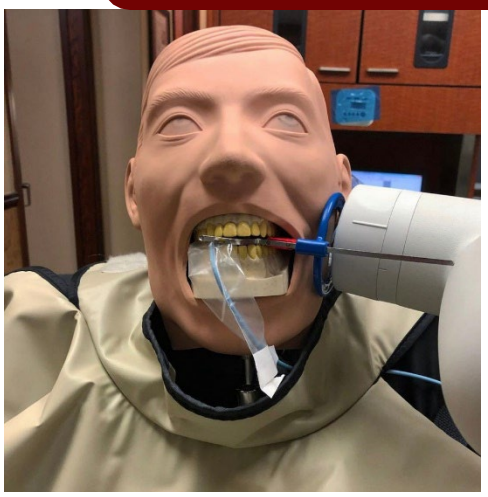
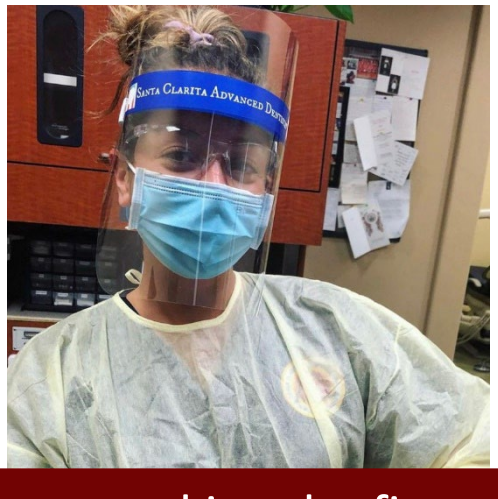
Santa Clarita School of Dental Assisting

2025 Student Catalog










Congratulations on taking the first step towards becoming a Dental Assistant

27450 Tourney Road Suite 250
Valencia, CA 91355

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SCHOOL LOCATION

SANTA CLARITA SCHOOL OF DENTAL ASSISTING
(ALL class sessions will be held at the address below)
27450 Tourney Road, Suite 250, Valencia, CA 91355
PH: (661) 799-9562 **|** **FAX:** (661) 259-1371
Website: www.startyourcareertoday.com
General Email: info@startyourcareertoday.com
Administrative Director: admin@startyourcareertoday.com
Facebook: facebook.com/DentalJobNow
Instagram: instagram.com/santa.clarita.dental.assisting/

EFFECTIVE DATES OF THIS CATALOG

This catalog is effective as of January 1, 2025 to December 31, 2025. It is updated every year, and is posted for view on our website (www.startyourcareertoday.com). Copies of this catalog may also be requested by contacting our Program Director at (661) 799-9562 or at admin@startyourcareertoday.com

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 licensed 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**
   This course aims 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. **Infection Control**
   This course aims to train students who are working in a dental office to safely navigate a dental office while having a new understanding of the health hazards and how to mitigate any risks associated with patient care.
3. **Pit and Fissure Sealants**
   This course aims to train students who are working in a dental office to prevent tooth decay by bonding plastic resins to the top surfaces of teeth.
4. **Coronal Polishing**
   This course aims 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.
5. **California State Radiation Certification**
   This course aims to train students who are working in a dental office to take radiographs on patients.

This institution is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

TUITION, FEES AND PROGRAM DESCRIPTIONS

All fees are subject to change without notice. The program charges cover the cost of all classroom instruction, lab equipment, supplies, uniforms, textbooks and registration. This private institution does not extend credit.

The schedule of total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. "Total charges" means the sum of institutional charges.

Unless otherwise specified, fees are as follows:
Returned Check Fee…… $ 50.00
Transcripts/Certificates (Copy) $ 35.00

Infection Control (8 clock hours)
Program Charges …… $ 1,200.00

Pit and Fissure Sealants (16 clock hours)
Program Charges ……$ 800.00

Coronal Polish (12 clock hours)
Program Charges …… $ 800.00

Dental Assistant Training (80 clock hours)
Program Charges …….. $ 12,500.00

California Radiation Safety Course (32 clock hours)
Program Charges …… $ 1,675.00

