



NATIONAL DENTAL
ACADEMY
OF WISCONSIN

National Dental Academy of WI

Student Handbook



www.nationaldentalacademy.org

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The following pages reflect the educational objectives and our means of evaluating the attainment of those objectives by our students. Our educational objectives are summarized by:

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Mission Statement

The National Dental Academy of WI aims to provide effective, affordable dental assistant training to the communities we serve. We strive for excellence.

School Philosophy

There are many opportunities for well-trained individuals in the dental profession. It is our desire to train chairside dental assistants to assume the many positions that are available in the nation.

General Information

Our facilities include up-to-date dental equipment, clinical rooms and lecture areas. There are several working operatories and one lecture area per location with a variety of teaching tools. The course will consist of one full day of classes per week for a duration of ten weeks total. Each day will consist of four hours of lecture in the morning, followed by a lunch break and ending with hands-on clinical rotations in the dental office. Lunch is not provided, however, there are places to eat a short distance from each campus.

Required Study Materials

Each student will be provided with a copy of the following: Concepts in Dental Assisting syllabus

All training equipment, Text Books, tools and materials are provided by National Dental Academy.

Administration and Ownership

National Dental Academy has chosen trained professionals for instructors that are actively working in the dental profession. The instructors will link hands on training with Modern Dental Assisting text book concepts

.Owners and Administrators: Bethany Bertrand and Lindsay Wanserski



Admissions and Entrance

Upon admission to the National Dental Academy, each student will be supplied with the necessary equipment and instruction to successfully complete the course so that they may begin working in a dental facility.

See course outline on page 6 & 7 for complete breakdown of each class.

With completion of this course, students will be prepared for all tasks required to work as a dental assistant at any dental facility. Upon completing the course, we can supply you with certification info and a testing site for your state licensing exam when required. Students must possess basic knowledge in the English language, basic computer skills a high school diploma or GED/HSED or may be a current high school senior aged 17 or above with written consent from their legal guardian.

Applicants may submit an application for admission in person, by mail or through the electronic enrollment portal at www.nationaldentalacademy.org.

All applications are preferred to be submitted no later than 5 days prior to the first session of a term, however we will accept qualified students right up until the class start date.

We will approve applications in person or by letter prior to the first session of a term. This Course does not provide approved Continuing Education Credits, nor do we grant credit for prior education and training. The transfer of credits is up to the institution. We do not accept any type of credit for prior experience or learning.

Grading

All grades from testing will be posted the same day or at the latest the class following the completion of testing.

All students will receive a report card upon graduation which looks like the following example from Spring 2019. Please see page 5.





Spring 2019 SESSION REPORT CARD

Name _____

Class Participation _____

Clinical Job Shadow _____

Clinical Skills Check-Offs _____

Radiology Quiz _____

Mid Term Exam _____

Written Final Exam _____

Clinical Final _____

Radiology Final _____

Pop Quiz Total _____

Final Grade _____

Class Participation: Number of classes missed or absent also includes responsibility points: clean uniform, nametag, brought necessary supplies, hair tied back etc. (possible 40 points total)

Clinical Job Shadow with Report: Mandatory 4-hour Job Shadow at outside Dental Office any time after week 5 of class and completed Job Shadow Form handed in before class 10. (10 points total)

Clinical Skill Observation Check-Off Lists: Check off competencies on 4 DA Skills. (20 points possible)

Radiology Quiz: Students are given a quiz following radiology covering x-ray identification and the standard tooth identification numbering system. (possible 40 points total)

Mid Term Exam: Multiple choice test, 50 questions. (possible 100 points total)

Written Final Exam: Multiple choice test, 50 questions. (possible 100 points total)

Clinical/ Radiology Final: Six station practical examination consisting of x-ray identification, instrument identification, dental materials usage and identification, instrument transfer and HVE aspiration techniques. (120 points possible)

Pop Quiz Total: Impromptu reading/skills tests to ensure material is being studied outside of class. (20 points possible)

Grade 1-100%: the final grade, on a scale of 1 to 100%, based on the performances in the quiz, midterm, final, practical and x-ray exams.

| | |
|-------------------|--------------|
| A= 405-450 points | D= 314 and ↓ |
| B= 360-404 points | |
| C= 315-359 points | |

POINTS TOTAL: 450 Points

All items listed on the above report card will be posted immediately upon grading the same day as administration or at latest the beginning of the class period following administration.



Probation, Dismissal and Readmitting

If the student grades fall below 70% and enough time remains in the course for the student to raise their grade the student will be offered a probationary period of 2 weeks to improve the grade. During these two weeks an instructor will help the student raise their grade. The student will be allowed to retest and upon receiving a passing grade we will award them 70%. At the end of the probationary period if the student still does not increase their grade they will be dismissed from the current class and offered the opportunity to retake the course at a future time at a decreased rate.

