CATALOG

Santa Clarita School of Dental Assisting

27450 Tourney Rd. Suite 250
Valencia, Ca. 91355
661-799-9562 school cell phone-Texting is preferred
661-259-4474 dental office
Fax-661-259-1371
www.DentalJobNow.com
info@DentalJobNow.com
admin@DentalJobNow.com
Facebook: Scsda dental assisting

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School Location

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Effective Dates of this Catalog

January 1, 2005 – December 31, 2013

Our Mission Statement.

The mission of this institution is to provide a high quality educational experience to each enrolled student. Our goal is to have each of our students acquire specialized knowledge and skills pertaining to performing the duties of a Dental Assistant or receive continuing education. Santa Clarita School of Dental Assisting is a private institution that is approved to operate by the Bureau for Private Postsecondary Education school code #73116896. The Santa Clarita School of Dental Assisting offers high quality education experience in the following programs:

1. Dental Assisting
   a. The purpose of this course is to train students for an entry level position in the dental office whereby the graduate will be able to assist the doctor, sterilize instruments, and gain a working knowledge of the modern day dental office.
2. Pit and Fissure Sealants
   a. The purpose of this course is to train students who are working in a dental office to prevent tooth decay by bonding plastic resins to the top surfaces of teeth.
3. Coronal Polishing
   a. The purpose of this course is to train students who are working in a dental office to prevent plaque buildup by using a rubber cup to clean the teeth above the gum line.
4. California State Radiation Certification
   a. The purpose of this course is to train students who are working in a dental office to take radiographs on patients.

Tuition, Fees, and Program Descriptions

All fees are subject to change without notice. The tuition covers the cost of all classroom instruction. All fees and tuition are to be paid, in advance, prior to the first day of class or other deadline date as may be posted from time to time in the administrative office and student entrance to the school. This private institution does not extend credit.

Unless otherwise specified, fees are as follows:

Registration……. …. $ 50.00
Transcripts (first copy free)... $ 15.00
Returned Check Fee…….. $ 20.00
Supplies & Books…….. $ 450.00

Dental Assistant Training (80 clock hours)

Tuition……. ……. $ 5,000.00
STRF fee ……. $ 12.50

Pit and Fissure Sealants (16 clock hours)

Tuition……. ……. $ 500.00
STRF Fee ……. $ 5.00

Coronal Polish (12 clock hours)

Tuition……. ……. $ 500.00
STRF Fee ……. $ 5.00

California Radiation Safety Course (38 clock hours)

Tuition……. ……. $ 800.00
STRF Fee ……. $ 8.00

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COURSE DESCRIPTIONS:

Dental Assistant Training

Santa Clarita School of Dental Assisting has designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting. Each student must obtain a high school diploma or GED to enroll. Students are required to take and pass eight quizzes, one written/lab midterm and one written/lab final exam. Each student must have a cumulative score of 75% or higher to pass. Each student is encouraged to obtain 40 hours of internship in a working dental office while attending this course. This internship is optional. [80 Clock Hours]

Pit and Fissure Sealants, Continuing Education

Pre-requisites: Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license. Each student must have already completed a Board-approved course in coronal polishing. Also, all students, involved in the direct provision of patient care must be currently certified in basic life support procedures, including cardiopulmonary resuscitation, and show proof of hepatitis B vaccination.

Sealants are resin coatings/bondings applied by the licensed RDA. Sealants are placed on the grooves of mainly molar teeth. These coatings are intended to prevent the growth of bacteria that promote decay in grooves of molar teeth. Sealants are integral in preventing tooth decay.

Students will develop minimum competence in the application of pit and fissure sealants. There is one written/lab exam. Each student must have a cumulative score of 75% or higher to pass. Each student must show proficiency in placement of four sealants (one sealant per quadrant) on four patients who are over the age of eighteen. [16 Clock Hours]

Coronal Polish, Continuing Education

Pre-requisites: Students shall possess a valid registered dental assistant license or be currently enrolled in a board approved registered dental assisting program.