COURSE DESCRIPTIONS AND SCHEDULE OF CHARGES

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. This program is taught in person, with lectures and in person hands on learning. It is recommended that each student provide a copy of a high school diploma or GED and a copy of Hepatitis B immunization is required 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. **[80 Clock Hours]**

TUITION AND FEES: The following is the total amount that the student is obligated for the course of instructions:

1) Tuition - $10,985.00
2) Registration fee (non- refundable)- $250.00
3) Equipment- $175.00
4) Lab supplies or kits- $250.00
5) Textbooks, other learning media- $380.00
6) Uniforms or other special protective clothing- $360.00
7) In-resident housing- N/A
8) Tutoring- $100/hour (optional)
9) Assessment fees for transfer of credits- N/A
10) Fees to transfer of credits- N/A
11) Student Tuition Recovery Fund (non-refundable)- $0.00 per $1,000 of tuition
12) Any other institutional charge or fee- $100.00

f) Charges paid to an entity other than an institution that is specifically required for participation in the education department- N/A

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: $12,500.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $12,500.00

Pit and Fissure Sealants, Continuing Education

Pre-requisites: It is recommended that each student must possess a high school diploma or GED for admission. 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, must show they have completed a Board- approved 8-hour infection control course and possess current, valid certification in basic life support (BLS), and provide a copy of hepatitis B vaccination.

This program is taught in person, with lectures and in person hands on learning. Sealants are resin coatings/bonding's 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]**

TUITION AND FEES: The following is the total amount that the student is obligated for the course of instructions:

1) Tuition - $487.50
2) Registration fee (non- refundable)- $80.00
3) Equipment- $ 50.00
4) Lab supplies or kits- $50.00
5) Textbooks, other learning media- $20.00
6) Uniforms or other special protective clothing- $62.50
7) In-resident housing- N/A
8) Tutoring- $100/hour (optional)
9) Assessment fees for transfer of credits- N/A
10) Fees to transfer credits- N/A
11) Student Tuition Recovery Fund (non-refundable)- $0.00 per $1,000 of tuition
12) Any other institutional charge or fee- $50.00

f) Charges paid to an entity other than institution that is specifically required for participation in the education program- N/A

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: $800.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $800.00

Coronal Polish, Continuing Education

Pre-requisites: It is recommended that each student provide a copy of a high school diploma or GED. Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license. Also, all students must show they have completed a Board-approved 8-hour infection control course and possess current, valid certification in basic life support (BLS), and show proof of hepatitis B vaccination.

This program is taught in person, with lectures and in person hands on learning. 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]**

TUITION AND FEES: The following is the total amount that the student is obligated for the course of instructions:

1) Tuition- $487.50
2) Registration Fee (non- refundable)- $80.00
3) Equipment- $50.00
4) Lab Supplies or kits- $50.00
5) Textbooks, Other learning media- $20.00
6) Uniforms or other special protective clothing- $62.50
7) In-resident housing- N/A
8) Tutoring- $100/hour (optional)
9) Assessment fees to transfer of credits- N/A
10) Fees to transfer credits- N/A

11) Student Tuition Recovery Fund (non-refundable)- $0.00 per $1,000 of tuition
12) Any other institutional charge or fee- $50.00

f) Charges paid to an entity other than an institution that is specifically required for participation in the education program- N/A

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: $800.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $800.00

Infection Control Course, Continuing Education

Pre-requisites: Each student must desire to work safely in a dental office setting. Also, all students, involved in the direct provision of patient care must be currently certified in basic life support (BLS), provide a copy of the hepatitis B vaccination, and it is recommended that each student provide a copy of a high school diploma or a GED.

This program is taught in person, with lectures and in person hands on learning. This course will allow dental assistants to be able to safely navigate a dental office while having a new understanding of the health hazards and how to mitigate any risks associated with patient care. This course has been designed to meet the standards set forth by the California Dental Board for the health and safety of the assistant and the patient in a dental office in California. The course includes both didactic and clinical application of infection control and safety. Students must pass a written exam with 75 % before they can enter the clinic and use the safety equipment. Students then must demonstrate competency by showing preclinical and clinical skills of how to maintain safety with instruments, sterilization equipment, biological equipment, and safety protocols. In order to receive certification, students must also pass a hands-on clinical demonstration with a 75% passing score. This course will allow dental assistants to fulfill the RDA requirement for an 8-hour infection control class. **[8 Clock Hours]**