- ✓ A Certificate of Achievement, letter of recommendation, and a dental assisting pin will only be awarded to those students attaining a 70% or above grade average.
- ✓ Records
- ✓ A copy of the student's grades, attendance and payment receipts will be kept on school premises for 6 years. HIPPA rules do apply. If a student or employment agency requests a copy, a copy will be given with written consent of the student.

Conduct

Each student will behave in a mature and professional manner while attending classes. National Dental Academy has the right to suspend or dismiss a student(s) who engages in destructive conduct, dishonesty, the consumption of alcohol before or during class, the use of illegal drugs, or engaging in activity deemed to be overly disruptive to others in the class.

- ✓ NO cheating will be allowed.
- ✓ All exams are given on an in-house basis and will NOT be allowed to leave the premises.
- ✓ Any attempt at cheating will be grounds for dismissal.
- ✓ NO student is allowed to take home any written questions or answer sheets.
- ✓ Clinical apparel will be required. Medical scrubs and tennis shoes should be worn to each session.
- ✓ We will not allow any misuse of sharp instruments or tools. Destruction to equipment or on-site property will result in dismissal.
- ✓ Arguing, horseplay, threatening or intimidating people with abusive or vulgar language is not allowed. A student caught lying or



stealing will be removed from the premises and this will also result in dismissal.

- ✓ Smoking is not allowed in or near the building.
- ✓ No cell phones or use of cellular devices is allowed while class is in session.
- ✓ If a student is more than 10 min late, we will allow the student to join the class if they alert the instructor ahead of time.
(See Attendance for further instruction)
- ✓ Failure to notify the instructor prior to missing a class will be considered an unexcused absence.
- ✓ Any student dismissed for conduct reasons will not be allowed to retake the course

Student Complaints

Complaints are dealt with immediately in a private interview with instructor or director, and or any other involved party(s). Please call our Chief Education Officer, Bethany Bertrand, at 800-704-1505.

If the student complaint is not satisfactorily resolved by the National Dental Academy of WI please direct your concerns to: The State of WI, Educational Approval Program, PO BOX 8366, Madison, WI 53708-8366, Phone (608)-266-1996, Email: dspseab@wisconsin.gov.

Schedules

Holidays Observed:

| | |
|----------------------------|----------------------------|
| Memorial Day - NO CLASS | Christmas - NO CLASS |
| Thanksgiving - NO CLASS | New Year' s Day - NO CLASS |
| New Year' s Eve - NO CLASS | Labor Day - NO CLASS |

Any other changes in normal scheduling will be discussed on the first day of classes.

2019 - 2020 Proposed Schedule

We will begin 10-week class sessions in September, January and April.



Attendance

National Dental Academy has 10 classes and requires all students to attend all of them. All students will be checked in prior to the start of class. If a student should be ill and cannot make it into 1 of the classes a phone call prior to the session is required. If the student is missing a class for any other reason the student will need to contact an instructor and explain why they are not able to make it. Only 1 absence is allowed. This 1 class will need to be made up during the 10-week course and the student will be responsible for the material and course work covered on the day missed.

The student will study the missed material in the syllabus and textbook reading assignments and the instructors will answer any questions the morning before the next class or during the lunch hour of the next class. The instructors, time permitting, will assist the student with mastering the missed clinical skills during the remainder of the course. If the absence is on a testing day the student will be required to take the test prior to the next class in the morning or on the lunch hour while observed by an instructor. 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 more personal time is necessary the student should request a leave of absence, and the student will be allowed to rejoin if there is availability at the next session. All attendance records will be kept on the school premises during the course.

Attendance is required for successful completion of this course. If the student chooses to not to attend classes, it will be their responsibility to make up the course work associated with the missed class. If they wish to drop the course a “Student Right to Cancel” document is required to be completed. A No-Show does not count as a drop from the course without documentation. All course work and fees would still be due until the four-class threshold has been met and the student is dismissed.

Tardiness. Attendance has a point value for the course of 4 points each day. One point will be subtracted if the student is late to lecture or clinical. Two points will be subtracted if the entire lecture or clinical are missed 3 points will be subtracted if the morning is completely missed and the student is late for afternoon clinical. All four points will be subtracted if the student misses the entire day of classes.



Final Exams may NOT be made up.

Leave will be granted only with documentation from a medical or mental health provider stating why the student needs to be excused and when they may return to classes. It is advised that NO classes are missed. If more than one class needs to be missed due to physical or mental illness documentation is required for the student to be considered excused.

