



Assist To Succeed Of Marietta

Assist To Succeed Of Marietta

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Registered with the Ohio Board of Career Colleges and Schools

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Owner/Director of Assist to Succeed of Marietta
Owner of Dental Facility- Family Tree Dental

Course Catalog & Student Handbook

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School Catalog

Program Description

Fundamentals of Dental Assisting

Course offers instruction in all requirements for a basic understanding of dentistry and proficiency of the fundamental tasks delegated to the dental assistant by a licensed dentist in the states of Ohio and West Virginia. Upon completion of this course students are given a certificate to document completion of the fundamentals course. Course runs approximately 10 weeks and is held one 8 hour day per week. Students participate in a mix of lecture and hands-on training in a dental clinic using the materials and methods they learn in lecture.

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

Course Description

101: Generalized Introduction to Dental Terminology and Equipment 8 hrs.

LECTURE:

View patient education videos to get “up to speed” as to the scope of modern dental treatments available. Introduction to tooth nomenclature, dental anatomy and “landmark teeth”. Operation and positioning options of various dental chairs, lights, hand piece set-up and handpiece bur-changing, suction, three-way syringes, etc. Introduction to power options and positioning of intra-oral and panoramic x-ray units. Explanation of homework assignments in the textbook, *Modern Dental Assisting*, and demo of the two CDs contained in the textbook. Discussions covering the non-technical sides of Dental Assisting, including patient interaction.

CLINICAL:

Office tour and orientation/operation of all equipment. Accomplish goals stated above clinically. Demonstrate set-up and teardown of treatment rooms, equipment and instruments, etc. Cover mechanisms of disinfection, sterilization, Personal Protective Attire, x-ray safety, OSHA, MSDS, HIPPA regulations, as related to confidentiality, preliminary into 4-handed dentistry theory and practice.

102: Four-Handed Dentistry Essentials**8 hrs.****LECTURE:**

Anesthetic syringes and local anesthesia; assembly, transfer to the Doctor, needle-stick prevention and proper Sharps disposal, Dental Dam application and uses, suctioning and retraction techniques, instrument transfer and demonstration, techniques to assure visibility for the Doctor (patient positioning, mirror cleaning techniques and maintaining lighting), tub and tray setups for various procedures, handpiece sterilization and maintenance. Appropriate protective attire for both dental professionals and patients. Dental Sealants. Advanced Six-Handed dentistry techniques (using videos).

CLINICAL:

Techniques on patient management and communication from entering the office finishing with appropriate transfer to the front desk personnel. Accomplish goals stated above clinically, using the TRANSFER ZONE exclusively. Practice in the use of cotton rolls to isolate various areas, if Dental Dam is not being used, dental handpieces, bur types explained and demonstrated.

103: Dental Radiology**8 hrs.****LECTURE:**

Dental Radiology theory and practice. Intra-oral and extra-oral techniques, radiation safety and hygiene, exposure time parameters, Kvp and MA, film speed and types, Ohio Radiographer considerations, darkroom procedures and digital procedures overview.

CLINICAL:

Accomplish goals stated above clinically, practice bisecting technique using Rinn holders, paralleling technique without holders (as needed), proper mounting of individual, bitewing and complete series, tooth identification landmarks, upper versus lower, right versus left, FMX sorting exercises on CD_ROM within the Elsevier textbook, expose and process all types of intra-oral and extra-oral radiographs on fellow students.

104: Amalgam and Composites**8 hrs.****LECTURE:**

Theory, chemistry, selection, and techniques of the preparation, placement, and finishing of these restorations will be discussed, along with proper mixing, isolation, bonding, curing and adjustments needed after placement. Curing light types, curing light safety, hygiene, and proper cooling of target area.

CLINICAL:

Accomplish goals stated above in a clinical setting. Proper loading and use of amalgamator, loading amalgam carriers, mercury safety and hygiene, Tofflemire holder orientation. Discussion and demo of alternative matrix types and systems. Composite bonding, placement and finishing procedures, glass ionomer orientation and discussion, micro air abrasion theory techniques and restorative considerations.

105: Cements and liners, impressions and model basics

8 hrs.

