



Accelerated Academy

DENTAL ASSISTING

Wisconsin School Catalog

Appleton, Fond du Lac, Janesville, Kenosha, &
Menomonee Falls

Revised 7/9/2024

Accelerated Academy, LLC

1-844-727-3755

Administrative Office:

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School Locations:

4660 West College Ave
Appleton WI 54913

3726 Roosevelt Rd.
Kenosha, WI 53142

545 E Johnson St
Fond du Lac WI 54935

113 South Franklin Street
Janesville, WI 53548

N 84 W15959 Appleton Ave.
Menomonee Falls, WI 53051

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Commitment, Mission, and Vision

Commitment:

You have unique strengths and we want to help you discover them. At Accelerated Academy, we are committed to helping our students launch into a rewarding and enjoyable career.

Mission:

Our mission is to give people an opportunity to discover their life's path through an **affordable**, **convenient**, and **achievable** education while providing employers with a qualified workforce.

Vision:

Our vision is to provide students with relevant training so they have the ability to confidently begin a career in a new industry. We want to serve employers by forming partnerships and connecting them with a pipeline of qualified potential applicants that have successfully completed our course.

School Administration Officials

Majority Owner:	Dr. Jarrad Bencaz, D.D.S. BS in Microbiology, LSU Baton Rouge, 2001 Doctor of Dental Surgery, LSU School of Dentistry, 2005
Owner:	Mishaux Ramirez, RDH LSU School of Dentistry
Owner/President:	David Roux, BA in Kinesiology, Louisiana College, 2009
Director of Operations:	Emily Jenks
Director of Dental Assisting:	Lexi Leroux
Operations Manager:	Kristi Brock
Communications Manager:	Misty Wild, Brittany Wilson, Erin Monaghan
Admissions Representatives:	Autumn LeBlanc, Taylor Gaspard, Lauren Stanford
Financial Officers:	Misty Ballard, Fallon Willson
Licensing:	Angie LeBlanc, Keith Torres, Jamie Taylor
Director of Career Services:	Ashley Ouber
Career Coach:	Emily Whisnant

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.

About Accelerated Academy

Accelerated Academy was created by Dr. Jarrad Bencaz in 2011, at his dental practice located in Denham Springs, LA. He, and other area dentists, struggled to find qualified dental assistants to work in their dental offices. He realized that there were two main factors that limited people's ability to complete the dental assisting training programs that were available; time and money. Those programs were very expensive and took too long to complete.

Dr. Bencaz felt there was a place in the field for a training program that was **affordable, convenient,** and most importantly **achievable**. With the help of Mishaux Ramirez, a licensed dental hygienist, they developed a hands-on curriculum that would give students real world experience and education in a practicing dental office, not a classroom, over a period of 10 Saturdays. This accelerated training program allowed students to have full time employment while completing the course in 2.5 months, laying the foundation for what would become **Accelerated Academy**.

Today, we have expanded to 100 dental assisting schools in 22 states, and we are still growing! Please visit our website at www.acceleratedacademy.us for more information.

Recruiting Policy

Accelerated Academy is committed to a policy of nondiscrimination. Accelerated Academy 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, disability (physical, mental, emotional or learning), use of a service animal by persons with a disability, handicap, or any other factor provided for by the state and federal laws and regulations. A student with a disability requesting reasonable accommodation must notify the school as soon as possible in the enrollment process so that Accelerated Academy has adequate time to provide the reasonable accommodation.

School Information

The school is held in an operating dental office, 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. Maximum class size is 16 and student/teacher ratio is 16:1. Both male and female lavatories are available. There is parking in a well-lit parking lot. The facility is ADA accessible, and reasonable accommodations will be provided at the request of the student. 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. All Accelerated Academy courses are only offered in English, and due to the accelerated pace of the course, students must be proficient in reading, writing, and speaking in English.

Entrance/Admission Requirements

Students will apply online at www.acceleratedacademy.us. A \$200 deposit is required to secure enrollment in the program. Students will work with an Admissions Representative to ensure they meet the minimum entrance requirements. Enrollment is not complete until all required documents are submitted by the student. Accelerated Academy has the right to terminate a student's enrollment if

they do not provide the required documentation in the agreed upon timeframe. 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)

*Students must provide the required proof of education within 14 days or Accelerated Academy will terminate the student’s enrollment (refund policy applies).

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.

Technology requirement:

Students are required to bring their own laptops to class and should have basic operating knowledge of a computer. This course is taught in person; however, academic records, homework, and coursework are presented in the digital Canvas system. Canvas allows students to review lectures, course material, and practice homework outside of classroom hours.

