

COURSE CATALOG

January 1st 2017until December 31st 2017

CALIFORNIA DENTAL CERTIFICATIONS, LLC



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Mission

California Dental Certifications, LLC is dedicated to training individuals for careers in the dental field in the shortest practical time at a reasonable cost.

It is our mission to provide effective, fast and affordable training that is educational, practical and convenient. California Dental Certifications, LLC is dedicated to assisting students to achieve success by providing training that will result in job placement. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in the field of dentistry.

Objectives

In support of this mission, the school's objectives are:

- ✓ To provide students with all the materials, faculty and administrative support needed to successfully complete their program;
- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study;
- ✓ To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- ✓ To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment;
- ✓ To encourage acquisition of the body of knowledge presented in our educational programs.

Campus Facilities

All class sessions are held at 1059 First Avenue San Diego CA 92101. The campus is situated at the corner of First Ave and C Street some five blocks south of the San Diego Freeway (5). The area of the school is approximately 3,500 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, an open area administrative office, one large dental skills classroom, a dental lab and two classrooms. The office is equipped with computers, telephones, patient charts, a patient education video system, and a reception area which doubles as a classroom. There are 8 operatories that are fully equipped with patient, dentist and assistant chairs, examination lights, hand piece delivery systems, nitrous oxide, sharps containers, and X-ray machines. There is a dental laboratory equipped with work stations for preparation of models and other dental work and there are also 3 amalgam mixers, 8 curing lights, 6 rubber base mixing machine, 8 Piezo machines, 1 video scan camera, and 1 CEREC machine. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary teaching rooms, lecture rooms or a combination thereof. There is a small lounge area available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Ample student parking (including handicapped) is available around the building.

ADMISSION REQUIREMENTS AND PROCEDURES

California Dental Certifications, LLC offers the following programs:

1. Dental Assistant Training
2. Introduction to Dental Laboratory Technology
3. Introduction to Dental Laboratory CAD/CAM Technician
4. Digital Dental Radiography and X Ray Technique
5. Radiation Safety
6. 2 Hour Infection Control
7. 8 Hour Infection Control
8. Asthma Inhaler Training
9. OSHA Annual Bloodborne Pathogen
10. Basic First Aid
11. Ultrasonic Scaling
12. Epinephrine Injector Training
13. CPR/AED Training
14. Coronal Polishing
15. Pit and Fissure Sealants
16. California Dental Practice Act

California Dental Certifications, LLC is California Dental Board Approved - C.E.U. Provider #4164 and offers the following continuing education courses for CEU credit:

- ✓ OSHA Blood borne Pathogen
- ✓ Basic First Aid
- ✓ Asthma Inhaler Training
- ✓ Epinephrine Auto Injector Training
- ✓ Coronal Polish
- ✓ Radiation Safety
- ✓ Ultrasonic Scaling
- ✓ Pit & Fissure Sealants
- ✓ 8 Hour Infection Control
- ✓ Digital Dental Radiography and X Ray Technique
- ✓ CPR
- ✓ 2 Hour Infection Control
- ✓ California Dental Practice Act

Each program and course offered has its own prerequisite and standards and it is the responsibility of the applicant to meet those standards. Applicants should review the program and course descriptions in this catalog for the specific admission standards for each program and course offered.

Admissions Requirements

1. All applicants are required to complete a potential student questionnaire form for admission.
2. All applicants must attend an initial personal interview and receive a tour of the campus.
3. All applicants must be at least 18 years of age to be considered for admissions.

4. All prospective students without proof of a High School Diploma or GED certificate must take an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

Admission Procedure

1. Complete an interview with a school representative to determine desire, ability and commitment as well as English language proficiency.
2. Receive a tour of the campus.
3. Review the school catalog.
4. Review and sign the Student Performance Fact Sheet for the program that you wish to take.
5. Take the Wonderlic Basic Skills Test (WBST) if applicable.
6. Sign an enrollment agreement.

Acceptance to the School

Upon completion of the testing and required documentation for admission, the school administration will review the information and inform the applicant of his/her enrollment status. If an applicant is not accepted, all monies paid will be refunded.

Notice concerning transferability of credits and credentials earned at our institution.

The transferability of credits you earn at California Dental Certifications, LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program 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 is 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 California Dental Certifications, LLC to determine if your credits or certificate will transfer.

Articulation or Transfer Agreements with Other Institutions

At this time California Dental Certifications, LLC has not entered into any articulation or transfer agreements with other institutions or colleges.

Disclosure Statements

- ✓ California Dental Certifications, LLC is a private postsecondary college approved to operate by the Bureau for Private Postsecondary Education.
- ✓ 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 P.O. Box 980818, West Sacramento, CA 95798.
www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ 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.

- ✓ A 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) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- ✓ California Dental Certifications, LLC does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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 (11 U.S.C. Sec. 1101 et seq.).
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ California Dental Certifications, LLC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any programs.
- ✓ If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.
- ✓ California Dental Certifications, LLC does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
- ✓ The school catalog is updated at least once a year or whenever changes to school policies take place.
- ✓ California Dental Certifications, LLC does not plan to offer distance education at this time.
- ✓ The Chief Executive Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- ✓ Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ California Dental Certifications, LLC does not offer English as a Second Language.
- ✓ California Dental Certifications, LLC students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- ✓ English language proficiency is documented by the admission interview and receipt of prior education documentation or the successful completion of the ability to benefit test as stated in the admission process.

- ✓ California Dental Certifications, LLC is not accredited by an accrediting agency recognized by the United States Department of Education and students are not eligible for Federal or State Student Aid programs.
- ✓ A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- ✓ California Dental Certifications, LLC does not have housing facilities under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ California Dental Certifications, LLC does not provide housing assistance services to students.
- ✓ California Dental Certifications, LLC has no responsibility to find or assist a student to find housing.
- ✓ There are available housing options located reasonably near the institution's facilities. The average cost for a room or apartment rental vary from between \$550 for a room per month to \$2,450 per month for a 2 bedroom house.
- ✓ Students will find rental information on Craig's List San Diego at <http://sandiego.craigslist.org/>
- ✓ California Dental Certifications, LLC is not approved to participate in Federal or State Student Aid programs.



ACADEMIC PROGRESS STANDARDS

Academic Advising

Each student is given personal consideration and assistance with course arrangement and program scheduling. The school provides individual assistance and advice to a student with special academic problems in any particular subject. A student is also encouraged to request an appointment with his/her instructor to work on any specific problem he/she may be having with courses.

Satisfactory Academic Progress Standards

Satisfactory progress toward the completion of a program of study is expected of all students attending California Dental Certifications, LLC. Satisfactory progress is defined as maintaining a minimum equivalent of a 2.0 grade point average measured by passing a course with a score of at least 70% or better, accuracy, timely completion of assignments, and acceptable performance of required skills.

Grading System

The threshold minimum student performance of 70% as determined by the instructor needs to be obtained in order for the student to pass a course. No letter grades are provided. All courses are pass/fail.

Probation

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next course. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period in order to remain in the program.

If the student fails to meet the Satisfactory Academic Progress Standards (passing score of 70% or better) by the end of the probationary period the student will be terminated from the school.

Repeats and Remedial Courses

Unless special circumstances apply, a course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the passing score. All final course scores will be recorded and appear on the student's transcript.

Unsatisfactory Academic Progress Appeal Procedures

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the school due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program. A decision will be made by the CEO/CAO and the student will be notified in person or in writing. All decisions are final.

Attendance

Regular attendance and punctuality will help develop good habits necessary for successful careers. All scheduled hours of class must be attended. If a student misses a class, he or she must make up the hours missed either on course break or after the completion of his or her program.