Constructive notice of withdrawal is considered when a student has missed more than four classes without notification. It is highly recommended that students submit their withdrawal in writing via email or by mailing a letter of intent to cancel to our home office at: National Dental Academy of WI, 200 East Bridge Street, Wausau, WI 54403. It is not required to be submitted in writing but highly suggested.

Tuition and Financial Arrangements

Tuition

The tuition fee of \$4995 includes all of the following:

- ✓ Course syllabus containing all lecture notes to minimize note taking and maximize the learning experience.
- ✓ Use of all training and visual aids, materials and dental supplies used in the clinical training.
- ✓ Use of all stationary equipment and instrumentation during the course of the study.
- ✓ Job referral and employment advisory services. We will help write a resume and give a letter of recommendation and assist in identifying potential employers. Please contact Lindsay for this (715)577-7447.
- ✓ Certificate of Achievement, Dental Assistant pin, and a letter of recommendation outlining your training and experience will be awarded to all students who have attained a 70% or above grade average.
- ✓ Actual clinical experience working with / on classmates, CPR certificate and a USB of an abbreviated version of your lectures.
- ✓ One set of scrub uniforms, nametag and PPE



Financial Arrangements

We here at National Dental Academy of Wisconsin strive to offer students not only the best quality education but we strive to make our tuition affordable by offering the following payment options.

Payment in Full \$4995.00

We would accept check, money order or credit card payment.

Local Bank Financing \$4995.00

Obtaining a personal loan for tuition through your local bank or credit union can be a great option to make sure that tuition payments fit into your personal budget. Call your local bank to get started.

Hint: A lot of financial institutions do not do “student loans” so use the verbiage “personal loan.”

In House Payment Option \$4995.00

Enroll with a \$1500.00 down payment with registration, followed by three equal payments (\$1165) due class one, class three and class nine. There is no interest charged with this option. But it is mandatory that a credit card is on file for this option, payments will be drawn the morning that they are due. Any declined or late payments are subject to a \$40 late fee.

Enhanced Patient Finance

No down payment required with this option. Enhance Patient Finance is a full-service healthcare lending company that offers financing to our students. Enhance Patient Finance can offer terms of 12 month deferred interest as well as 36, 60 and 96 month extended payment options to help fit tuition into anyone’s budget. We realize that investing in your education is a big commitment, so we’ve teamed up with Enhance Patient Finance to help! Apply directly through the link on our website at:

www.nationaldentalacademy.org/finance

or

call Enhance Patient Finance directly at (877)436-4262 and speak with one of their amazing team members. They are open Monday through Saturday with late evening hours during the week.



Flexxbuy' s “Flexx Ed Program”

National Dental Academy partners with Flexxbuy to match students with lenders that meet their educational funding needs. Flexxbuy can accommodate even students who do not have the best credit – they require a 600-threshold score. We understand your education is important to you, so we want to make every option available to those students who genuinely want to go back to school. To apply for the Flexxbuy “Flexx Ed” Program: <http://nationaldentalacademy.flexxbuy.com/>

Refunds and Withdrawals

The cancellation and refund policies are as follows:

- ✓ The student will receive a full refund of deposit if they cancel by phone or in writing within three business days after enrollment. This refund will be made within 10 business days of cancellation.
- ✓ The student will receive their deposit back minus one hundred dollars if withdrawal is made after the three-business day cancellation period but before the beginning of the first week of class.
- ✓ The student will receive a pro-rated refund if he/she withdraws between class one to the start of class three. Once student enters class three total course fees are required. No refund to be made after the start of class three. No-Show to classes does not qualify as a formal withdrawal, signature is required.
- ✓ Any student that is returning to a course after withdrawal or being dismissed must meet with an instructor prior to admission to the course to discuss any issues pertaining to their withdrawal or dismissal and to assist the student in passing the new course. Any student that was dismissed for conduct reasons will not be allowed to retake this course.

Course Outline

What to expect in your Dental Assisting Course

The following subjects are covered in depth with both lectures and practical experience at the National Dental Academy of WI campus. There will be four



hours of morning lecture followed by an afternoon of hands-on training. During the course of study, students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. Details of our extensive clinical training are outlined below.