Criminal History:

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

Academic Calendar

<u>Course</u>	<u>Start Date*</u>	<u>End Date*</u>	<u>Enrollment Period*</u>
Fall 2024	09/14/2024	11/16/2024	01/21/2024 - 09/07/2024
Spring 2025	01/11/2025	03/15/2025	05/18/2024 - 03/08/2025
Summer 2025	05/10/2025	07/19/2025	09/07/2024 - 05/03/2025
Fall 2025	09/13/2025	11/15/2025	01/18/2025 - 09/06/2025

*Subject to change; updates will be available in Canvas and Student Portal on website

Class Hours and Holiday Observance

CLASSES ARE HELD ON SATURDAYS

Lecture hours: 8:00 am – 12:00 noon

Lunch: 12:00 noon – 1:00 pm

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

Students will have a 10–15-minute break every hour and half of lecture time. Because classes are held on Saturdays, all holidays may not be observed. However, should Easter, Independence Day, Thanksgiving, or Christmas occur during the course, they will be observed and class dates adjusted accordingly.

Dental Assisting Program Information

The dental assisting course will run ten (10) consecutive weeks, eight (8) classroom hours per week for a total of eighty (80) clock hours of instruction. This will include lecture material as well as clinical "hands-on" training. Each course is held inside a practicing dental office, and students will be using hands-on learning with dental office equipment. Students receive training from experienced dental professionals in ALL aspects of general dental assisting, including dental specialties and radiography training. Accelerated Academy will provide Basic Life Support CPR instruction on the first day of class, a certification that will be needed as a Dental Assistant. Job interview preparation and coaching is available to students and is also included in the cost of tuition. Students who successfully complete the course will receive a certificate of completion.

Program of Study – Course Outline

Program of Study - Dental Assisting CIP CODE 51.0601				
80 Clock Hours				
Title	Course Name	Lecture Hours	Clinic Hours	Total Hours
DA101	Introduction to Dental Assisting, Sterilization, and BLS/CPR	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, Partial 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 and Practical Exams	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 BLS/CPR	General introduction to dental terminology, equipment, sterilization procedures, handpiece maintenance, and Basic Life Support /CPR course.
2	Introduction to Radiology	Discussion of: Radiology health, intraoral & extraoral x-ray techniques, x-ray safety and darkroom/digital procedures.
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. 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 2 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	Possible 100 pts. total. Student cheating will result in a 0% given on that test.
FINAL EXAM	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, show 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
BLS/CPR	Certification testing will be administered by a BLS instructor
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%, is based on the performances in the x-ray exam, midterm, final and practical exam, homework and student project.
GRADUATION CREDENTIAL	Upon satisfactory completion of the program, the student will be awarded a Certificate of Completion.

* Minimum Passing Score: 70%

* Minimum Passing Attendance: 80%

Attendance

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. **To successfully complete the course, the student cannot be absent from more than 2 classes.** All financial obligations must be met regardless of the success or lack of success at Accelerated Academy. In the event of inclement weather and/or emergency cancellation by the school, Accelerated Academy will extend the final date of the course as needed. Due to the short nature of the course, leave of absences cannot be granted, and there is no probationary period for attendance.

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 eight 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:

The student is to review and complete the missed material in Canvas, which contains all lecture information and homework assignments that must be completed before returning to class.

Exams:

If a student misses an exam, the student must complete 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 on the next class day. Any makeup exam must be completed within 7 days.
- 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 the missed exam, the student will receive a zero for that exam.

Tuition/Registration Period Summary

A \$200 deposit is required to secure enrollment in the program. Tuition varies by school location.

Early Enrollment Period:	12 or more weeks prior to course start date
Early Enrollment Benefits:	<ul style="list-style-type: none">• Extremely flexible custom payment plan options. The earlier you enroll, the cheaper your weekly payments will be, making tuition more affordable.

	<ul style="list-style-type: none"> • Ensure a seat in the course (capacity is limited, generally only 15 seats available per course). • Get a headstart in the program with the included DA 101 course. • Able to begin participation in the Career Service Program to improve your hireability!
Final Enrollment Period:	1-11 weeks prior to course start date
Fees*:	\$100 Enrollment Fee \$225 Canvas/LMS Fee \$80 BLS/CPR Fee

*Fees may be nonrefundable based upon withdrawal/termination date (see Refund and Cancellations Policy).