Students are encouraged to schedule medical, dental, personal or legal appointments after school hours and should notify the school if they plan to be absent. The student will still be marked absent, tardy, or left early if they miss class due to medical, dental, personal or legal appointments.

Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the course. Any student falling below this 70% threshold for attendance will be placed on academic probation. As long as a minimum of 70% attendance is maintained by a student, they can make up any missed classes.

Attendance Probation

A student who has consecutively missed more than 30% of the scheduled class hours in any given course will be put on probation until the end of the next scheduled course.

Student Services monitors the student attendance cards of all active students and calls those students who have not attended class. Students who are excessively absent (30% or more of classroom hours) will be placed on probation and notified by Student Services. If a student's attendance does not improve, the student will be dropped from the program.

Tardiness

Tardiness: Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked "left early" on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record. In addition, excessive tardiness or leaving early may lead to probation or dismissal from the school.

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any test missed because of an absence must be made with the instructor and approved by the school administration.

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must wait for one complete course. Normally approval for reentry will be granted only once.

Leave of Absence

In case of serious illness, family bereavement, short-term military obligation, or other emergency circumstances, a student may apply for a Leave of Absence. All Leave of Absence requests must be in writing and approved by the CEO/CAO. In addition, the following guidelines apply.

The student must submit a signed Leave of Absence form.

A Leave of Absence may be approved for a certain period of time to be determined by the designated associate.

A Leave of Absence may affect the availability of class scheduling for the individual student.

Students making tuition payments for courses completed must continue to do so during a Leave of Absence.

A student who fails to return from an LOA on the scheduled return date and no prior arrangements have been made will be dropped from the school.

Suspension and Termination

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The school reserves the right to suspend or dismiss any student who:

Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the school, as addressed in the conduct policy of this catalog.

Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to school property.

Fails to maintain satisfactory academic progress.

Fails to meet satisfactory clinical standards.

Fails to meet school's attendance policy or standards.

Fails to meet financial obligations to the school.

Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

The logo for California Dental Certifications features the text "California Dental Certifications" in a light blue, sans-serif font. The text is arranged in three lines: "California" on the top line, "Dental" on the middle line, and "Certifications" on the bottom line. The text is centered within a large, light blue, curved graphic element that resembles a stylized 'C' or a swoosh, which is also light blue and semi-transparent.

SCHOOL POLICIES

Non-Discrimination Policy

The school is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.

This policy applies to hiring of all positions and admission of all students. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The CEO is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Conduct

California Dental Certifications, LLC is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, California Dental Certifications, LLC has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the school and at other facilities during externships.
2. Dishonesty on the part of any student may result in probation, suspension or termination from the school. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damage done to school or externship site property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on school or externship property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on school or externship property.
7. The school is a non-smoking facility. Smoking is permitted outside of the buildings.
8. Animals are not permitted on the school grounds with the exception of animals designated to assist the physically impaired.
9. The school does not provide childcare services. Children are not permitted in the instructional areas.
10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed may result in probation, suspension, or dismissal from California Dental Certifications, LLC.

Sexual Harassment

California Dental Certifications, LLC is committed to creating and maintaining an environment where all who participate in school programs and activities are able to work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation.

As these behaviors are a violation of both the law and school policy, California Dental Certifications, LLC will respond promptly and effectively to all claims of sexual harassment. Once a claim has been thoroughly investigated, California Dental Certifications, LLC will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Sexual harassment includes but is not limited to the following: unwelcome sexual advances; requests for sexual favors; verbal or physical conduct of a sexual nature; conduct or behavior that explicitly or implicitly affects an individual's employment or education; sexual conduct that unreasonably interferes with an individual's work or educational performance; or conduct that creates an intimidating, hostile or offensive working or learning environment.

Drug and Alcohol Abuse Awareness and Prevention

California Dental Certifications, LLC supports the National Drug and Alcohol Abuse Awareness and Prevention Program and follows the United States Department of Education guidelines. Abuse referral resources are available to all students, faculty, and staff from Student Services.

Crime Awareness

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), California Dental Certifications, LLC provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the school campus.

Student Grievance Procedure

Any problem or difficulty that a student encounters, whether in a behavioral or any academic sense, should first be presented to the instructor in charge. The school encourages open communication and every effort will be made to resolve the difficulty at its early stage. However, if a remedy is not reached to the student's satisfaction, the student should refer the complaint to the CEO who is empowered to resolve complaints. Any student who submits a formal written complaint will receive, within ten days, a written response, which will include the following: A summary of the school's investigation, the school's response to the complaint. A copy of the entire complaint policy is available through the Student Services.

If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 www.bppe.ca.gov. Tel (916) 431-6959, (888) 370-7589/Fax Number 1 (916) 263-1897 or by e-mail to: bppe@dca.ca.gov

Personal Property

California Dental Certifications, LLC assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to school property.

Student Record Retention

California Dental Certifications, LLC will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained permanently.

Family Education Rights and Privacy Act

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal school hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the CEO or CAO.
2. The school may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.
3. The student may not have access to financial data separately submitted by parents or guardians.
4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

STUDENT SERVICES INFORMATION

Library and Learning Resources

The school has established a small library and resource center consisting of textbooks and periodicals providing information in the various materials to support the school's mission and curriculum and assists each student to attain his/her educational goals. The collection includes books, an assortment of current periodicals, and videos. The library, which provides academic assistance to students, is open from 9:00 a.m. to 5:00 p.m. Monday through Sunday.

Students may not sign out books, videos or CDs. Students may reference these learning resources at the school

Reference materials, books, periodicals, pamphlets, newspapers and any other materials labeled reference are non-circulating. Reference books cannot be removed except to be taken to the copy machine. This has to be done with permission from the student services director. Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time, but if needed, they may be used. Cell phone usage is prohibited in the library area.

Guidance Services

California Dental Certifications, LLC provides assistance to students in solving personal or education-related problems, which may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Student Services.

Placement Services

California Dental Certifications, LLC's desire to provide adult learners with the skills and technical knowledge necessary to qualify for employment in entry-level positions. California Dental Certifications, LLC cannot and will not guarantee a job to anyone. The school does not represent or guarantee compensation levels to anyone.

An eligible graduate is any student who has:

1. Successfully completed all graduation requirements.
2. Submitted a personal résumé to the Director of Student Services and Placement.
3. Returned all books, equipment, etc. belonging to the school.
4. Fulfilled all financial obligations to the school.

