amount of Refund (if not paid in full) *Amt pd minus amt retained |
|-----------------------|-----------------|---|--|
| 1 | 90% | $\$297.40 + \$100 + \$225 + \$80 = \$702.40$ | Amt Pd minus \$702.40 |
| 2 | 80% | $\$594.80 + \$100 + \$225 + \$80 = \$999.80$ | Amt Pd minus \$999.80 |
| 3 | 70% | $\$892.20 + \$100 + \$225 + \$80 = \$1297.20$ | Amt Pd minus \$1297.20 |
| 4 | 60% | $\$1189.60 + \$100 + \$225 + \$80 = \$1594.60$ | Amt Pd minus \$1594.60 |
| 5 | 50% | $\$1487.00 + \$100 + \$255 + \$80 = \$1892.00$ | Amt Pd minus \$1892.00 |
| 6-10 | 0 | \$3379.00 | \$0 |