School Location	Total Fees	Early Enrollment Tuition	Early Enrollment Total Cost	Final Enrollment Tuition	Final Enrollment Total Cost
Janesville	\$405	\$2574	\$2979	\$2974	\$3379
Appleton	\$405	\$2674	\$3079	\$3074	\$3479
Fond du Lac	\$405	\$2674	\$3079	\$3074	\$3479
Kenosha	\$405	\$2674	\$3079	\$3074	\$3479
Menomonee Falls	\$405	\$2774	\$3179	\$3174	\$3579

Additional Costs (NOT included in total cost of program)

- Recommended Textbook: Prices range from \$25-\$187 depending on version and quality
- Recommended Educational Guide: Prices range from \$5-\$60 depending on version and quality
- Laptop: Students are responsible for providing their own laptop
- Scrubs: Prices vary

Optional Fee (NOT included in total cost of program)

- 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.

Payment Options

Paid in Full

Total tuition payment is due at time of registration.

Custom Payment Plan

Accelerated Academy can design custom payment plans specific to each student's financial need. This custom payment plan option is designed to be interest-free and have the cost of the program paid in full by the last day of class. This plan is considered a loan with no fee or interest charged. Plans can be scheduled weekly or bi-weekly to ensure the payment plan meets the student's financial needs. If a balance is due at the course end date, graduation certificates will be held until the balance is paid in full. Employers can request confirmation of graduation from Accelerated Academy.

Extended Payment Plan

We understand students want to enroll today but may not be able to pay off their tuition by the course end date. Accelerated Academy will extend payment plans up to 6 months past course end dates for no additional fees or interest. dispersed proportionately across all tuition payments. This significantly lowers ongoing payments and allows students to begin their education sooner. This extended payment plan is considered a loan with no fee or interest charged. If a balance is due at the course end date, graduation certificates will be held until the balance is paid in full. Employers can request confirmation of graduation from Accelerated Academy.

Meritize Loan

Meritize is a third-party lending institution specializing in educational loans. The student can apply at www.meritize.com. This loan gives students an opportunity to extend their payments up to 3-5 years, requiring a hard credit check and interest charges. This loan is not administered by Accelerated Academy and 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 enrollment. A confirmation receipt will be sent to the student's email per transaction.

There are no scholarship opportunities available for students. If you are an employee of the hosting dental office and would like to enroll, please speak to an admissions representative for employee pricing details.

Dress Code

Students are required to wear black scrubs, a black lab coat or scrub jacket, and closed-toe shoes. Each student is responsible for the purchase of these items. Students that are in violation of this dress code will be asked to leave and return in proper attire, affecting the student's attendance status.

First Day Items

Students are to bring the following items to class on the morning of the first day:

1. **Materials for taking notes** (notepad, pen, pencil, highlighter)
2. **Charged Laptop**
3. **Recommended 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 upon request.

Drug and Alcohol Policy

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

Code of Conduct

Students are expected to conduct themselves in a professional manner and demonstrate respect for their instructors and fellow students, while honoring all policies required by the host dental office. They are to strive to gain personal knowledge in the skills required by the profession, maintaining confidentiality of all patient information in strict accordance with all laws and regulations, such as HIPAA. Accelerated Academy reserves the right to terminate a student’s enrollment based on the following, but not limited to:

- Non-compliance with the rules and regulations of the school, including the Drug and Alcohol policy.
- Conduct which reflects negatively upon Accelerated Academy and its hosting partners.
- Falsifying school records.
- Excessive absenteeism.
- Failure to meet financial obligations.
- Carrying a concealed or potentially dangerous weapon.
- Physical or sexual harassment and foul/offensive language
- Willful neglect, damage, or abuse of school or dental office property.
- Cheating: **There is a ZERO tolerance policy for cheating.** If caught cheating or using a phone during an exam, students will receive a 0 on that exam.

Additional Student Responsibilities:

- Coverage of tattoos and piercings is subject to the host dental office standards.
- Fingernails must be groomed and kept short enough to not puncture gloves.
- Cell phones must be stored in a book bag, purse, or left in a vehicle during all school activities, including lectures, clinicals, and exams.
- Chewing gum is prohibited.
- Students shall practice good hygiene standards due to the proximity of the workspace, and hair must be groomed and pulled back for procedures.
- Food/drink must be consumed in designated areas, at designated times, as deemed appropriate by the host dental office.

Note: Instructors have the right to dismiss a student from the class for violations of the Code of Conduct.