Upon graduation, the following placement services are provided:

- Interviewing and Job Search Skills
- Résumé Writing
- Referrals to Dental Temp employment agencies
- Referrals to Internships

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration <i>Non refundable</i>	Tuition <i>Refundable</i>	STRF * <i>Non Refundable</i>	Supplies/ Books <i>(Provided as part of tuition)</i>	Total Cost
Dental Assisting	\$200.00	\$7,000.00	\$0.00	\$0.00	\$7,200.00
Introduction to Dental Laboratory Technology	\$200.00	\$8,000.00	\$0.00	\$0.00	\$8,200.00
Introduction to Dental Laboratory CAD/CAM Technician	\$200.00	\$8,000.00	\$0.00	\$0.00	\$8,200.00
Continuing Education Courses					
OSHA Annual Blood-borne Pathogen	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
Basic First Aid	\$0.00	\$80.00	\$0.00	\$0.00	\$80.00
Asthma Inhaler Training	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
Epinephrine Injector Training	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
Coronal Polishing	\$0.00	\$285.00	\$0.00	\$0.00	\$285.00
Radiation Safety	\$0.00	\$385.00	\$0.00	\$0.00	\$385.00
Ultrasonic Scaling	\$0.00	\$185.00	\$0.00	\$0.00	\$185.00
Pit & Fissure Sealants	\$0.00	\$485.00	\$0.00	\$0.00	\$485.00
8 Hour Infection Control	\$0.00	\$285.00	\$0.00	\$0.00	\$285.00
2 Hour Infection Control	\$0.00	\$55.00	\$0.00	\$0.00	\$55.00
California Dental Practice Act	\$0.00	\$55.00	\$0.00	\$0.00	\$55.00
CPR/AED Training	\$0.00	\$80.00	\$0.00	\$0.00	\$80.00
Digital Dental Radiography and X-Ray Technique	\$0.00	\$285.00	\$0.00	\$0.00	\$285.00

Period of Attendance

Program of Study	Cost Breakdown					
	Registration <i>Non refundable</i>	Tuition <i>Refundable</i>	Period of Attendance <i>(50% of tuition paid at start, balance paid at 4 months)</i>	STRF * <i>Non Refundable</i>	Supplies/ Books <i>(Provided as part of tuition)</i>	Total Cost
Dental Assisting	\$200.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,200.00
Introduction to Dental Laboratory Technology	\$200.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,200.00
Introduction to Dental Laboratory CAD/CAM Technician	\$200.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,200.00
Continuing Education Courses						
OSHA Annual Blood- borne Pathogen	\$0.00	\$30.00	\$30.00	\$0.00	\$0.00	\$30.00
Basic First Aid	\$0.00	\$80.00	\$80.00	\$0.00	\$0.00	\$80.00
Asthma Inhaler Training	\$0.00	\$30.00	\$30.00	\$0.00	\$0.00	\$30.00
Epinephrine Injector Training	\$0.00	\$30.00	\$30.00	\$0.00	\$0.00	\$30.00
Coronal Polishing	\$0.00	\$285.00	\$285.00	\$0.00	\$0.00	\$285.00
Radiation Safety	\$0.00	\$385.00	\$385.00	\$0.00	\$0.00	\$385.00
Ultrasonic Scaling	\$0.00	\$185.00	\$185.00	\$0.00	\$0.00	\$185.00
Pit & Fissure Sealants	\$0.00	\$485.00	\$485.00	\$0.00	\$0.00	\$485.00
8 Hour Infection Control	\$0.00	\$285.00	\$285.00	\$0.00	\$0.00	\$285.00
2 Hour Infection Control	\$0.00	\$55.00	\$55.00	\$0.00	\$0.00	\$55.00
California Dental Practice Act	\$0.00	\$55.00	\$55.00	\$0.00	\$0.00	\$55.00
CPR/AED Training	\$0.00	\$80.00	\$80.00	\$0.00	\$0.00	\$80.00
Digital Dental Radiography and X-Ray Technique	\$0.00	\$285.00	\$285.00	\$0.00	\$0.00	\$285.00

***Student Tuition Recovery Fund**

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, which is a California resident, or are enrolled in a residency program, and prepay all or 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:

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.

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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, 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 this 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 taxpayer identification number.

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000 until further notice.

CANCELLATION AND REFUND POLICY

Students Right to Cancel

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

Refund Policy

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee and the STRF fee, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

(A) Deduct a registration fee and STRF fee from the total tuition charge.

(B) Divide this figure by the number of days in the course.

(C) The quotient is the daily charge for the course.

(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.

(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.

(F) The refund amount shall be adjusted for equipment, if applicable.

If you receive federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled, to reduce the balance owed on the loan.

(2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.



PROGRAMS

DENTAL ASSISTING

A Certificate program (below college level)

64 Classroom Instruction Hours / 20 Home Study / Total Hours 84

Program Description:

This program prepares students to be dental assistants. A dental assistant performs many tasks in the dental office. A dental assistant's tasks include getting a patient ready for examination, preparing patients for dental procedures, managing dental records, sterilizing dental instruments, providing instruments to the dentist when requested, preparing anesthetics, managing suction devices, taking dental x-rays, and more. The dental assistant (DA) may also remove dental sutures, clean away extra dental cement after a temp or permanent crown has been placed, and provide instructions to patients on dental care. A DA may also be involved in administrative duties such as setting and confirming appointments, processing dental bills, collection payments, reminding patients of a dental appointment, and ordering dental supplies.

Program Objectives:

Graduates shall be able to:

- Describe the legal and ethical responsibilities of the dental health care worker.
- Perform general office procedures.
- Identify principles of microbiology and disease prevention and perform infection control procedures
- Identify structures and explain functions and pathologies of dental and general anatomy.
- Record patient assessment data.
- Identify the functions of pharmacology and anesthesia as they relate to dentistry.
- Identify, describe, maintain and utilize dental instruments and equipment
- Identify and perform standard dental film, digital and carpal radiographic procedures.
- Identify properties and uses, and manipulate dental materials.
- Describe principles and perform techniques of preventive dentistry.
- Perform chairside assisting for general dentistry and specialty procedures.

Course Descriptions

DA 01a - THE BASICS OF DENTAL ASSISTING – INTRODUCTION

This course will define dentistry and cover how the dental team works together to accomplish ultimate patient service and exceed patient expectations. Topics such as patient communication, office image and practice flow will be emphasized. Preparing the patient, mixing materials, passing instruments, moisture control and charting notes will be introduced.

DA 02a - 2 HOUR INFECTION CONTROL

This course will cover one of the most important aspects of dental assisting – protecting the assistant and the patient through Infection Control and following OSHA guidelines. This course covers general infection control regulations for dentistry. Understand barrier protection and disinfection procedures to control the transmission of microorganisms.

DA 02b - CA PRACTICE ACT

Reviews statutes of the Dental Practice Act including license renewal requirements, use of auxiliaries in a dental practice, scope of practice for auxiliaries and dentists, citations, fines and disciplinary actions.

DA 02c - FIRST AID

Participants learn first aid skills for treating a variety of injuries such as burns, wounds, head, neck and back injuries, and heat and cold-related emergencies. Participants also learn to manage sudden illnesses, stroke, seizure, bites and poisoning. This is a Red Cross taught course.

DA 02d - ASTHMA INHALER TRAINING

This lesson is designed to help individuals learn how to correctly administer an asthma inhaler to a person who is having an asthma attack.

DA 02e - EPINEPHRINE INJECTOR TRAINING

This module is designed to help individuals learn how to correctly administer an epinephrine auto-injector to a person who is suffering from a severe allergic reaction.

DA 02f - OSHA BLOODBORNE PATHOGENS

Students will learn how blood borne pathogens are spread, how to prevent exposures and what to do if exposed to infectious materials.

DA 03a - OPERATORY SET UP AND BREAK DOWN

Students will learn how to prepare treatment rooms before and after each patient, by cleaning and disinfecting surfaces, and for instrument cleaning, disinfection and sterilization. Unless the appropriate product for the task is selected, the results can potentially be damaging to instruments and equipment and dangerous for both health care workers and their patients.

DA 03b - INFECTION CONTROL

This course covers the definition and implementation of sterilization methods and guidelines. Including patient medical history, infection control, prevention of contamination, and the use of personal protective equipment. In addition, verification of infection, disinfection, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, burs, water and air syringes are presented. The who, what, and why of OSHA is discussed all in a hands on practical format.

DA 04 - CARDIOPULMONARY RESUSCITATION

Health care providers are mandated to be certified in CPR. External adult, child and infant training as well as Defibrillation Training (AED) will be included as part of this course. This course is mobile and can come to your office. This is a two-year certification course.