Coronal polishing (rubber cup polishing) is used to remove stains and plaque from the outer enamel surfaces of the dentition. A registered dental assistant, under direct supervision of a licensed dentist, may perform coronal polishing in a dental office. Students will learn how to safely and effectively polish the coronal enamel of teeth. This will allow a registered dental assistant to be more effective and invaluable in their employment. A licensed dentist or a registered dental hygienist shall determine that the teeth to be polished are free of calculus or other extraneous material prior to coronal polishing. Students must take a written and clinical exam achieving a score of 75% to pass. Each student must show proficiency in removing supragingival calculus using a rubber coronal polishing cup on three patients who are over the age of eighteen. [12 Clock Hours]

California Radiation Safety Course, Continuing Education

This course will allow dental assistants to be able to safely take radiographs with the primary purpose being to provide theory and clinical application in radiographic techniques. This course has been designed to meet the standards set forth by the California Dental Board for the operation of dental radiographic equipment in California. The course includes both didactic and clinical application of x-ray safety, film exposure, processing and evaluation. Students must pass a written exam with 75 % before they can expose X-rays in clinic. Students then must demonstrate competency by taking 2 bitewings and 2 full series of eighteen radiographs on the manikin. Then, students must take one FMX (full mouth series) radiographs on four patients over the age of eighteen to receive California State certification in Radiology.[38 Clock Hours]

Admission Policies

The general criteria for admission to the **Dental Assisting Training** program are:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Students must show proof of Hepatitis B vaccination.
3. Student must achieve a qualifying score of 13 on the school's “Ability to Benefit” test.
4. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school
5. In accordance with state regulations, we are disclosing that we do not accept credits earned at any other institutions or through challenge examinations and achievement tests from other institutions. We do not accept a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. Our institution has not entered into an articulation or transfer agreement with any other college or university.

The general criteria for admission to the **Continuing Education (Coronal Polish, Pit and Fissure Sealant)** programs are:

1. The student must document that he or she is either currently employed or has been employed in the past as a Dental Auxiliary. In the alternative, the student must document his or her completion of a course of instruction as a dental assistant.
2. Students must show proof of Hepatitis B vaccination and current CPR certification.
3. Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license.
4. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.

Student Achievement

Student performance is graded by percentage. Students must maintain a 75% average to progress from one course to the next within any given program. Students are encouraged to form study groups and utilize the available study room to assure lessons objectives are attained. Final grades are issued on a pass/fail basis.

The Faculty

Dr. Kelly Smudde	Bachelor Degree, Saint Mary’s College, Notre Dame, IN Doctorate Degree, Northwestern University Practicing Dentistry in California Since 1998
Dr. Allen Smudde	Bachelor Degree, California State University, Humboldt Doctorate Degree, Northwestern University Practicing Dentistry in California Since 1998
Judith Martin	Director of Santa Clarita School of Dental Assisting Registered Dental Assistant. License # 72403

Federal and State financial aid programs

This private institution does not participate in federal and state financial aid programs.
If a student obtains a loan to pay for our educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. Students are encourage to contact the institution in which they received their funding from and refer to their policies. This institution's policies and procedures do not award credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.

Kind of Training/Outcomes

We provide focused and intensive training to assist our students in acquiring employment. At this time, we have four programs which train students in dental assisting field.

Targeted Student Population

The student body to be served will include adult members of the general public. No particular segment or sub-set of the general population is targeted.

Student Records

Student records for all students are kept for five years. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Enrolling students will receive a list of the current rules of conduct at the time of enrollment. Students are subject to immediate dismissal for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.

Refund of Tuition

STUDENT'S RIGHT TO WITHDRAW FROM THIS PROGRAM
Our institution does not participate in the federal student financial aid programs.
This institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
This institution will not provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
This Institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed Five hundred dollars ($500.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

A student has the right to withdraw from this program of instruction at any time, and receive a refund of tuition and amounts paid for equipment. If the student withdraws from the program of instruction after the expiration date of the time for canceling this agreement, the student is obligated to pay only for educational services rendered and any equipment not returned, plus a non-refundable registration fee of $75.00. For example, if a student enrolls in a 100 hour program and withdraws after receiving 35 hours of instruction, and if the student paid a $75.00 registration fee and $2,000 tuition, the school would deduct the $75.00 registration fee from the amount received, divide the remaining $2,000 by the number of hours in the program (2000 / 100 = 20) and multiply that hourly amount times the number of hours received by the student (35 x 20 = $700.) The amount paid, in excess of that amount would be the amount of the refund. ($2,000 - $700 = $1,300 Refund Amount. In addition, the refund would include any amount paid for equipment which is subsequently returned in good condition.

Cancellation Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
This institution will refund 100 percent of the amount paid for institutional charges, including those labeled "nonrefundable" less a registration fee of $75 if notice of cancellation is received by or on the fifth business day after the first day of class. All requests must be made in writing.

Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's School Director who will work to resolve the matter. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The School Director will notify the student of the decision reached. Any student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education, by calling (888)370-7589 toll free of by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov.

Leaves of Absence

Should your circumstances be such that a leave of absence is needed, please submit an application for a leave of absence to the School Director. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of the program of study, the School Director or his/her assignee may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Transcripts

Each student's record will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge. Subsequent copies are available upon payment of a fee of $15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due the institution are paid current.

Attendance, Probation and Dismissal Policy

Students are expected to attend all classes as scheduled. Students must attend 75 percent of the scheduled class hours. Students tardy more than 15 minutes are considered absent for that class hour. If a student misses more than 25% of the scheduled class hours, the student may be administratively dropped and, in that event, will be issued a refund, per the refund policy. If students are excessively absent or tardy we will put them on disciplinary probation for one week. We will notify the student verbally that they are on probation for one week. If the student's actions are not corrected during the probationary period, the student may be subject to dismissal from the class and the refund policy will take effect.

Pre-Contract Disclosures (Dental Assistant Training)

Individuals interested in working as a Dental Assistant are advised that Dental Assistants, whether registered or unregistered will be required to take specific continuing education courses starting in 2007. Further, students are advised that the Dental Assistant Training program offered by this institution prepares one for an entry level position as an unregistered Dental Assistant. However,
an unregistered dental assistant may qualify to sit for the examination to become a registered dental assistant if the unregistered dental assistant has completed at least 15 months (1280 hours) of satisfactory paid work experience as a dental assistant with a dentist licensed in one of the states in the United States.

What are the duties an unlicensed dental assistant can perform;

(a) A dental assistant is an individual who, without a license, may perform basic supportive dental procedures, as authorized by this article and by regulations adopted by the board, under the supervision of a licensed dentist. "Basic supportive dental procedures" are those procedures that have technically elementary characteristics, are completely reversible, and are unlikely to precipitate potentially hazardous conditions for the patient being treated. These basic supportive dental procedures may be performed under general supervision. These basic supportive dental procedures do not include those procedures authorized in Section 1750.3 or Section 1753.1, or by the board pursuant to Section 1751 for registered assistants.

(b) The supervising licensed dentist shall be responsible for determining the competency of the dental assistant to perform the basic supportive dental procedures authorized pursuant to subdivision (a).
(c) The supervising licensed dentist shall be responsible for assuring that each dental assistant, registered orthodontic assistant, registered surgery assistant, registered restorative assistant, registered restorative assistant in extended functions, registered dental assistant, and registered dental assistant in extended functions, who is in his or her continuous employ for 120 days or more, has completed both of the following within a year of the date of employment:
(1) Board-approved courses in infection control and California law.
(2) A course in basic life support offered by the American Red Cross, the American Heart Association, or any other course approved by the board as equivalent.
(d) Prior to operating radiographic equipment or applying for licensure as a registered dental assistant under Section 1752.5, an auxiliary described in subdivision (c) shall successfully complete a radiation safety course approved by the board.
(e) This section shall become operative on January 1, 2007.

For further information in regards to permitted duties:
http://www.dbc.ca.gov/formspubs/pub_permitted_duties.pdf

Program Changes

The specific content of the program described in this catalog is subject to continuous revision or update. The program objectives remain constant, but the changes in technology may require small adjustments in course content from time to time so as to assure the program is timely.

Such changes to programs and/or component courses may be suggested by faculty members at any time. Such revisions and upgrades will be approved by the school director prior to adoption. In this way the most recent industry developments may be incorporated into the curriculum.

Catalog Policies

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed. If a student enrolls from another country, visa services are not provided and our institution will not vouch for student status, and any associated charges.

Individual Responsibility

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog.

Student Services:

Academic Advisement

All entering students may discuss program and course selection with an academic advisor. Appointments are required.

Job Placement Services

This institution does not guarantee job placement after completion of this course. It is the student's responsibility to obtain employment after completion. Students are encouraged to intern at working dental offices during their school training to obtain experience for future employment opportunities.

Student Housing
This institution does not have dormitories in which to house students under its control. We do not offer assistance in finding housing.

Tutoring
Students who experience difficulty or who have learning disabilities will be provided assistance in locating qualified tutors. Interested students should contact the School Director.

Student Interaction

We encourage students to interact and establish study groups. A bulletin board will be available for student use and may be used to promote the convening of study groups and the furtherance of study and program objectives.

Academic Freedom

This institution is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the school encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution.