LECTURE:

Chemistry and handling techniques of the most popular cements, bases and liners. Chemistry, mixing, and impression techniques for irreversible hydrocolloid (alginate).

CLINICAL:

Practice the mixing and handling of popular cements, bases and liners in a clinical setting. The materials covered will be a minimum of the following: dycal, IRM, Zinc oxyphosphate, glass ionomer liner and restorative, and Resin-modified glass ionomer cement. There will be hands-on practice in impression-taking using alginate on the upper dental arch, and instruction in the pouring and trimming of dental stone models made from these impressions.

106: Oral Surgery, Periodontics, and mandibular impression techniques; additional patient education diagnostics

8 hrs.

LECTURE:

Presentation and discussion of the various oral and periodontal surgical instruments and techniques. Discuss and demo the use of the various instruments, throat packs, surgical suction uses and techniques, sterility and instrument scrubbing techniques, periodontal disease causes, classifications, and non-surgical treatment techniques, intro to dental lasers, limitations and safety of dental lasers. Lower alginate impression techniques. Nitrous oxide: an introduction.

CLINICAL:

Actual exercises in the proper use and setups of instruments, retraction and suctioning during surgery. Then cleaning, disinfection, and autoclave techniques, instrument identification and handling, review of room cleanup after surgery, disinfection, use of the SHARPS container, intra-oral practice in mandibular alginate impression techniques. Practice the use of the intra-oral dental camera as an aid to diagnosis and patient education.

107: Crown and Bridge

8 hrs.

LECTURE:

The various crown and bridge types, instruments and techniques. Impression material types and techniques, cord, chemical, and laser retraction technique, bite registration (wax and PVS), temporary crown fabrication and placement, final cementation types and technique overview and summary. Implant supported crowns and bridges and how they differ from traditional procedures.

CLINICAL:

Mix and dispense carious crown impression materials, know the difference between traditional one arch impressions and the “triple tray” techniques, practice fabrication of temporary crown using acrylic powder and liquid versus self mixing materials. Learn how to add to temporaries prn with flowable composite that is light cured. Bite registration practice. Review various cements and their applications.

108: Endodontics and Orthodontics

8 hrs.

LECTURE:

Endodontic theory and the various techniques. Review the uses of Dental Dam, manual and mechanical Instrumentation, Radiography pertinent to endo, Irrigants, medicaments, Apex locators, temporary and final restorations. An intro to orthodontics – fixed appliances (braces), removable appliances, clear aligners.

CLINICAL:

Demo the various endodontic instruments, techniques, irrigants and cautions, dental dam application review, etc, demo “cold spray” and electronic pulp tester. Show actual working length radiographs and discuss, show apex locator, demonstrate cavitation and/or endotemp. Show post systems and explain rationale and procedure overview. Show orthodontic models and review impression techniques for same. Revisit self-esteem training and how this relates to interview techniques. Review and revisit radiography and practice prn.

109: Office Management and Front Desk Operations

8 hrs.

LECTURE:

Telephone techniques, appointments, billing and payment options, Practice Management systems, Open Dental intro, OSHA and dentistry, use a load CD_ROM for Elsevier’s textbook regarding tooth charting, also become familiar with insurance terms in the book and in general use. Review for final exam

CLINICAL:

Practice proper phone answering techniques on each other, role-play checking “patients” in and out, making appointments, asking for money and making payment arrangements.

Demo Open Dental and give URL for self study of this program prn if desired. Go over new patient information collection and input into dental software, verifying insurance coverage. Review and practice in preparation for final exam.

110: Pediatric Dentistry, followed by Final Exam and Practical Exam 8 hrs.

LECTURE:

Pediatric Dentistry, theory and practice. Strategies to handle patients, and their parents. Use of Nitrous Oxide, local anesthesia, distraction techniques (TV/headphones, stroking of forearm or ankle area), policy regarding parents in treatment room, radiography techniques, accelerated restorative techniques and materials. When and why to refer.

CLINICAL:

There is no clinical exercise pertaining to this unit since the remainder of the day is devoted to examinations and a Clinical Practical Examination.