DA 05a- IMPRESSIONS, POURING MODELS

In this course, you will learn how to pour bubble free models, from silicone impressions.

DA 05b - BLEACH TRAY FABRICATION

After a discussion of the different whitening options available and proper procedure and protocols, attendees will construct custom-fit whitening trays. Each attendee will go home with a complete tooth whitening kit and experience of fabricating a precisely made custom-fit tray.

DA 06a - DENTAL EQUIPMENT, INSTRUMENTS & PROCEDURES

In this course the student will become familiar with the dental equipment in an office. They will also study dental instruments, set-ups and clinical dental procedures in detail. Performing Ultrasonic Scaling and Coronal Polish procedures under supervision of an instructor before participating in the Coronal Polish clinic.

DA 06b - CORONAL POLISH

This course is designed to teach the proper use of techniques of coronal polishing. Student must provide 3 patients for clinical portion of the course. Patients must be at least 18 years old, free of calculus and of any health problems.

DA 06c - ULTRASONIC SCALING

The use and techniques will be taught on the ultrasonic scaler by the RDA in an orthodontic setting is offered with complete instruction, clinical practice, lecture and participation are given with a written exam.

DA 07a - OVERVIEW OF DENTISTRY

In this course the student will learn an overview of dentistry. The class will cover such topics as: diagnostics, preventive dentistry, restoration dentistry, oral surgery, prosthodontics, cosmetic dentistry, orthodontics and emergency dentistry.

DA 07b - DENTAL ANATOMY: ALL ABOUT TEETH

This course will be a comprehensive study of the human dentition. The student will learn about deciduous and adult dentitions, tooth identifications, tooth anatomy, dental disease, and naming the surfaces of the teeth.

DA 07c - DENTAL MATERIALS – SUPPLIES USED IN THE DENTAL OFFICE

This course is designed to give the student an in depth look at dental materials and supplies used in dentistry. It will cover clinical as well as laboratory materials, the expense of dental materials and how to manage them.

DA 07d - PATIENT RECORDS MANAGEMENT AND DENTAL CHARTING

The student will learn about the importance of the patient information sheet and how it is vital to patient care. Dental exams and the patient chart will also be studied.

DA 07e - PROFESSIONAL DEVELOPMENT

We will teach you the techniques for suitable employment. It is necessary to be well prepared and goal orientated to start or further your career in the dental field. Discuss resumes and professional presentation and dress.

DA 07f - FOUR HANDED DENTISTRY

This course covers the basics of chair side assisting including passing instruments and suctioning.

DA 08a - DENTAL RADIOLOGY

This is an intensive portion of the course that, upon completion, will certify students to take x-rays. Students will receive full instructional training in radiation safety. The course includes taking dental radiographs, processing and mounting of dental x-rays. Dexter training and 4 patients are required. Classroom instruction and a final examination are given. FMX on patients can be done in class or at your dental facility that allows you to perform clinically.

Graduation Requirements

Students who have completed theory and operations with an average of "C" (70%) or better and attendance minimum of 70% will graduate.

Course completion

Upon graduation the student will receive a "Certificate of Completion" and the California State Certification for the following courses:

- X-Ray Certification
- Coronal Polish Certification
- Ultrasonic Certification
- CPR / AED Adult, Child & Infant -2 Year AHA CPR Card
- 8Hr Infection Control
- 2Hr Infection Control
- Ca Dental Practice Act (Law)
- Basic First Aid
- Epinephrine Auto-Injector Administration
- Asthma Inhaler Administration
- Bloodborne Pathogens

Program Outline

Class Code	Course Title	Lecture Hours	Home Study	Clock Hours
DA 01	Introduction Basics Of Dental Assisting	3	1.5	4.5
DA 02a	2 Hour Infection Control	3	2.5	5.5
DA 02b	CA Practice Act	1	1	2
DA 02c	First Aid	1		1
DA 02d	Asthma Inhaler Training	0.5		0.5
DA 02e	Epinephrine Injector Training	0.5		0.5
DA 02f	OSHA Blood borne Pathogens	1		1
DA 03a	Operatory Set Up And Breakdown	3	1.5	4.5
DA 03b	8 hour Infection Control	8		8
DA 04	Cardiopulmonary Resuscitation (CPR/AED Training)	7		7
DA 05a	Impressions, Pouring Models	7	1.5	8.5
DA 05b	Bleach Tray Fabrication	2		2
DA 06a	Dental Equipment, Instruments & Procedures	3	1.5	4.5
DA 06b	Coronal Polish	2		2
DA 06c	Ultrasonic Scaling	2		2
DA 07a	Overview Of Dentistry	3	1.5	4.5
DA 07b	Dental Anatomy: All About Teeth	3	2	5
DA 07c	Dental Materials – Supplies Used In The Dental Office	3	1.5	4.5
DA 07d	Patient Records Management And Dental Charting	3	1.5	4.5
DA 07e	Professional Development	1		1
DA 07f	Four Handed Dentistry	2	1.5	3.5
DA 08a	Dental Radiology	4	3.5	7.5
	Total	64	20	84

Introduction to Dental Laboratory Technology

A Certificate program (below college level)
86 Clock Hours

Program Description

This program prepares students to be dental laboratory technicians. Students will work with a variety of materials including waxes, plastics, precious and non-precious alloys, a variety of porcelains and composites or polymer glass combinations. Students will acquire skill in the use of sophisticated instruments and equipment while performing laboratory procedures. It is important for the technician to help create tooth replacements that are both attractive and functional. Technicians perform much of their work without close supervision. They often experience the satisfaction that results from taking an entire project from start to finish. This program teaches students how to complete the duties of a dental laboratory technician. These duties include creating, measuring and testing dental appliances and working with materials like metal, porcelain and composites.

Program Objectives

Graduates will be able to:

- Identify the anatomic structure and function of body systems in relation to prosthetic services performed by the dental laboratory technician.
- Practice quality assurance, safety and infection control.
- Adhere to legal and ethical principles related to the practice of dental laboratory technology.
- Demonstrate knowledge of effective business management techniques.
- Demonstrate knowledge of dental sciences.
- Perform basic dental laboratory techniques consistent with current dental laboratory practice.
- Demonstrate knowledge, principles and methods of disease transmission and prevention.
- Demonstrate skills necessary for marketing and sales of dental products.
- Demonstrate knowledge of dental laboratory set up and management procedures.

Course Descriptions

LAB 01: DENTAL ANATOMY: ALL ABOUT TEETH

This course will be a comprehensive study of the human dentition. The student will learn about deciduous and adult dentitions, tooth identifications, tooth anatomy, dental disease, and naming the surfaces of the teeth.

LAB 02: DISINFECTING PROTOCOL

This course will cover one of the most important aspects of dental laboratory – protecting the laboratory technician through infection control of impressions and following OSHA guidelines.

LAB 03: OSHA BLOODBORNE PATHOGENS

Students will learn how bloodborne pathogens are spread, how to prevent exposures and what to do if exposed to infectious materials in a laboratory setting.

LAB 04: DENTAL LAB EQUIPMENT

Identify the use of dental equipment and demonstrate knowledge and skill necessary to use the laboratory equipment to perform associated procedures.

LAB 05: MODEL & DIE

In this course you will learn how to take a case from impression to completed model work. Get tips on how to successfully pour up impressions without bubbles, voids or locking up.

LAB 06: SUBSTRUCTURE WAXING / FULL CONTOUR WAXING

In this course you will learn how to take a case from model and die to completed wax up. This course will focus on metal occlusions, linguals, and full crown wax-ups.