This institution's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

This institution, therefore, supports and encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views as long as they believe it would advance understanding in the specialized discipline being studied.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

ESL Instruction

Students must have English language proficiency in order to enroll in this class. The level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; will be between 15 – 21 points. Should a student fail to meet these requirements the application will be denied. This institution does not provide instruction in English as a Second Language. All course instruction will be taught in the English language.

Review this catalog
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Education code 94909 (a):
In pursuant to state regulations, we must disclose the following; our institution has never had a pending petition in bankruptcy, and has never operated as a debtor in possession, or filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Requirement for Future Eligibility for Licensure to Become an RDA:
After completion of the dental assisting program, you will have a dental assistant certification (DA). Dental Assistants can immediately begin working for dentists. After completing at least 15 months (1280 hours) of satisfactory paid work experience as a dental assistant with a dentist, students will be able to qualify to take the RDA examination if they so choose. Both a DA and an RDA assist the doctor; however, an RDA can take on more responsibilities in a dental office.
To obtain a California RDA license you must:

1. Pass a hands-on practical examination on a typodont.
2. Pass a State written exam containing California law and ethics
3. Complete board approved courses in Radiation Safety and Coronal Polishing
4. Show proof that you have taken CPR, a Dental Practice Act course, and an 8 hour course in Infection Control.
5. Submit fingerprint clearances from both the Department of Justice and the Federal Bureau of Identification.

STRF Disclosure & Statements

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

If your tuition has been paid by a third party payer, you will not be eligible to receive a reimbursement from the STRF.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrolment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education 2535 Capitol Oaaks Drive Suite 400, Sacramento CA 95814 (916) 431-6959 www.bppe.ca.gov.

PART ONE

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2.The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3.The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4.There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5.An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

PART TWO

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment fee if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at Santa Clarita School of Dental Assisting is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the name of Santa Clarita School of Dental Assisting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Santa Clarita School of Dental Assisting to determine if your certificate will transfer."

Description of facilities, equipment, material and library

This facility is a 3,000 sqft dental office with eight operatories, a full sterilization room, dental laboratory, a reception room, a treatment coordinating room, and a conference room with a 52' inch flat screen teaching screen for interactive PowerPoint presentations. Our operatories are equipped with a fully functional X-ray unit, suctions, dental hand pieces, dental chairs, light curing units ultrasonic attachments and proper barriers. This facility also has a state of the art panoramic x-ray unit. This facility has digital as well as conventional x-ray technology. The courses we teach use five radiology approved manikins for practicing dental procedures during the laboratory sections of these courses. The training in the lab rooms will be on plastic teeth called typodonts. The courses are taught on Saturdays. No actual patients will be used in the Dental Assistant Training course. If the students elect to do an externship with an outside dental office in their free time, they can then see patients under the direct supervision of the dentist. This facility does not have a library on site. This course uses the textbook/DVD/CD, included with the purchase of Modern Dental Assisting Ninth edition by Torres and Ehrlich. Students have access to these resources by reading the textbook provided and using their DVD/CDroms at home or in our office. This institution does not offer distance education.

Unanswered Questions:

Call our office, or email us if you have any questions about our school so that we may satisfactorily address all of your concerns. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833, www.bppe.ca.gov., toll free telephone number (888)370-7589 or by fax (916)263-1897.

Temporary Approval Notice

This institution has received a temporary approval to operate from the Bureau for Private Postsecondary Education. A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code Section 94900(a) or 94915(a) and (b), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After that visit, the Bureau will then determine whether the institution should be approved on a permanent basis.

Student Performance Fact Sheet

Dental Assisting Program:

Calendar Year	Number of students who began program	Students available for graduation	Graduates	Completion Rate	Student Initials
2009	24	24	24	100%	[redacted]
2010	46	44	44	96%	[redacted]
2011	30	30	30	100%	
2012	20	20	20	100%	

Coronal Polishing Program:

Calendar Year	Number of students who began program	Students available for graduation	Graduates	Completion Rate	Student Initials
2009	6	6	6	100%	[redacted]
2010	16	16	16	100%	[redacted]
2011	3	3	3	100%	
2012	2	2	2	100%	

Pit and Fissure Sealant Program:

Calendar Year	Number of students who began program	Students available for graduation	Graduates	Completion Rate	Student Initials
2009	7	7	7	100%	[redacted]
2010	7	7	7	100%	[redacted]
2011	6	6	6	100%	
2012	4	4	4	100%	

Radiology Program:

Calendar Year	Number of students who began program	Students available for graduation	Graduates	Completion Rate	Student Initials
2009	4	4	4	100%	[redacted]
2010	6	6	6	100%	[redacted]
2011	3	3	3	100%	

2012	3	3	3	100%	

Dental Assisting Program:

Calendar Year	Number of students who began program	Students available for employment	Graduates employed in the field*	Graduates employed in the field an average of less than 32 hours per week*	Graduates employed in the field at least 32 hours per week*	Student Initials
2009	24	24	20	20	20	[redacted]
2010	46	44	36	36	36	[redacted]
2011	30	30	24	24	24	
2012	20	20	20	20	20	

Coronal Polishing Program:

Calendar Year	Number of students who began program	Students available for employment	Graduates employed in the field*	Graduates employed in the field an average of less than 32 hours per week*	Graduates employed in the field at least 32 hours per week*	Student Initials
2009	6	6	6	6	6	[redacted]
2010	16	16	16	16	16	[redacted]
2011	3	3	3	3	3	
2012	2	2	2	2	2	

Pit and Fissure Sealant Program:

Calendar Year	Number of students who began program	Students available for employment	Graduates employed in the field*	Graduates employed in the field an average of less than 32 hours per week*	Graduates employed in the field at least 32 hours per week*	Student Initials
2009	7	7	7	7	7	[redacted]
2010	7	7	7	7	7	[redacted]
2011	6	6	7	7	7	

2012	4	4	4	4	4	

Radiology Program:

Calendar Year	Number of students who began program	Students available for employment	Graduates employed in the field*	Graduates employed in the field an average of less than 32 hours per week*	Graduates employed in the field at least 32 hours per week*	Student Initials
2009	4	4	4	4	4	[redacted]
2010	6	6	6	6	6	
2011	3	3	3	3	3	
2012	3	3	3	3	3	

Dental Assisting Program:

Calendar Year	Graduates available for employment	Graduates employed in the field*	Annual Salary and wages by graduates employed in the field					Student Initials
			$15,000.00-$20,000.00	$20,001.00-$25,000.00	$25,001.00-$30,000.00	$30,001.00-$35,000.00	Students not reporting salary	[redacted]
2009	24	20	0	0	0	20	0	[redacted]
2010	46	36	0	0	2	34	0	[redacted]
2011	30	24	0	0	1	23	0	
2012	20	20	20	20	20	20	20	

Coronal Polishing Program:

Calendar Year	Graduates available for employment	Graduates employed in the field*	Annual Salary and wages by graduates employed in the field					Student Initials
			$15,000.00-$20,000.00	$20,001.00-$25,000.00	$25,001.00-$30,000.00	$30,001.00-$35,000.00	Students not reporting salary	[redacted]
2009	6	6	0	0	0	6	0	[redacted]
2010	16	16	0	0	0	16	0	[redacted]
2011	3	3	0	0	0	3	0	
2012	2	2	0	0	0	2	0	

Pit and Fissure Sealant Program:

Calendar Year	Graduates available for employment	Graduates employed in the field*	Annual Salary and wages by graduates employed in the field					Student Initials
			$15,000.00-$20,000.00	$20,001.00-$25,000.00	$25,001.00-$30,000.00	$30,001.00-$35,000.00	Students not reporting salary	[redacted]

2009	7	7	0	0	0	7	0	[redacted]
2010	7	7	0	0	0	7	0	
2011	6	6	0	0	0	6	0	
2012	4	4	0	0	4	4	0	

Radiology Program:

Calendar Year	Graduates available for employment	Graduates employed in the field*	Annual Salary and wages by graduates employed in the field					Student Initials
			$15,000.00-$20,000.00	$20,001.00-$25,000.00	$25,001.00-$30,000.00	$30,001.00-$35,000.00	Students not reporting salary	Initial below
2009	4	4	0	1	1	2	0	[redacted]
2010	6	6	0	0	1	5	0	[redacted]
2011	3	3	0	0	0	3	0	
2012	3	3	0	0	3	3	0	

*We do not offer job placement. Students are not required to follow up with employment status.

Employment estimate for this occupation as of May 2012:

Employment	Mean hourly wage	Mean Annual Wage
300,160	$16.86	$35,080

Percentile wage estimates for this occupation(May 2011):

Percentile	25%	50% (average)	75%	90%
Hourly Wage	$13.64	$16.59	$19.86	$22.87
Annual Wage	$28,380	$34,500	$41,310	$47,580

_____

Student Signature date

_____

Administrator signature date