



## **CATALOG**

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**January 1, 2017 – December 31, 2017**

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**2226 Oatay Lakes Road, Chula Vista, CA 91915 | 619.222.3369**  
**[www.HowardAcademy.com](http://www.HowardAcademy.com)**  
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## **MISSION**

*Our mission is to offer educational opportunity for students to achieve professional development and success through real-world tools and applications to obtain employment as an entry-level Dental Assistant.*

Howard Healthcare Academy was founded on strict principals and core values of that center around you, your success and growth. We have created educational facilities that focus on live, hands-on experience. Through real life learning environments, and technical courses, instructors prepare our students with the hands-on knowledge they need to apply for an entry-level dental assisting position. We want to help out future dental assistants and help them build careers. This way, the dental community / employers will the support needed to provide patient care.

## **OBJECTIVES**

In order to fulfill its mission, Howard Healthcare Academy is committed to the following objectives for its educational training:

- Provide hands on training
- Provide training in a real -life learning environment
- Provide up-to-date training equipment and materials

## **GENERAL INFORMATION**

### **FACILITY AND EQUIPMENT**

Howard Healthcare Academy offers training in a residential format. All classes are held at the following locations:

#### ***Main Campus:***

Eastlake  
2226 Otay Lakes Road  
Chula Vista, CA 91915

- 1 Lecture room
- 1 Labs for prosthetics and models
- 3 Restrooms
- 7,240 Square Feet

The lecture room is the open space in the ortho bay of the practice. A whiteboard is put up with (2) 8x8 tables with chairs to accommodate students. The entire dental practice and all of the equipment is used for training, which includes Xray units, lab, sterilization units, handpieces, chairs, computers, and programs are used.

***Satellite locations:***

Carmel Valley  
11943 El Camino Real, #200  
San Diego, CA 92130

- 2 Lecture rooms
- 1 Labs for prosthetics and models
- 1 Restroom
- 4,920 Square Feet

Two lectura romos are available with a whiteboard and (2) 8x8 tables with chairs to accommodate students. The entire dental practice and all of the equipment is used for training, which inlcudes Xray units, lab, sterilization units, handpieces, chairs, computers, and programs are used.

Oceanside  
3625 Vista Way  
Oceanside, CA 92056

- 2 Lecture rooms
- 1 Lab for prosthetics and models
- 3 Restrooms
- 3,771 Square Feet

Two lecture rooms are available with a whiteboard and (2) 8x8 tables with chairs to accommodate students. The entire dental practice and all of the equipment is used for training, which inlcudes Xray units, lab, sterilization units, handpieces, chairs, computers, and programs are used.

**APPROVALS**

Howard Healthcare Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

## **ADMISSIONS POLICY AND PROCEDURE**

### **POLICY**

We ask is that prospective students have a genuine desire to listen and learn . . . work with people . . . help others feel comfortable.

Admission requires that the prospective student:

- Have a high school diploma or equivalent. Howard Healthcare Academy will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree;
- Be provided an application;
- Be provided a catalog;
- Be provided the School Performance Fact Sheet; and
- Be provided a cancellation form.

### **PROCEDURE**

Admissions procedures include meeting with an admissions representative to review goals, school policies and procedures, the School Performance Fact Sheet, catalog, and graduation requirements. Each prospective student must:

- Provide a high school diploma or equivalent;
- Complete the application;
- Review the catalog; and
- Review and sign the School Performance Fact Sheet; and
- Receive a copy of the cancellation form.

### **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

Howard Healthcare Academy does not offer visa services to prospective students from other countries or English language services. Howard Healthcare Academy does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. Review of application information; and
2. Howard Healthcare Academy's receipt of prior education documentation as stated in the admissions policy.

### **FOREIGN TRANSCRIPT EVALUATION**

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The following is a sample of foreign transcript and degree evaluators. Howard Healthcare Academy does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

### **ABILITY-TO-BENEFIT**

Howard Healthcare Academy does not admit ability-to-benefit students.

### **TRANSFER OF CREDIT**

Howard Healthcare Academy does not accept hours or credit through transfer of credit challenge examinations, achievement tests, or experiential learning.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Howard Healthcare Academy 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 credits or 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 Howard Healthcare Academy to determine if your credits or certificate will transfer.

