



Maumee Valley
Dental Assisting School
Assist to Succeed

875 Westmoreland Ave Napoleon, Oh 43545
419-592-5855

Course Catalog & Student Handbook 2023

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School Catalog

Courses

DA 101

Fundamentals of Dental Assisting

Course offers instruction in all requirements for a basic understanding of dentistry and proficiency of the fundamental tasks delegated to the dental assistant by a licensed dentist in the state of Ohio. Upon completion of this course students are given a certificate to document completion of the fundamentals course. Course runs approximately 10 weeks and is held one 8 hour day per week. Students participate in a mix of lecture and hands-on training in a dental clinic using the materials and methods they learn in lecture. There are no other courses in this program. After completion of this course students will be prepared to enter the workforce as a dental assistant or dental hygiene assistant.

Time: 8:00 am to 5:00pm one day per week

Enrollment Dates

2023 classes- January 7th-March 11th, March 25th-June 3rd, August 26th-October 4th/

Entrance Requirements

Students attending Maumee Valley Dental Assisting School must have a high school diploma or G.E.D. equivalent. They are also required to have their first Hepatitis vaccination. Federal and State financial aid does not apply to this program and we do not grant credit for previous education and/or training.

Institutional Scholarships

Maumee Valley Dental Assisting School (MVDAS) is pleased to offer a \$500 scholarship. One student from each of selected high schools will be selected for the scholarship opportunity to attend Maumee Valley dental assisting program.

We invite interested students to complete an application and submit it to the faculty review committee. The faculty should select the student who they think best exemplifies the listed qualities (see attached) and recommend their selection.

Recommendations and all other completed applications should then be returned to MVDAS for review.

A scholarship recipient will then be selected, the scholarship review committee of the applicant's high school will be notified, and a certificate of award will be forwarded to the high school for graduation ceremony presentation by an individual of the high school's choosing (principal or other school official). Included with the certificate will be instructions for the student on how to receive the scholarship.

RECITALS

Scholarship has no cash value.

Scholarship may be applied toward tuition in addition to any other discounts (such as early enrollment discounts) offered by MVDAS.

Scholarship funds are not eligible for refund if other tuition money is refunded.

Students are not considered registered for classes until remaining tuition balance is paid in full.

Awarded students must apply scholarship to tuition within 8 months of notification of award.

Scholarships are awarded without discrimination as required by law by MVDAS.

A great dental assistant school applicant should be:

A Good Student—ATS is a fast paced, intense program intended to give the student all the tools needed to succeed in the profession of dentistry. Like any program some students choose low grades and some students choose high grades. Those who choose high grades are usually the most successful. Applicants must have completed their Junior year of High School and be on track for High School Graduation or receiving a GED.

Interested in Health Care as a profession—dentistry is an important part of the health of an individual. Dental assistants are responsible to assist the Dentist with the care of the health of the people who sit in the dental chair. Dentistry is always improving and changing and individuals must be interested in keeping up with the changes.

Motivated – ATS is an accelerated program of intense study. After completion of the course the individual must be able to maintain a high level of self-motivation to obtain employment and then continue to learn and grow in this career.

Friendly—great dental assistants are outgoing and personable. Students work closely with classmates and must be willing to work together. Dental assistants communicate constantly with patients, other staff and doctors. This communication needs to be clear and concise in order to maintain the high level of order and efficiency required in the dental office.

Healthy --- dental assisting is a physically active occupation. A dental assistant must have good eyesight, good manual dexterity (especially in her fingers), be able to easily navigate the confines of a dental treatment room and be generally healthy.

Other qualities of great dental assistants include:

- *ability to multi-task*
- *ability to follow instructions in detail and without repetition*
- *clean*
- *organized*
- *team oriented*
- *helpful*
- *ability to accept evaluation of their work and make changes*

APPLICATION DEADLINE IS THE FRIDAY BEFORE
CLASSE BEGINS.

**Maumee Valley Dental Assisting School
Scholarship Application**

Date Received: _____
Office use only

Name: _____ Age: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Email: _____

Education: _____ GPA: _____

Other Education: _____ GPA: _____

Experience: _____

Essay:

In the space below and on reverse, or attached separately, please write an essay of 500 words or less describing your interest and ability to become a health care professional in dentistry.