LAB 07: METAL FINISHING

Take your units from the oven to completed metal units. Learn how to cast metal and finish it down as a full metal or a metal coping.

LAB 08: MODEL ARTICULATION

In this course you will learn how to take a case and properly articulate, trim margins and set correct bites using pins and equipment.

LAB 09: PORCELAIN STACKING,

This course will go over different techniques, including using gingival, body and incisal porcelain over metal (PFM) substructure.

LAB 10: FINISH GRINDING & CONTOURING

This course focuses on all of the finish work required to contour in your porcelain units and make them look like natural teeth. From the shaping to the contacts, you will learn the skills to make your crown blend into your patients natural dentition.

LAB 11: STAIN & GLAZE

Finish your cases like a pro with this course. Learn to properly glaze and stain characteristics in you crowns to match natural dentition. Also gain some knowledge into proper shade selection and custom shades.

LAB 12: DIFFERENT TYPES OF CROWNS

In this course we will discuss the pros and cons of different types of crowns available to be made and used.

LAB 13: PROFESSIONAL DEVELOPMENT

We will teach you the techniques for suitable employment. It is necessary to be well prepared and goal orientated to start or further your career in the dental field. Discuss resumes and professional presentation and dress.

LAB 14: MAINTAINING RECORDS AND MATERIALS

Learn how to maintain and file your certifications and records of achievements for professional review and safe keeping.

Graduation Requirements

This course is a Pass/Fail course. Students who have completed theory and operations with an average of “C” (70%) or better and an attendance minimum of 100% will graduate.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for Bloodborne Pathogens.

Program Outline

Class Code	Class Title	Lecture Hours	Home Study	Clock Hours
LAB 01	Dental Anatomy: All About Teeth	3	8.5	11.5
LAB 02	Disinfecting Protocol	3	1.5	4.5
LAB 03	OSHA Blood borne Pathogens	3	1.5	4.5
LAB 04	Dental Lab Equipment	4	1.5	5.5
LAB 05	Model & Die	5	1.5	6.5
LAB 06	Substructure Waxing / Full Contour Waxing	5	1.5	6.5
LAB 07	Metal Finishing	5	1.5	6.5
LAB 08	Model Articulation	5	1.5	6.5
LAB 09	Porcelain Stacking,	5	1.5	6.5
LAB 10	Finish Grinding & Contouring	5	1.5	6.5
LAB 11	Stain & Glaze	5	1.5	6.5
LAB 12	Different Types Of Crowns	5	1.5	6.5
LAB 13	Professional Development	5	1	6
LAB 14	Maintaining Records And Materials	2		2
	Total	60	26	86

Introduction to Dental Laboratory CAD/CAM Technician

A Certificate program (below college level)

60 Classroom Instruction Hours / 19 Home Study / Total Hours 79

Program Description

This program prepares students to be dental CAD/CAM technicians. Students will work with a variety of materials including waxes, a variety of stains and glazes. Students will acquire skill in the use of sophisticated instruments and equipment while performing laboratory procedures. It is important for the CAD/CAM technician to help create tooth replacements that are both attractive and functional. CAD/CAM technicians perform much of their work without close supervision. They often experience the satisfaction that results from taking an entire project from start to finish. This program teaches students how to complete the duties of a dental CAD/CAM technician. These duties include creating, measuring and testing dental appliances and working with materials like E-max blocks, and zirconia blocks.

Program Objectives

Graduates will be able to:

- Identify the anatomic structure and function of the mandibular and maxillary in relation to the prosthetic.
- Perform basic dental CAD/CAM techniques.
- Demonstrate knowledge, principles and methods of disease transmission and prevention.
- Perform hands-on image, design and mill.
- Understand clinical applications of CAD/CAM.
- Stain and glaze
- Perform and understand esthetic enhancement.
- Practice quality assurance, safety, and infection control.
- Adhere to legal and ethical principles related to the practice of dental CAD/CAM technology.

Course Descriptions

CAD/CAM 01: DENTAL ANATOMY: ALL ABOUT TEETH

This course will be a comprehensive study of the human dentition. The student will learn about deciduous and adult dentitions, tooth identifications, tooth anatomy, dental disease, and naming the surfaces of the teeth.

CAD/CAM 02: DISINFECTING PROTOCOL

This course will cover one of the most important aspects of dental laboratory – protecting the CAD/CAM technician through infection control of impressions and following OSHA guidelines.

CAD/CAM 03: OSHA BLOODBORNE PATHOGENS

Students will learn how bloodborne pathogens are spread, how to prevent exposures and what to do if exposed to infectious materials in a laboratory setting.

CAD/CAM 04: DENTAL CAD/CAM EQUIPMENT

Identify the use of CAD/CAM equipment and demonstrate knowledge and skill necessary to use the CAD/CAM equipment to perform associated procedures.

CAD/CAM 05: MODEL & DIE

In this course you will learn how to take a case from impression to completed model work. Get tips on how to successfully pour up impressions without bubbles, voids or locking up.

CAD/CAM 06: CAD – Computer Assisted Design

In this course students will learn with the aid of digital tools how to scan a model, mark margins, trip dies, design and contour a tooth.

CAD/CAM 07: CAM – Computer Assisted Mill

In this course students will be taught how to use a computer-assisted mill, to mill a computer designed tooth.

CAD/CAM 08: MODEL ARTICULATION

In this course you will learn how to take a case and properly articulate, trim margins and set correct bites using pins and equipment.

CAD/CAM 09: FINISH GRINDING & CONTOURING

This course focuses on all of the finish work required to contour in your porcelain units and make them look like natural teeth. From the shaping to the contacts, you will learn the skills to make your crown blend into your patients natural dentition.

CAD/CAM 10: STAIN & GLAZE

Finish your cases like a pro with this course. Learn to properly glaze and stain characteristics in you crowns to match natural dentition. Also gain some knowledge into proper shade selection and custom shades.

CAD/CAM 11: DIFFERENT TYPES OF CROWNS

In this course we will discuss the pros and cons of different types of crowns available to be made and used.

CAD/CAM 12: PROFESSIONAL DEVELOPMENT

We will teach you the techniques for suitable employment. It is necessary to be well prepared and goal orientated to start or further your career in the dental field. Discuss resumes and professional presentation and dress.

CAD/CAM 13: MAINTAINING RECORDS AND MATERIALS

Learn how to maintain and file your certifications and records of achievements for professional review and safe keeping.

Graduation requirements

Students who have completed theory and operations with an average of “C” (70%) or better and an attendance minimum of 100% will graduate.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for Bloodborne Pathogens.