### **ARTICULATION AGREEMENTS**

Howard Healthcare Academy has not entered into any transfer or articulation agreements with any other college or university.

## **PROGRAM INFORMATION**

### **DENTAL ASSISTING**

**Program Length:** 256 Hours, 4 Months

**Cumulative Final Exam:** None

**Graduation Document:** Certificate

**Standard Occupational Classification (SOC Code):** 31-9091

**Classification of Instructional Programs (CIP):** 51.0601

**Potential Occupations:** Dental Assistant, Front Office Dental Assistant, Back-Office Dental Assistant

#### **Program Description:**

The program that prepares students to provide patient care, take dental radiographs (x-ray photographs), prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists.

Includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre- and post-operative patient care and instruction, chairside assisting, taking tooth and mouth impressions, and supervised practice.

#### **Program Objectives:**

- Prepare students to assist dentists
- Prepare students to set-up dental equipment and supplies
- Prepare students to assist with patient treatments
- Prepare students to create and maintain patient records

#### **Learning Outcomes:**

- Set up, take and process x-rays – both traditional and digital.
- Knowledge of tooth surfaces, tooth names, and numbering
- Front office, billing, coding
- Interact with patients so they relax while in the dentist's chair
- Guide patients in oral hygiene
- Assist with record keeping and appointment scheduling
- Maintain an infection-free office environment
- Work comfortably with dental instruments, preparations and equipment

<b>Course Title</b>	<b>Classroom Hours</b>	<b>Internship Hours</b>
Module A - Dental Terminology I Infection Control I Dental Instruments	16	
Module B - 4 Handed Dentistry I Specialties	16	
Module C - Dentrix I Front Office I Billing/Coding	16	

Module D - 4 Handed Dentistry I Chairside I Anatomy	16	
Module E - Coronal Polishing I Oral Landmarks	16	
Module F - Radiation Safety I Vital Signs	16	
Module G - Cements I Impressions I Models	16	
Module H - Professional Development I	16	
Externship		128
<b>Total Hours:</b>	<b>256</b>	

### **Course Descriptions:**

#### **Module A - Dental Terminology I Infection Control I Dental Instruments**

Prerequisite: None.

Description This module goes over dental terminology, infection control, laws and regulations, dental instruments and the overview of the dental field. Touches up on the history of dentistry and how to become a dental assistant. The course goes over histology, the tooth numbering system and the tooth names and surfaces. The infection control course that is mandatory by the Dental Board of California to keep the office infection free and safe. CDPA is a course that goes through all of the state laws and regulations.

#### **Module B - 4 Handed Dentistry I Specialties**

Prerequisite: Module A

Description This module goes over assisting and the different specialties in the dental field. Hands on training on 4 handed dentistry, proper suctioning techniques, vocabulary, instruments, procedures are all the focus to help the student understand the assisting side of the dental field. Also, going over the specialties in dental. General dentist, pediatric dentists, orthodontics, endodontics, prosthodontics, periodontics, and oral surgery.

#### **Module C - Dentrax I Front Office I Billing/Coding**

Prerequisite: Module B

Description This module goes over the front office. Starts on front office procedures and language. Then goes into the systems used in the dental practice. Dentrax is the primary CRM system used in most offices. The instructors go over how to use this program on the entry level. Registering patients, appointment book, scheduling, and ledger charts. This course also focuses on the billing and coding in the dental industry.

#### **Module D - 4 Handed Dentistry I Chairside I Anatomy**

Prerequisite: Module C

Description This module goes over 4 handed dentistry and has more focus on the hands-on training. A second round of assisting since that's what the dental assistant does. Hands on training on 4 handed dentistry, proper suctioning techniques, vocabulary, instruments, procedures are all the focus to help the student understand the assisting side of the dental field. Chairside goes over mixing cements, proper room preparation, charting, and records. This course goes over dental head and neck anatomy. Muscle groups, veins, and bones are reviewed and studied.

### **Module E - Coronal Polishing I Oral Landmarks**

Prerequisite: Module D

Description This module goes over oral landmarks and the vocabulary that is associated with them. Landmarks are the different locations inside the mouth. Learning how to recognize signs of bad hygiene, calculus, plaque, and more. The module teaches the student how to coronal polish the patient's teeth. How to set up the trays, room, and the patient before the procedure. 4 patients are needed to complete this course that the student provides.