TUITION AND FEES: The following is the total amount that the student is obligated for the course of instructions:

1) Tuition- $487.50
2) Registration fee (non- refundable)- $250.00
3) Equipment- $70.00
4) Lab supplies or kits- $200.00
5) Textbooks, other learning media- $30.00
6) Uniforms or other special protective clothing- $62.50
7) In-resident housing- N/A
8) Tutoring- $100/hour (optional)
9) Assessment fees for transfer of credits- N/A
10) Fees to transfer credits- N/A
11) Student Tuition Recovery Fund (non-refundable)- $0.00 per $1,000 of tuition
12) Any other institutional charge or fee- $100.00

f) Charges paid to an entity other than an institution that is specifically required for participation in the education program- N/A

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: $1,200.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $1,200.00

California Radiation Safety Course, 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 8-hour infection control course and possess current, valid

certification in basic life support (BLS). All students will need to provide a copy of hepatitis B vaccination and it is recommended that each student provide a copy of a high school diploma or a GED.

This program is taught in person, with lectures and in person hands on learning. This course will allow dental assistants to be able to safely take radiographs with the primary purpose providing 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. **[32 Clock Hours]**

TUITION AND FEES: The following is the total amount that the student is obligated for the course of instructions:

1) Tuition - $962.50
2) Registration fee (non- refundable)- $250.00
3) Equipment- $70.00
4) Lab supplies or kits- $200.00
5) Textbooks, other learning media- $30.00
6) Uniforms or other special protective clothing- $62.50
7) In-resident housing- N/A
8) Tutoring- $100/hour (optional)
9) Assessment fees for transfer of credits- N/A
10) Fees to transfer credits- N/A
11) Student Tuition Recovery Fund (non-refundable)- $0.00 per $1,000 of tuition
12) Any other institutional charge or fee- $100.00

    f) Charges paid to an entity other than an institution that is specifically required for participation in the education program- N/A

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: $1,675.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $1,675.00

Admission Policies

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

1. Student is recommended to provide a copy of high school diploma or earned a GED.
2. Students must provide a copy 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 criteria for admission to the **Continuing Education (Infection Control, Radiology, Coronal Polish, Pit and Fissure Sealant)** programs are:

1. It is recommended that students provide a copy of a high school diploma or earned a GED.

2. 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.
3. Students of Hepatitis B vaccination and current CPR certification.
4. Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license.
5. 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 — Program Director
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

LeeAnn Ahlheim — Accountant
Master's Degree, Northwestern University

Lindsey Barone — Course Instructor
Registered Dental Assistant License # 76717

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 monies not paid from federal student financial aid program funds. Students are encouraged contacting 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 & Retention Policy

Our School maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in our institution. All records will be maintained for five years from the last day of attendance and permanently maintaining transcripts. Our school maintains, for each student granted a certificate from our institution, permanent records of all of the following:

(1) The certificate granted and the date on which that certificate was granted.
(2) The courses and units on which the certificate was based.
(3) The grades earned by the student in each of those courses.

Our school maintains, for a period of not less than five years, at our principal address of business in this state, complete and accurate records of all of the following information:

(a) The educational programs offered at our school and the curriculum for each.
(b) The names and addresses of the members of our school's faculty and records of the educational qualifications of each member of the faculty.
(c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).

Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. If, upon review, any inaccuracies or misleading documents are found, a request for corrections may be submitted. In the event there is a difference of opinion regarding the existence of errors, a request for a meeting can be submitted 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.

We maintain the student files on site in a fireproof cabinet. We maintain academic records and financial records in separate files.

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 CANCEL AND/OR WITHDRAW FROM THIS PROGRAM

Our institution does not participate in the federal student financial aid programs.

If a student cancels, they have a right to a refund of charges paid. 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.

If a student withdraws, they may cancel this agreement and obtain a refund. The procedure that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund is as follows: one must give written notice to the address above by mail, by hand delivery to the address above, or email at admin@startyourcareertoday.com . The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail, properly addressed with postage pre-paid. The student should keep a record of the date, time, and place of mailing any notice of cancellation. If a student cancels, they have a right to a refund of charges paid.