Class 1: General introduction to terminology and equipment (Chapter One)
Dental Theory and Terminology, OSHA

1. Dental and oral anatomy, tooth identification and numbering system
2. Instrument nomenclature and identification for all aspects of General Dentistry
3. Dental terminology
4. Equipment operation, chair positioning, assistant equipment usage
5. Treatment options available, depending on oral conditions

Class 2: Four-handed dentistry, aspiration, instrument transfer, isolation techniques, Isolite system (dry field), patient positioning, sterilization. (Chapter Two)

Four-Handed Dental Assisting

1. Instrument transfer techniques, chair-side assisting and patient suctioning
2. Chair-side doctor-patient-assistant positioning
3. Tub and tray systems of instruments and materials

Sterilization Techniques

1. Sterilization theory and terminology, autoclave operation
2. Instrument and equipment sterilization / disinfection
3. Treatment room disinfection and asepsis techniques

Class 3: Radiology theory and practice of intraoral and extraoral x-ray techniques, x-ray safety, Digital X-ray, Phosphor Plates.(Chapter Three)

Radiology

1. X-ray theory and technique, use of Rinn© holders, Snap A Ray and other systems
2. Intraoral, bite-wing, panoramic and endodontic exposure methods
3. Digital X-ray systems, Phosphor plates and exposures.
4. X-ray identification, interpretation



5. Radiation Safety Procedures

Class 4: Composite materials, mixing and curing, alginate impressions, model pouring (Chapter Four)

Impressions and Model Trimming

1. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
2. Wax bites, counter impressions
3. Model pouring

Class 5: Cements and Liners, Orthodontics, Pediatrics, X-ray Quiz Administered - OPEN CLINICAL (Chapter 5)

1. Introduction to various cements and liners used in dentistry
2. Practice mixing cements and liners
3. Orthodontic/Pediatric Dental Assisting

Class 6: Mid Term Exam Administered, Oral Surgery and Periodontal Instruments, Oral Surgery, Nitrous Oxide, Bleach Tray Fabrication, trimming models (Chapter Six)

1. Monitoring patients on Nitrous Oxide
2. Fabricating your own bleaching trays using your dental models

Class 7: Crown and bridge instruments and materials, making temporary restorations, implants, veneers(Chapter Seven)

Making temporaries

1. Taking impressions with Arch trays, Triple trays and Quad trays
2. Size and fit aluminum shell crown
3. Fabricating an acrylic temporary crown
4. CAD-CAM, CEREC, Veneers

Class 8: Endodontic and instruments, materials and procedures, endodontic X-rays (Chapter Eight)

Class 9: Office Management, front desk operation, appointments, billing and insurance. HIPAA regulations as it applies to dental assisting, Job Interview (Chapter Nine)



Front Desk Office Management

1. Phone techniques and appointment book control
2. Billing: accounts receivable and accounts payable, collections
3. Filing insurance forms and pre-treatment estimates
4. Insurance terminology

Job Interview Techniques

1. Proper image, dress, resume, and how to prepare for the job interview itself
2. Difficult questions you may face - how to answer them
3. Do's and don'ts during the interview, what to expect

Class 10: FINAL EXAMS

GRADUATION, PINNING AND AWARDING OF CERTIFICATES

1. CPR Certification: 2-year Healthcare Provider BLS (Fee included in your tuition for the class and materials needed to complete)
2. Final Written, Practical and Clinical Examination

Self - Evaluation

National Dental Academy of WI is constantly striving for improvement, so we value your feedback. You will be given a comprehensive, anonymous survey to complete at the end of your course where you will have the opportunity to evaluate the course on a number scale as well as provide your anonymous written feedback.

The National Dental Academy Team

Bethany Bertrand, Administrator, RDH/BS

Lindsay Wanserski, Administrator, RTR, BS

Amanda Birkett, Instructor, Wausau Campus, Dental Assistant (DA)

Allondra Carman, Instructor, Wausau Campus, RDH, DA

Cailli Lutz, Instructor, Wausau Campus, DA

Kassandra Weisensel, Madison Campus, DA



Diana Strouf, Instructor, Green Bay Campus, DA

Tracey Beckley, Instructor, West Salem Campus, DA

Trish Nicks, Instructor, West Salem Campus, DA

Andrea Tayloe, Instructor, Sheboygan Campus, DA

Melanie Allen, Instructor, Sheboygan Campus, DA

Catrina Schoen, Instructor, Edgerton, WI Campus, DA

Amanda Dunlavy, Instructor, Edgerton Campus, DA

Ashley Petersen, Instructor, Kenosha Campus, DA

Courtney Jurczyk, Instructor, Fort Atkinson Campus, DA

Ashley Shephard, Instructor, Fort Atkinson Campus, DA

Employment

Dental Assisting is one of the fastest growing Healthcare Support positions according to the US Bureau of Labor and Statistics. There is a shortage of Dental Assistants in Wisconsin so congratulations on entering this exciting field. The National Dental Academy does not guarantee employment within a certain time frame after graduation however we do offer support to ALL of our students. If you are in need of a resume review, help searching for current openings or would like to strategize with our team call our home office directly at (715)298-4447. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

“Brighten Your Future with the National Dental Academy of WI!”

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