### **Module F - Radiation Safety I Vital Signs**

Prerequisite: Module E

Description This module goes over the vital signs when the patient comes in for their visit. This includes measuring the blood pressure, taking the patient's temperature, and reading the patient's pulse. Then the student will go into the radiology safety course. This course goes over and teaches the student how to take x-rays on patients. An extensive lecture on terminology and the way x-rays work is taught on the first day. After the lecture the student practices on a manikin. The last day of the course, the student takes live x-rays on 4 patients that the student provides.

### **Module G - Cements I Impressions I Models**

Prerequisite: Module F

Description The module goes over the different dental materials. The student learns the chemicals, properties, and the use of various dental cements, impression material, and their uses. Components and the technical names of the materials are also taught in this module. The student takes molds on classmates and makes study models that they work on and keep at the end.

### **Module H - Professional Development I**

Prerequisite: Module G

Description This module goes over the professional development and career planning. The students get to work on their resumes, interviewing skills, and how to job search. This is the last module in the program so the focus is on setting up the student on graduating and stepping into the job market. The career services are involved with this process as well.

### **Externship**

Prerequisite: Modules A – H

We at Howard Healthcare Academy have partnered up with a dental office called The Super Dentists. This allows the students to see and feel how it is to be an actual dental assistant even before applying to a dental office.

# ACADEMIC POLICIES

## HOURS

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50 minutes of instruction.

## SATISFACTORY PROGRESS

Howard Healthcare Academy evaluates satisfactory progress at the following program increments of earned hours:

Program	Total Hours	50%	100%
Dental Assisting	256	128	256

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.

The student's academic average is reviewed to determine qualitative progress. The minimum required is 2.00 at the conclusion of each evaluation period.

Incomplete grades are given, if work is not completed within the timeframe agreed to the student will receive an "F" grade. Students must repeat any classes in which they earn less than a 2.00 average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of "F" in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

## **Warning**

If a student fails to meet the cumulative 90% attendance 2.00 grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. Failure to achieve a 90% attendance or 2.00 grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the Director of Education, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

## **Appeal Process**

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Director of Education will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the Director of Education is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Director of Education's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

## **Maximum Time Frame**

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Program is 4 months, maximum time frame is 6 months.

Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn.

## **Readmitted Students**

The maximum time frame is reduced for readmitted students, based upon the remaining length of the program in which they enroll. For example, if the student readmits with 128 hours, and therefore must complete 128 hours, the maximum time frame is 192 hours.

## **GRADING SYSTEM**

Final course grades are based on demonstration of meeting the learning outcomes as stated on each course:

Grade	Grade Points
A	4.00
B	3.00
C	2.00
F	0.00
I – Incomplete	0.00
R – Repeated	Based on grade.
W – Withdrawal	0.00

#### I – Incomplete

An incomplete is provided only if approved for an extension. If work is not completed within the timeframe agreed to the student will receive an “F” grade.

#### R – Repeated

When a course is repeated to improve a previously earned grade, the first grade is replaced with a new grade upon completion of the repeat. A student can repeat a course only once.

#### T – Transfer Credit

#### W – Withdrawal

### **ATTENDANCE**

Howard Healthcare Academy considers attendance an essential component of the program. Students enrolled at the institution make a commitment to participate fully in their education by attending classes and accounting for any absences.

It is the student’s responsibilities to address the issues related to his/her absenteeism, whatever the circumstances, and are responsible for obtaining material covered during an absence. A student has an option to determine with the instructor, whether and under what conditions make-up work will be permitted.

Students may request an excused absence in cases of emergency, illness, the death of a close relative, or when observing a religious holiday. A request for an excused absence should be made, in writing, prior to the absence, or in the case of an emergency, within a week of the absence.

Excused absences, without required make-up work, may only account for 10% of the program. Beyond that, a student will be falling below the minimum attendance requirement of 90%. If a student does not successfully maintain a minimum of 90% attendance for the term he/she will be placed on attendance probation. The terms of the probation will outline the next attendance review date. If at that time the student is maintaining 90% attendance he/she will be removed from probation. If the terms of probation have not been met the student will be withdrawn.