Program Outline

Class Code	Class Title	Lecture Hours	Home Study	Clock Hours
LAB 01	Dental Anatomy: All About Teeth	8	6	14
LAB 02	Disinfecting Protocol	3	1.5	4.5
LAB 03	OSHA Blood borne Pathogens	3	1.5	4.5
LAB 04	Dental Lab Equipment	4	1.5	5.5
LAB 05	Model & Die	5	1.5	6.5
LAB 06	CAD – Computer Assisted Design	5	0	6.5
LAB 07	CAM – Computer Assisted Milling	5	0	6.5
LAB 08	Model Articulation	5	1.5	6.5
LAB 09	Finish Grinding & Contouring	5	1.5	6.5
LAB 10	Stain & Glaze	5	1.5	6.5
LAB 11	Different Types Of Crowns	5	1.5	6.5
LAB 12	Professional Development	5	1	6
LAB 13	Maintaining Records And Materials	2		2
	Total	60	19	79

Digital Dental Radiography and X-Ray Technique

A Certificate program (below college level)

6 Classroom Instruction Hours / 0 Home Study / Total Hours 6

Program Description

This course is intended to be a brush up on the placement and principles of the digital sensor techniques that can be used in a clinical setting. Instruction includes:

- Emphasis on the use of positioning and placement of the x-ray sensor
- Recognition of landmarks that may constitute a retake x-ray
- Lecture and clinical practice of Dental X-ray Teaching Training

Program Objectives

Graduates will be able to:

- Take digital radiographs using a Rinn device
- Know where and how to place the sensor orally
- Reorient the images on the computer
- Save/delete images
- How to enter a new patient
- Properly place barriers
- Dispose of contaminated barriers for the device
- Proper sterilization of all equipment
- Identify teeth and anatomic structures on intraoral and panoramic radiographs
- Explain the indications and contraindications for various radiographic projections
- Describe the techniques for periapical, bitewing, and occlusal radiographs
- Expose, intraoral radiographs
- Position patients correctly for full mouth radiographs
- Evaluate intraoral radiographs for technical quality in reference to criteria for acceptability
- Identify image distortion and overlapping and explain their causes and corrective actions.
- Describe and demonstrate practices that minimize unnecessary radiation exposure while maximizing radiographic diagnostic yield

Course Description

This course is intended to be a brush up on the placement and principles of the digital sensor techniques that can be used in a clinical setting. Instruction includes:

- Emphasis on the use of positioning and placement of the x-ray sensor
- Recognition of landmarks that may constitute a retake x-ray
- Lecture and clinical practice of Dental X-ray Teaching Training

Graduation Requirements

This course is a Pass/Fail course. Students must, to the instructor’s satisfaction, take two full mouth x-rays, and two sets of bitewing x-rays on a typodont.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for Digital Dental Radiography and X-Ray Technique.

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
15DDR	Digital Dental Radiography and X-Ray Technique	1	2	3	6



2 Hour Infection Control

A Certificate program (below college level)

2 Classroom Instruction Hours / 0 Home Study / Total Hours 2

Program Description

This course will cover one of the most important aspects of dental assisting – protecting the assistant and the patient through Infection Control such as:

- Understanding barrier protection
- Disinfection procedures
- How to control the transmission of microorganisms
- OSHA guidelines

Program Objectives

Graduates will be able to:

- List and define important terms in Infection Control.
- Describe diseases like Tuberculosis, Hepatitis B, and AIDS.
- Give the reasons for immunization against the Hepatitis B Virus.
- List the common forms of barrier techniques and the rationale for each.
- Describe correct aseptic technique for dental procedures.
- List the steps in correct instrument processing to achieve sterility.
- Describe an ideal chemical disinfectant.
- Describe the most commonly used sterilization methods, and list the pros and cons of each.

Course Description

This course will cover one of the most important aspects of dental assisting – protecting the assistant and the patient through Infection Control such as:

- Understanding barrier protection
- Disinfection procedures
- How to control the transmission of microorganisms
- OSHA guidelines

Graduation Requirements

This course is a Pass/Fail course. Students must achieve a score of 70% on the final examination to receive certification.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for 2 Hour Infection Control

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
08IF2	2 Hour Infection Control	2	0	0	2

Asthma Inhaler Training

A Certificate program (below college level)

2 Classroom Instruction Hours / 0 Home Study / Total Hours 2

Program Description

This course is designed to help individuals learn how to correctly administer an asthma inhaler to a person who is suffering from an asthma attack.

Program Objectives

Graduates will be able to:

- Identify a person suffering from an asthma attack
- Properly administer asthma inhaler

Course Description

This course is designed to help individuals learn how to correctly administer an asthma inhaler to a person who is suffering from an asthma attack.

Graduation Requirement

Graduates are required be in attendance for scheduled class and must complete all assignments to graduate. Students are required to pass the final written exam with a score of at least 70%.

Course completion

Upon completion of the program the student will receive a "Certificate of Completion" and the California State Certification for Asthma Inhaler Training

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
11AIT	Asthma Inhaler Training	2	0	0	2

OSHA Annual Bloodborne Pathogen

A Certificate program (below college level)

1 Classroom Instruction Hours / 0 Home Study / Total Hours 1

Program Description

This course teaches students how to minimize or eliminate exposure to blood borne pathogens by using a combination of personal hygiene, personal protective equipment and work practice training, as well as what to do if exposed to infectious materials.

Program Objectives

Graduates will be able to:

- Minimize or eliminate exposure.
- Identify proper PPE to limit exposure.
- Properly respond if exposed to infectious materials.

Course Description

This course teaches students how to minimize or eliminate exposure to blood borne pathogens by using a combination of personal hygiene, personal protective equipment and work practice training, as well as what to do if exposed to infectious materials.

Graduation Requirements

This course is a Pass/Fail course. Students must pass a final written exam with a score of 75% or better, as well as complete the practical portions of the course to the instructor's satisfaction.

Course completion:

Upon completion of the program the student will receive a "Certificate of Completion" and the California State Certification for OSHA Bloodborne Pathogens

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
14OSHA	OSHA Blood Borne Pathogens	1	0	0	1

Basic First Aid

A Certificate program (below college level)

1 Classroom Instruction Hours / 0 Home Study / Total Hours 1

Program Description

This course teaches students first aid skills for treating a variety of injuries such as burns, wounds, head, neck, and back injuries, and heat and cold related emergencies. Participants also learn to manage sudden illnesses, stroke, seizure, bites and poisoning. This is a Red Cross taught course.

Program Objectives

Graduates will be able to:

- Describe all the steps of the Chain of Survival.
- Apply the Basic Life Support concepts of the Chain of Survival.
- Describe the technique for relief of foreign-body airway obstruction for an adult or child.
- Describe the technique for relief of foreign-body airway obstruction for an infant.
- Treat a variety of injuries.
- Manage sudden illnesses.

Course Description

This course teaches students first aid skills for treating a variety of injuries such as burns, wounds, head, neck, and back injuries, and heat and cold related emergencies. Participants also learn to manage sudden illnesses, stroke, seizure, bites and poisoning. This is a Red Cross taught course.

Graduation Requiement

This course is a Pass/Fail course. Students must pass the final written exam with a score of 70% or higher.

Course completion

Upon completion of the program the student will receive a "Certificate of Completion" and the California State Certification for Basic First Aid

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
DA 02c	Basic First Aid	1	0	0	1

Ultrasonic Scaling

A Certificate program (below college level)

4 Classroom Instruction Hours / 0 Home Study / Total Hours 4

Program Description

This four-hour course to assist students obtain certification in the use of an Ultrasonic Scaler unit for the removal of cement found on the coronal surfaces of orthodontically banded patients.

Program Objectives

Graduates will be able to:

- Identify the major characteristics of:
 - Oral Anatomy
 - Histology
 - Physiology
 - Oral Pathology
 - Normal/abnormal anatomical and physiological tooth descriptions
 - Morphology as related to the use of an Ultrasonic unit in the removal of cement from orthodontic bands
 - Microbiology as related to the use of an Ultrasonic unit in the removal of cement from orthodontic bands
- Describe the necessary aspects of pre-operative instructions to patients
- Recognize loose appliances
- Recognize decalcification and mottled enamel
- Identify the indications and contraindications of using an ultrasonic scaler as it relates to other methods of cement removal
- Identify pre-medications for the compromised patient.
- Utilize proper armamentaria in an organized sequence for the use of an ultrasonic scaler in cement removal on an orthodontically banded typodont.
- Demonstrate, on an orthodontically banded typodont the proper instrument grasp, fulcrum position and cheek/tongue retraction
- Demonstrate proper techniques for removal of cement from teeth under orthodontic treatment without causing damage to hard or soft tissues, removing cement from underneath appliances, or loosening appliances.
- Maintain aseptic techniques including disposal of contaminated materials

Course Description

This four-hour course to assist students obtain certification in the use of an Ultrasonic Scaler unit for the removal of cement found on the coronal surfaces of orthodontically banded patients.