Student Account

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

- **Course schedule:** Dates course classes are held and holidays
- **Grades:** Students can view grades and progress.
- **Payments:** Students can view payment balance.
- **Transcripts:** Students have access to print a copy of transcripts indefinitely.
- **Certificates:** Students will have access to any certificates received after successful completion of the course.
- **Course Catalog:** Policies and expectations

Student Records

Student records of grades and attendance will be kept a minimum of 6 years digitally by the school. Upon graduation, each student's transcript and certificates of completion will be uploaded to the student's account on the Accelerated Academy webpage. These records are available for review and download by the student. Student transcripts will be maintained by the school in perpetuity or until the school closes. In the event of Accelerated Academy's closure, students will be notified which third party will host their records. Students may request copies of their records by writing to the school. 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 dental assistants, 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 tuition, explaining basic loan information, basic financial information, and ensuring the student understands their financial obligations.

Our **administration team** is available to help enrolled students with academic advising by maintaining attendance logs, holding weekly meetings with instructors to discuss student involvement and preparedness, and monitoring homework and student's academic progress. Because of the short term of our program, we cannot offer probationary periods. After the midterm exam, students at risk of failing the course will receive progress updates with advice on how to improve their grades and what requirements would need to be met to pass the course, including a plan of action. Students are encouraged to communicate with the administration team via text or telephone during business hours, and email 24/7, if they are experiencing any difficulties in the course.

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.

Accelerated Academy does not provide counseling services to students.

Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They 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 business 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.

Accelerated Academy Confidentiality Policy

Accelerated Academy is committed to keeping all student data confidential. 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.

Withdrawal Procedure

If a student wishes to withdraw from the course, the student must first contact and inform the Financial Department at 1-844-727-3755 (option 3) at which time a pre-exit interview may be done, either verbally or in writing, to give insight as to the reason for the withdrawal 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 removed from the course after completing an Exit Interview Form, which acknowledges the student understands the discussion regarding the withdrawal procedure and confirms the desire to withdraw. The refund policy will be applied using that date of withdrawal (see refund policy section).

Termination Policy

We expect all students to conduct themselves in a manner respectful to other students and faculty members. If a student is at risk of termination due to Code of Conduct or financial obligations, the Administration or Finance team will reach out to the student via phone call and/or email to discuss the situation and provide due process to the student. If a student has 4 consecutive weekly or 2 consecutive bi-weekly declined payments and is not communicating with Accelerated Academy's financial department, the student may be withdrawn from the course. In either scenario, should a student's enrollment be terminated, the student will be notified via phone, email, and/or written letter. Accelerated Academy's refund policy will be applied in all termination situations. The ability to reenroll into a future course or different location is at the discretion of Accelerated Academy and is based on the circumstances of the termination.

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 of Completion in Dental Assisting**:

- Attain an overall grade average of 70%*
- Attend 80% of all classes (8 or more classes) *

* Those students whose grade average is below 70% or students who have missed more than 2 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

- Dental Assisting Certificate of Completion
- CPR/BLS Certification
- Dental Radiography Certificate of Completion

Job Placement Assistance

Accelerated Academy has a Career Services Department that is dedicated to guiding each student through the hiring process as related to following:

- Perfecting a dental assistant resume

- Cleaning up social media
- Job searching methods
- Tips for applying to jobs
- Interview preparation
- Post-interview followup
- Collecting hiring data

The Career Services Department offers support while students are in school and after graduation. Although we make diligent efforts to assist graduates, we make no guarantee of job placement.

Licensing Requirements for a Job in WI

Accelerated Academy's Dental Assisting course prepares students to perform basic supportive dental procedures specified by the state dental practice act under the direct supervision of a licensed dentist, including operating dental x-ray equipment and performing radiographic procedures. Wisconsin does not have any licensing requirements for dental assistants during or after completion of the course.

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.

Refunds for Students Who Withdraw/Terminated After Instruction Begins

- 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.

CANCELLATION OF CLASS DUE TO LOW ENROLLMENT

In the event the course is canceled due to low enrollment (usually less than 4 students enrolled), 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. A student confirms which decision they make by signing a revised enrollment agreement or completing an exit interview.

Refund Calculation Table

(Non Refundable Fees: \$100 Registration, \$225 LMS, \$80 CPR)

Weeks Enrolled	Pro Rata Early Tuition	Pro Rata Final Tuition	% Refund	Non Refundable Fees	Refund Calculation Formula
1	\$267.40	\$307.40	90%	\$405	(Amount paid –NRF-PRTR) = Refund
2	\$534.80	\$614.80	80%	\$405	(Amount paid -NRF-PRTR) = Refund
3	\$802.20	\$922.20	70%	\$405	(Amount paid -NRF-PRTR) = Refund
4	\$1,069.60	\$1,229.60	60%	\$405	(Amount paid -NRF-PRTR) = Refund
5	\$1,337.00	\$1,537.00	50%	\$405	(Amount paid -NRF-PRTR) = Refund
6-10	\$2,674.00	\$3,074.00	0	\$405	\$0