Here is a description of our refund policy: A student has the right to withdraw from this program of instruction and receive a refund of tuition through attendance of the first-class session, or the seventh day after enrollment, whichever is later. We shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from our school. A pro rata refund shall be no less than the total amount owed by the student for a portion of the educational program provided subtracted from the amount paid by the student. Our institution shall make refunds that are no less than the refunds required under the ACT and BPPE division.

Also, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution will provide a pro rate 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 Two Hundred Fifty dollars ($250.00), 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.

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. The instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. The informal process will involve three steps:

1. an effort to define the problem
2. an effort to identify acceptable options for resolution
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. The 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 or by completing a complaint form, which can be obtained on the bureau's internet Web site 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 and Certificates

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 of transcripts and Official Certificates are available upon payment of a fee of $35.00. Transcripts and Certificates will only be released to the student upon receipt of a written and signed request.

Attendance, Probation and Dismissal Policy

Students are expected to attend all classes as scheduled. Students must attend 75% 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.

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.

b. 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.

c. 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).

d. 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:

    i. Board-approved courses in Infection Control and California Law.

    ii. 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.

e. 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.

f. 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. This program is non-residential and we do not have dormitory facilities. There is ample available housing located reasonably within our institution.

Average cost of housing in Valencia:

1. Most students commute. They live within driving distance of our school.
2. A student could live in an apartment in Santa Clarita during the 12-week class.
    a. According to apartmentlist.com, a one-bedroom apartment in Santa Clarita rents for$2410 a month on average and a two-bedroom apartment rents on average $2871 a month.
3. Home prices in Santa Clarita, CA - The median home value in Valencia is $550,300 according to homes.com

Santa Clarita School of Dental Assisting has no responsibility to find or assist a student in finding housing for their students.

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.

Visa Services

This institution does not provide visa services for international students wishing to apply, nor will it vouch for student status or any associated charges.

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), which 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.

Catalog Notice about Office of Student Assistance and Relief. Pursuant to CEC section 94909(a)(3)(D), institution catalogs must include the following notice:
"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov."
Note that the phone number and web address provided above may be subject to change. Please subscribe to Bureau updates at bppe.ca.gov to receive notifications of changes.

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. Successfully pass a State computerized written examination.
2. Successfully pass a State computerized law and ethics written examination.
3. Successfully complete Board-approved courses in Infection Control, Radiation Safety, Coronal Polishing, and Pit and Fissure Sealants.
4. Successfully complete and show proof of a Board-approved course in Dental Practice Act and possess current, valid certification in basic life support (BLS).
5. Submit fingerprint clearances from both the Department of Justice and Federal Bureau of Identification. This process can take 60 days or more. If an applicant has a criminal history, arrest report and court records must be obtained and investigated before a decision is made to issue or deny the license.

STRF Disclosure & Statements

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

This catalog includes programs that are approved by California Bureau for Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

"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 5,000 sq. ft dental office with thirteen operatories, two full sterilization rooms, two dental laboratories, 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 nine 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 Monday and Wednesday nights. 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 Thirteenth edition by Bird and Robinson. Students have access to these resources by reading the textbook provided and using their DVD/CD-ROMs at home or in our office. This institution does not offer distance education.

Certification Program

Our school offers Certification courses. We are approved to teach these courses by the Dental Board of California and the California Bureau for Private Postsecondary Education. We do not offer degree programs, which require accreditation by an accrediting agency recognized by the United States Department of Education. This institution is not accredited by an agency approved by the Department of 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:

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

Approval Notice

This institution has received a license to operate from the California Bureau for Private Postsecondary Education with School Code 73116896. Currently approved programs are:

1) Dental Assisting Certification
2) Infection Control
3) Radiation Safety Certification
4) Pit and Fissure Sealant Certification
5) Coronal Polish Certification

Job Placement Rates

Job Classifications for Dental Assisting:

Standard Occupational Classification*	Employment Position
31-9091	Dental Assistants (includes back office)
51-9081	Dental Ceramists
51-9081	Dental Laboratory Technicians
43-6013	Dental Secretaries (includes front office)

*These Standard Occupational Classification (SOC) codes are available at:
http://www.bls.gov/soc/2010/soc_alph.htm#L

NOTE: WE DO NOT OFFER JOB PLACEMENT RATES