Graduation Requirements

This course is a Pass/Fail course. Students must achieve a score of 75% on the final written examination as well as pass, to the instructor’s satisfaction, a laboratory examination of two orthodontically banded typodonts.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for Ultrasonic Scaling

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
06US	Ultrasonic Scaling	2	2	0	4



Epinephrine Injector Training

A Certificate program (below college level)

2 Classroom Instruction Hours / 0 Home Study / Total Hours 2

Program Description

This course is designed to help individuals learn how to correctly administer an epinephrine auto-injector to a person who is suffering from a severe allergic reaction.

Program Objectives

Graduates will be able to:

- Identify a person having a severe allergic reaction.
- Correctly administer an epinephrine auto-injector to someone suffering from a severe allergic reaction.

Course Description

This course is designed to help individuals learn how to correctly administer an epinephrine auto-injector to a person who is suffering from a severe allergic reaction.

Graduation Requirements

This course is a Pass/Fail course. Students must correctly demonstrate the ability to administer an epinephrine auto-injector to receive a passing mark.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for Epinephrine Injector Training

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
12EIT	Epinephrine Injector Training	2	0	0	2

Radiation Safety

A Certificate program (below college level)

45 Classroom Instruction Hours / 0 Home Study / Total Hours 45

Program Description

This course will provide the information, concepts, and principles necessary for safe and effective use of radiation in dental practice. The purpose of the course is to assist students in understanding fundamental concepts that are essential for success in clinical practice using film or digital technology. This is an introductory course that does not require the participants to have any prior experience in dental radiography.

Program Objectives

Graduates will be able to:

- Identify the important factors regarding the history of x-ray and the various people who contributed to the field of radiology
- Understand the importance of radiation safety practices concerning the operator and patient as well as the techniques used to ensure a safe environment when working with the x-ray machine.
- Identify the characteristics and biological effects of radiation exposure to human tissue and how to prevent health hazards
- Describe the working components of the x-ray machine and how they function
- Demonstrate the technique used to adjust voltage, amperage and time exposure on the x-ray unit to ensure proper electrical flow, electron speed and wavelength
- Understand the concepts of proper handling and storage of unexposed x-ray film
- Understand the purpose and differences of the various types of dental x-ray film and available sizes as well as the process for selection of the correct film type and size for adult or child periapical, bitewing, or occlusal x-ray
- Demonstrate the correct safety procedures to follow when using a dental x-ray unit in order to best protect both themselves and the patient
- Evaluate intraoral radiographs for technical quality in reference to criteria for acceptability.
- Identify image distortion and overlapping and explain their causes and corrective actions
- Identify film processing and errors and explain their causes and corrective actions

Course Description

This course will provide the information, concepts, and principles necessary for safe and effective use of radiation in dental practice. The purpose of the course is to assist students in understanding fundamental concepts that are essential for success in clinical practice using film or digital technology. This is an introductory course that does not require the participants to have any prior experience in dental radiography.

Graduation Requirements

This course is a Pass/Fail course. Students must achieve a score of 70% on the final examination to receive certification.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for Radiation Safety.

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
03RS	Radiation Safety	15	15	15	45



Coronal Polishing Course

A Certificate program (below college level)

12 Classroom Instruction Hours / 0 Home Study / Total Hours 12

Program Description

This lesson is designed to teach students the techniques to effectively polish the surfaces of the teeth.

Program Objectives

Graduates will be able to:

- Identify the properties of plaque and calculus.
- Have a working knowledge of tooth anatomy and morphology as related to coronal polishing.
- Know the characteristics of healthy gingival tissue.
- Classify tooth stains.
- Understand the importance of patient health histories and dealing with medically compromised patients.
- Understand infection control and protocol and procedures.

Course Description

This lesson is designed to teach students the techniques to effectively polish the surfaces of the teeth.

Graduation Requirements

This course is a Pass/Fail course. Students must pass a final written exam with a score of 75% or better, as well as complete the practical portions of the course to the instructor's satisfaction.

Course completion

Upon completion of the program the student will receive a "Certificate of Completion" and the California State Certification for Coronal Polishing.

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
DA 02b	Coronal Polishing	4	4	4	12

Pit and Fissure Sealants

A Certificate program (below college level)

16 Classroom Instruction Hours / 0 Home Study / Total Hours 16

Program Description

This course reviews the principles of ethics and jurisprudence as related to the placement of dental sealants, dental anatomy, physiology and histology, tooth morphology and infection control.

Program Objectives

Graduates will be able to:

- Understand the purpose of using enamel sealants.
- Understand how to determine placement of enamel sealants.
- Understand the legal and ethical aspects related to the placement of pit and fissure sealant.
- Understand and describe the different types of dental sealant materials.
- Understand and identify the steps of the procedure for preparing a tooth for sealant placement, then to place dental enamel sealants.

Course Description

This course reviews the principles of ethics and jurisprudence as related to the placement of dental sealants, dental anatomy, physiology and histology, tooth morphology and infection control.

Graduation Requirements

This course is a Pass/Fail course. Students must pass a final written exam, a practical laboratory exercise, and clinical practice all with a score of 75% or better and complete the practical portions of the course to the instructor's satisfaction.

Course completion

Upon completion of the program the student will receive a "Certificate of Completion" and the California State Certification for Pit & Fissure Sealants

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
05PFS	Pit & Fissure Sealants	4	4	8	16

8 Hour Infection Control

A Certificate program (below college level)

8 Classroom Instruction Hours / 0 Home Study / Total Hours 8

Program Description

This program fulfills the California Dental Board requirements for all new RDA applicants. This course covers the definition and implementation of sterilization methods and guidelines. Including patient medical history, infection control, prevention of contamination, and the use of personal protective equipment. In addition, verification of infection, disinfection, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, burs, water and air syringes are presented. The who, what and why of OSHA is discussed all in a hands-on practical format.

Program Objectives

Graduates will be able to:

- List and define important terms in Infection Control.
- Describe diseases like Tuberculosis, Hepatitis B, and AIDS.
- Give the reasons for immunization against the Hepatitis B Virus.
- List the common forms of barrier techniques and the rationale for each.
- Describe correct aseptic technique for dental procedures.
- List the steps in correct instrument processing to achieve sterility.
- Describe an ideal chemical disinfectant.
- Describe the most commonly used sterilization methods, and list the pros and cons of each.

Course Description

This program fulfills the California Dental Board requirements for all new RDA applicants. This course covers the definition and implementation of sterilization methods and guidelines. Including patient medical history, infection control, prevention of contamination, and the use of personal protective equipment. In addition, verification of infection, disinfection, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, burs, water and air syringes are presented. The who, what and why of OSHA is discussed all in a hands-on practical format.

Graduation Requirements

This course is a Pass/Fail course. Students must achieve a score of 70% on the final examination, and pass a practical exam to the instructor's satisfaction to receive certification.

Course completion

Upon completion of the program the student will receive a “Certificate of Completion” and the California State Certification for 8 Hour Infection Control.

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
07IF8	8 Hour Infection Control	4	2	2	8



California Dental Practice Act

A Certificate program (below college level)

0 Classroom Instruction Hours / 2 Home Study / Total Hours 2

Program Description

This program fulfills the California Dental Board biennial requirements for license renewal. Reviews statutes of the Dental Practice Act including license renewal requirements, use of auxiliaries in a dental practice, scope of practice for auxiliaries and dentists, citations, fines and disciplinary actions.