## **LEAVE OF ABSENCE POLICY**

Requests for leave of absence may be granted for emergency reasons only. The student must submit a written request to Director of Education for approval. Supporting documentation may be required. A student may be granted a leave of absence not to exceed a total of 180 calendar days in a 12 month period. If a student does not return on the documented return date he/she will be withdrawn from the program.

## **WITHDRAWAL**

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

## **CONDUCT**

Students are expected to utilize the courses for lawful purposes, respect the privacy of other students, respect the integrity of the computer system, respect the diversity of opinions, and maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards, and abide by all rules and regulations published in the school catalog.

Students who are not in compliance with the conduct policy are subject to conduct probation, suspension, or withdrawal from the course/program at the discretion of the school administration.

## **GRADUATION REQUIREMENTS**

A student will be eligible for graduation when:

1. All required hours are earned;
2. Has the required minimum cumulative grade point average; and
3. Has cleared all financial obligations.

## **STUDENT SERVICES**

### **HOUSING**

Howard Healthcare Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for San Diego, CA, rental properties can start at about \$# per month.

### **RESOURCE CENTER**

Resources are available for use in the classroom that includes books, models of teeth, muscle groups, veins, and bones. Students may access the on-campus resources at the main campus Monday through Thursday 9:00 am to 4:00 pm. In addition the internet offers resources 24 / 7. There is a check-in check-out system for removing resources from the main campus. Please see the Director of Education to check materials in or out.

### **CAREER SERVICES**

Howard Healthcare Academy will assist graduates in developing job search skills such as resume and cover letter development, interviewing skills and appropriate interview follow-up activities. Howard Healthcare Academy cannot and does not guarantee employment or salary.

### **STUDENT RECORDS**

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

### **GRIEVANCE PROCEDURE**

When a concern occurs, the student is asked to discuss the concern directly with his/her instructor. If a resolution does not occur, the student is to document the concern in writing and make an appointment to speak with the Director of Education. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern. The Director of Education will review the written statement and any supporting documentation, gather facts, and provide a written response to the student within 5 business days. The Director of Education's decision is final.

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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **CANCELLATION, WITHDRAWAL AND REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 2226 Otay Lakes Road, Chula Vista, CA 91915. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00 within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

## **TUITION AND FEES**

<b>Program</b>	<b>Registration Fee Non-Refundable</b>	<b>*Student Tuition Recovery Fund (STRF) Non-Refundable</b>	<b>Tuition</b>	<b>**Total Cost</b>
Dental Assisting	\$250.00	\$0	\$5,745.00	\$5,995.00

\*STRF: \$0 for every \$1,000 of tuition rounded to the nearest \$1,000.

\*\*Charges estimated for the period of attendance and the entire program.

## **PAYMENT**

Student's are expected to pay for the program in full at the time of enrollment. If payment can not be made in full a request for a payment plan can be made at that time.

Payments not received by the due date will be considered late and will be charged a \$25.00 late fee.

## **LOAN**

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## **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, who 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 an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident 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 a taxpayer identification number.

## **MANAGEMENT, STAFF AND INSTRUCTORS**

### **MANAGEMENT & STAFF**

Kami Hoss- Chief Executive Officer, Chief Operating Officer  
Edward Rey- Chief Academic Officer, Director of Education

### **INSTRUCTORS**

Hoss, Kami  
DDS, MS, Doctor of Dental Surgery and Masters in Craniofacial Biology, Specialty in  
Orthodontics, DDS- UCLA '93, Ortho- USC '96  
Over 20 years' experience field and training experience.

Rey, Edward  
Registered Dental Assistant, OA- Dental Board of California, CDA- Dental Assisting National  
Board, Teaching Methodology- California Association of Dental Assisting Teachers, BA in  
Business- Ashford University  
Over 9 years' field experience.  
Over 7 years' teaching experience.

Villa, Daniel  
Registered Dental Assistant - Dental Board of California  
Over 6 years' field experience.  
Over 3 years' teaching experience.

## **STATE OF CALIFORNIA CONSUMER INFORMATION**

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Howard Healthcare Academy has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Howard Healthcare Academy does not participate in federal or state financial aid programs.

Howard Healthcare Academy is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

## **CATALOG CHANGES**

Information about Howard Healthcare Academy is published in this catalog, which contains a description of policies, procedures, and other information about the School. Howard Healthcare Academy reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Howard Healthcare Academy, the student agrees to abide by the terms stated in the catalog and all school policies.