Fees and Grievance Procedure

Tuition and Fees

Registration fee.....	\$125.00
Books & Supplies.....	\$375.00
ODB Radiography Training...	\$195.00
CPR Training.....	\$55.00
<u>Tuition.....</u>	<u>\$2995.00</u>

All Inclusive Total Cost.....\$3745.00

PAYMENT: All tuition and fees are payable for one(1) academic term that is 80 hours. Payment is due prior to the start of the first class of each course term, unless other arrangements are made in advance.

Tuition and fee charges are subject to change at the schools discretion. Any Tuition or fee increases will become effective for the school term following student notification of the increase

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to:

**The Executive Director
State Board of Career Colleges and Schools
30 East Broad Street
Suite 2481
Columbus, OH 43215
Phone: 614-466-2752
Toll Free: 1-877-275-4219**

School Calendar

The following will be considered “Holidays.” If your class date falls on any of the following, you WILL NOT be expected to arrive at class on this date. Classes will resume on the following class date that a Holiday does not occur.

**New Year’s Day
Memorial Day
4th of July
Labor Day
Thanksgiving
Christmas**

Enrollment Dates

Expected beginning and ending dates of courses

September 2022 – November 2022

January 2023 -- March 2023

Admission Requirements

- Proof of at least 17 years of age. Minors MUST have a parent or guardian agree to and sign all enrollment forms in person.
- High School Student in his/her last quarter of his/her Senior year, with a letter written by your high school counselor stating that you are on track to graduate
- Proof of GED, High School Diploma, or higher academic level education.
- By the first class, proof of TB and beginning of the Hepatitis B vaccinations series being started or completed.
- Required uniforms need to be ordered at time of registration and picked up prior to the first class and worn to all classes. Uniforms to be picked up at the Family Tree Dental facility.
- Payment for class paid to the director of the course at time of enrollment. (Unless arranged otherwise by the director, D. Austin Rehl, DDS)

Program Requirements

- 11 weeks
- 1 day per week. In addition, students are to attend one 7 hr. radiography training course required by the Ohio Dental Board for licensure and CPR training at Marietta Memorial Hospital. Both are included in the cost of the program.
- Do not be tardy. 3 tardy marks = 1 absent mark
- Any more than one absent mark will result in a failure of the class. Absences should only be in the event of an emergency or serious illness.
- Students should put in at least 6 hours a week for reading course material and studying on their own if they want to pass the course.

Graduation Requirements

- To graduate and get the certificate, one must pass 85% on all tests and competency exams.
- All assignments, homework, tests and lab work must be completed
- Students can have no more than one absence or 3 tardies.
- All fees and financial debts to the school must be paid.

Transcripts

Transcripts of a student's academic record are issued only upon written request of the student. Written requests should be forwarded to:

Records Department
Assist To Succeed of Marietta
319 Colegate Dr.
Marietta, OH 45750

Transcript requests from graduates of the school are issued at no charge.
 Transcript requests from current students or students who have left the school

without graduating are charged a \$20.00 processing fee. Transcripts will not be issued to those students who have unpaid financial obligations to the school.

Placement

Students who graduate are eligible to receive placement assistance. Assistance includes resume and interviewing preparation and notification of specific job openings. Potential employers are encouraged to inquire about our graduates on our website and a listing of recent graduates will be given to these potential employers. Assist to Succeed of Marietta does not guarantee placement, but actively assists each graduate in obtaining employment.

Student Handbook

Welcome to Assist To Succeed of Marietta!

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

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

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

Policy and Procedures

GRADING

Grading procedures will be explained to students before grading begins. Students have access to all of their personal scores and grades upon request to the instructor. The instructor shall provide such requested information within a reasonable period so as to

benefit the student without violation of the privacy of other students. *See Privacy Policy below

Students of Assist To Succeed of Marietta must complete the Assist To Succeed course work, examinations, practical examinations, in class requirements, and other evaluations with an average of 85% correct completion.

Students who do not complete the course with an 85% and meet all in-class requirements will not be awarded a graduation certificate nor be eligible for expanded function certification, nor be endorsed in any manner by Assist To Succeed of Marietta.