Program Objectives

Graduates will be able to:

- Summarize the California Dental Practice Act.
- List the governing agencies of the dental profession and define their functions.
- Describe the legal role and responsibilities of the dentist and the dental auxiliaries.
- Distinguish between direct and indirect supervision and define which auxiliary responsibilities are in each category.
- Know where to find the yearly updates to the Dental Practice Act.

Course Descriptions

This program fulfills the California Dental Board biennial requirements for license renewal. Reviews statutes of the Dental Practice Act including license renewal requirements, use of auxiliaries in a dental practice, scope of practice for auxiliaries and dentists, citations, fines and disciplinary actions.

Graduation Requirements

This course is a Pass/Fail course. Students must achieve a score of 70% on the final examination to receive certification.

Course completion

Upon completion of the program the student will receive a "Certificate of Completion" and the California State Certification for California Dental Practice Act

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
09CADP	California Dental Practice Act	2	0	0	2

CPR/AED Training

A Certificate program (below college level)

7 Classroom Instruction Hours / 0 Home Study / Total Hours 7

Program Description

Health care providers are mandated to be certified in CPR. External adult, child and infant training as well as Defibrillation Training (AED) will be included as part of this course. This course is mobile and can come to your office. This is a two-year certification course.

Program Objectives

Graduates will be able to:

- Describe the importance of high-quality CPR and its impact on survival.
- Describe all the steps of the Chain of Survival.
- Apply the BLS concepts of the Chain of Survival.
- Recognize the signs of someone needing CPR.
- Perform high-quality CPR for an adult.
- Describe the importance of early use of an automated external defibrillator (AED).
- Demonstrate the appropriate use of an AED.
- Provide effective ventilations by using a barrier device.
- Perform high-quality CPR for a child.
- Perform high-quality CPR for an infant.
- Describe the importance of teams in multirescuer resuscitation.
- Perform as an effective team member during multirescuer CPR.
- Describe the technique for relief of foreign-body airway obstruction for an adult or child.
- Describe the technique for relief of foreign-body airway obstruction for an infant.

Course Description

Health care providers are mandated to be certified in CPR. External adult, child and infant training as well as Defibrillation Training (AED) will be included as part of this course. This course is mobile and can come to your office. This is a two-year certification course.

Graduation Requirements

This course is a Pass/Fail course. Students must, to the instructor's satisfaction, demonstrate the following:

1. High-quality CPR on an adult.
2. High-quality CPR on an infant.
3. High-quality CPR on a child.
4. Appropriate use of an AED.
5. Perform as an effective team member during multirescuer CPR

Course completion

Upon completion of the program the student will receive a "Certificate of Completion" and the California State Certification for CPR/AED Training.

Program Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours
10CPR	CPR/AED Training	2	2	3	7



ADMINISTRATION

Class Schedules

9:00 AM to 5:00 PM Monday – Sunday

Office Hours

9:00 AM to 5:00 PM Monday – Friday

Staff

Chief Executive Officer, Chief Academic Officer, and Chief Operations Officer
Ms. Adele Baca RDA

Dental Assisting Diploma from Excelle Dental College 1996

Faculty

California Dental Certifications, LLC faculty members are selected for their academic qualifications and their “real world” experience. In this way, California Dental Certifications, LLC faculty can provide a healthy balance of textbooks theory and “real world” educational application to the classroom. As professionals in the fields in which they teach, these faculty members bring to California Dental Certifications, LLC students the benefits of their practical professional experience.

Adele Baca Registered Dental Assistant License # 55733

Dental Assisting Diploma from Excelle Dental College 1996

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory Technology
3. Introduction to Dental Laboratory CAD/CAM Technician
4. Digital Dental Radiography and X Ray Technique
5. Radiation Safety
6. 2 Hour Infection Control
7. 8 Hour Infection Control
8. Asthma Inhaler Training
9. OSHA Annual Bloodborne Pathogen
10. Basic First Aid
11. Ultrasonic Scaling
12. Epinephrine Injector Training
13. CPR/AED Training
14. Coronal Polishing
15. Pit and Fissure Sealants
16. California Dental Practice Act

Joanna Vargas Velasco DMS License # 57608

Doctor of Dental Medicine from Turfs University, School of Dental Medicine, Boston MA 2007

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory Technology
3. Introduction to Dental Laboratory CAD/CAM Technician
4. Digital Dental Radiography and X Ray Technique
5. Radiation Safety
6. 2 Hour Infection Control
7. 8 Hour Infection Control
8. Asthma Inhaler Training
9. OSHA Annual Bloodborne Pathogen
10. Basic First Aid
11. Ultrasonic Scaling
12. Epinephrine Injector Training
13. CPR/AED Training
14. Coronal Polishing
15. Pit and Fissure Sealants
16. California Dental Practice Act

Jamie Ferguson DDS License # 51578

Doctor of Dental Surgery has been in practice since 2003

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory Technology
3. Introduction to Dental Laboratory CAD/CAM Technician
4. Digital Dental Radiography and X Ray Technique
5. Radiation Safety
6. 2 Hour Infection Control
7. 8 Hour Infection Control
8. Asthma Inhaler Training
9. OSHA Annual Bloodborne Pathogen
10. Basic First Aid
11. Ultrasonic Scaling
12. Epinephrine Injector Training
13. CPR/AED Training
14. Coronal Polishing
15. Pit and Fissure Sealants
16. California Dental Practice Act

April Kimmel Registered Dental Hygienist License #23485

Associates of Health Science in Dental Hygiene from the University of Louisville School of Dentistry 1999

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory Technology
3. Introduction to Dental Laboratory CAD/CAM Technician
4. Digital Dental Radiography and X Ray Technique
5. Radiation Safety
6. 2 Hour Infection Control
7. 8 Hour Infection Control
8. Asthma Inhaler Training
9. OSHA Annual Bloodborne Pathogen
10. Basic First Aid
11. Ultrasonic Scaling
12. Epinephrine Injector Training
13. CPR/AED Training
14. Coronal Polishing
15. Pit and Fissure Sealants
16. California Dental Practice Act

Philip Johnson DDS License # 51943

Howard College of Dentistry 1993

Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory Technology
3. Introduction to Dental Laboratory CAD/CAM Technician
4. Digital Dental Radiography and X Ray Technique
5. Radiation Safety
6. 2 Hour Infection Control
7. 8 Hour Infection Control
8. Asthma Inhaler Training
9. OSHA Annual Bloodborne Pathogen
10. Basic First Aid
11. Ultrasonic Scaling
12. Epinephrine Injector Training
13. CPR/AED Training
14. Coronal Polishing
15. Pit and Fissure Sealants
16. California Dental Practice Act

Courtney Rigney Registered Dental Assistant License # 68280
Associates of Health Science from Mount San Jacinto College 2008
Qualified to teach the following courses:

1. Dental Assistant Training
2. Introduction to Dental Laboratory Technology
3. Introduction to Dental Laboratory CAD/CAM Technician
4. Digital Dental Radiography and X Ray Technique
5. Radiation Safety
6. 2 Hour Infection Control
7. 8 Hour Infection Control
8. Asthma Inhaler Training
9. OSHA Annual Bloodborne Pathogen
10. Basic First Aid
11. Ultrasonic Scaling
12. Epinephrine Injector Training
13. CPR/AED Training
14. Coronal Polishing
15. Pit and Fissure Sealants
16. California Dental Practice Act