Acknowledgements: I _____ (print name) certify that the above information is complete, true, and correct. I am the sole author of the attached essay. I understand that no guarantee, expressed or implied, is associated with this application. I agree that the above information will be used for the purposes of applying for the titled benefits and I may be contacted by the company to which I am applying for assistance by mail, phone or electronic means.

Applicant signature: _____ date _____

Student Handbook

Welcome to Maumee Valley Dental Assisting School!

We are pleased to offer you a thorough education in dental assisting. It is our goal to make this the number one place to receive an education for dental assisting.

For years now we have been surveying students who have completed the courses we offer. It is exciting to report that the large majority of our graduating students give us the ultimate compliment and endorsement which is the referral of their friends and family to our courses.

You are now becoming a member of a large family of people who are interested in making themselves better, attracting success to their lives and achieving whatever goals they want by beating whatever odds are in the way of their success! Maumee Valley Dental Assisting School will help you get the tools you need to SUCCEED!

Michael D. Carpenter, DDS. School Director
Brenda Strauss, School instructor

Policy and Procedures

GRADING

Grading procedures will be explained to students before grading begins. Students have access to all of their personal scores and grades upon request to the instructor. The instructor shall provide such requested information within a reasonable period so as to benefit the student without violation of privacy of other students. *See Privacy Policy below

Students of Assist to Succeed Idaho Falls must complete the Maumee Valley Dental Assisting School course work, examinations, practical examinations, in class requirements, and other evaluations with an average of 85% correct completion.

Students who do not complete the course with an 85% and meet all in-class requirements will not be awarded a graduation certificate nor be eligible for expanded function certification, nor be endorsed in any manner by Maumee Valley Dental Assisting School.

A student who fails to achieve a passing grade as defined above, may be eligible for remediation by re-taking the full course for a fee of \$1995* to be paid in full prior to beginning the next class where space is available. *Subject to change and based on availability

WITHDRAWAL AND REFUND

Tuition is \$4950.

- A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee (\$100 included in tuition amount).
 - A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
 - A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
 - A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
 - The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity. All supplies not returned will be deducted from refund.

Students will not receive a refund of tuition nor receive certificates if they fail to complete course work or pass examinations with an average of 85% or higher.

INSURANCE

Students must provide their own health insurance and other accident insurance. Maumee Valley Dental Assisting School will make every reasonable effort to prevent injury or illness, but is not liable for the same in the event either should occur during the course of instruction or thereafter beyond the allowance of Ohio State Code.

ATTENDANCE (ABSENTEEISM/TARDY)

Because of the volume of material covered in a class period, students cannot miss more than one day of class or it will result in failure of the class. Class starts promptly at 8am and following lunch at 1pm, unless specifically indicated by the instructor. 2 tardies will equal 1 absence. More than 2 tardies can result in failure of the class. Tardy is defined as not being seated and prepared to learn when the lecture begins. Instructors will advise students of the clock being utilized for the purposes of time keeping so that they may be properly advised and aware of the school time.

HONOR CODE

Maumee Valley Dental Assisting School operates as an educational institution and believes that it is imperative to health and safety that students understand the procedures, methods, and materials they will use in assisting a professional in the treatment of others. To that end MVDAS requires a very high level of excellence as outlined above. Students are not only required to perform in order to receive school endorsement but are expected to do so honestly. Students who are caught in any form of dishonest behavior (cheating, stealing from the school, stealing from other students or other affiliates of the school) will be dismissed from MVDAS as a student and no refund, material or monetary, will be received. Students suspected of dishonest behavior will be brought before the administration (course directors) at a scheduled time and the case reviewed. It will be the sole discretion of the administrators to determine the course of action, if any, that will be taken based on the solidity and dependability of the evidence presented by the student and the school staff. Individuals damaged will be responsible for legal prosecution of the accused.

Students are expected to conduct themselves in the professional and polite manner reasonably expected of a dental assistant. Interference with other student learning will not be tolerated and may result in expulsion without refund.

Examinations, quizzes and homework assignments are designed for the learning and education of the student. All work is expected to be completed solely by the student unless specifically indicated otherwise by the instructors assigning such learning activity.

PRIVACY POLICY

All personal and academic information about a student will be considered private and will be used only in conjunction with the operation of the school for academic purposes in order to enhance the education of the student and the security of the business. MVDAS will make reasonable effort to protect student information, personal and academic, from any party not directly affiliated with the operation of the school. If the student requests his/her information not be provided to those seeking to employ or interview students this request will be honored. Student information shall not be shared, sold, rented, or in any other way exposed to parties wishing to use that information to solicit sales of merchandise or services by MVDAS. Parties inquiring about academic performance will be referred to the student, REGARDLESS OF WHO PAID FOR THE COURSE, who may then request an official copy of his/her performance evaluations including attendance, test scores and other information as requested.

FACILITY AND LEARNING AIDS

Maumee Valley Dental Assisting School prides itself on providing its students the finest facility available for education in dental assisting. We provide all needed equipment, supplies and general materials needed to learn the course material we teach. We pledge to provide a safe, comfortable learning environment conducive to learning and growth. The MVDAS campus boasts a large 6500 square foot facility with 22 rooms that are fully equipped for student use and learning and video and Power Point[®] assisted lectures.

Maumee Valley Dental Assisting School uses a variety of learning aids including videos and demonstrations along with lecture and practical application of skills. We guarantee that students will be safe comfortable and have access to all learning materials in a reasonable and timely manner. If a student is not satisfied that this promise has not been met, the student should contact the administration with concerns about facilities or learning aids if inquiry to the instructor is unsatisfactory.

OTHER INFORMATION:

Students will need to secure vaccinations on their own time and expense.

Vaccinations: Students should contact the local health department to obtain pertinent vaccinations including but not limited to Hepatitis B and Tetanus vaccinations

OUR PERSONAL PROMISE:

We are confident that students will be given every opportunity to fill their minds with principles that will drive them to success when properly applied. It is our personal promise to help students learn the skills they need to succeed in whatever endeavors they choose in life. The courses we teach offer the tools students need to succeed in dental assisting. We also hope to equip students with the desire and drive to use those tools to reach their dreams!

COMPLAINT OR GRIEVANCE PROCESS

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.

Below is the course schedule. The precise dates and times and order of instruction may vary according to the particular needs of the student with which you enroll and is provided only as a sample for you understand the progression of your education.

Course Schedule

Spring 2023 (Sat.)

Must pass all tests and exams with 85% or Higher

Student syllabus chapters correspond to the day numbers.

- Day 1 **March 25th** General introduction to terminology and equipment.
- Day 2 **April 1st** Four-handed dentistry, instrument transfer, isolation techniques, suctioning (HVE), local anesthesia, patient positioning, and handpiece maintenance. **Sealants/ Coronal polishing**
- Day 3 **April 15th** Radiology theory and practice of intraoral & extraoral xray techniques, xray safety and darkroom procedures.
- Day4 **April 22th** Amalgam & composite materials, instruments, mixing, curing, tubs & trays
- Day 5 **April 29th** Cements and liners, alginate impressions (upper arch), model pouring and trimming. **XRAY QUIZ**
- Day 6 **May 6th** **MID-TERM EXAM**, Oral surgery & periodontal instruments and materials, sterilization procedures, alginate impressions (lower arch).
- Day7 **May 13th** Crown & bridge instruments and materials, making temporary restorations, and bite registration.
- Day8 **May 20th** Endodontic materials and instruments, orthodontics, job interview skills.
- Day 9 **May 27th** Office Management, front desk operation, appointments, billing dental insurance, office management software, OSHA regulations as it applies to dental assisting. Review and practice for final exams.
- Day 10 **June 3rd** **FINAL EXAM AND PRACTICAL EXAM**, Pediatric dentistry, final written exam, xray practical, and practical clinical exam, Graduation and awarding of certificates and pins.

***** Saturday June 17th Graduation**

Note: the Day #s correspond to the Chapter #s in the syllabus, "Concepts in Dental Assisting".