A student who fails to achieve a passing grade as defined above, may be eligible for remediation by re-taking the full course for a fee of \$1495* to be paid in full prior to beginning the next class where space is available. *Subject to change and based on availability

WITHDRAWAL AND REFUND

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 80 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10.
Refund Policy

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and the refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

INSURANCE

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

ATTENDANCE (ABSENTEEISM/TARDY)

Because of the volume of material covered in a class period, students cannot miss more than one day of class or it will result in failure of the class.

Class starts promptly at 8am and follows lunch at 1pm. unless specifically indicated by the instructor. 2 tardies will equal 1 absence. More than 2 tardies can result in failure of the class. Tardy is defined as not being seated and prepared to learn when the lecture begins. Instructors will advise students of the clock being utilized for the purposes of time keeping so that they may be properly advised and aware of the school time.

HONOR CODE

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

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

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

MAKE UP WORK

In the event of an excused absence, it will be up to the student to review material that was missed in the educational books and ask the director for a time set aside from their class to answer any questions or concerns. If needed, a time can be set up for the student to come in with the director and review the hands-on criteria.

STUDENT LEAVE OF ABSENCE

In the event that a student must take an unexpected leave of absence, the student can refer back to the withdrawal and refund policy. If the student so wishes, he/she may also choose to not be reimbursed and pick up in the following course where they left off in the current course or from the first class.

SUSPENSION OR TERMINATION FOR UNSATISFACTORY WORK

This will be deemed necessary when tests and quizzes are not passed at 85%. The student will be put on a one week probation period and allowed to retake only two tests/quizzes throughout the course. The student can refer to the withdrawal and refund policy as to that amount of reimbursement they are entitled to. Also if a student is making the 85% grades on quizzes and tests, but is struggling clinically they are subject to two warnings before being terminated from the program.

RE-ADMITTANCE TO THE SCHOOL

If a student is removed from the school due to attendance, suspension, or termination for unsatisfactory work, they may re-apply at will for the class again. They will take the full course once again and pay a remediation fee of \$1495.

PRIVACY POLICY

All personal and academic information about a student will be considered private and will be used only in conjunction with the operation of the school for academic purposes in order to enhance the education of the student and the security of the business.

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

FACILITY AND LEARNING AIDS

Assist To Succeed prides itself on providing its students the finest facility available for education in dental assisting. We provide all needed equipment, supplies and general materials needed to learn the course material we teach. We pledge to provide a safe, comfortable learning environment conducive to learning and growth. The Marietta campus boasts a large 5300 square foot facility with 10 rooms that are fully equipped for

student use and learning and a classroom equipped with an overhead screen for video and PowerPoint ® assisted lecture.

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

OTHER INFORMATION:

Cardiopulmonary Resuscitation (CPR) certification. We have coordinated with Marietta Memorial Hospital to provide CPR training. A group class will be scheduled for a weekday evening. If you are unable to attend this class you will be given a list of dates and times that other classes are available and can schedule a time to attend a class at your convenience. This must be completed prior to the end of the program.

Vaccinations: Students should contact the local health department to obtain pertinent vaccinations including but not limited to Hepatitis B and Tetanus vaccinations. Proof of Hepatitis B vaccinations must be provided prior to the start of classes. Students will need to secure vaccinations on their own time and at their own expense.

OUR PERSONAL PROMISE:

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

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

Sample Course Schedule

Winter / Spring 2021 (Sat.)

Must pass all tests and exams with 85% or Higher

Student syllabus chapters correspond to the day numbers.

- Day 1 **Feb 17** General introduction to terminology and equipment.
- Day 2 **Feb 24** Four-handed dentistry, instrument transfer, isolation techniques, suctioning (HVE), local anesthesia, patient positioning and hand-piece maintenance. **Sealants/ Coronal polishing**
- Day 3 **Mar 03** **Certified Ohio Radiography Training Class**
- Day 4 **Mar 10** Radiology theory and practice of intraoral & extra-oral x-ray techniques, x-ray safety and darkroom procedures.
- Day 5 **Mar17** Amalgam & composite materials, instruments, mixing, curing, tubs & trays
- Day 6 **Mar 24** Cements and liners, alginate impressions (upper arch), model pouring and trimming. **XRAY QUIZ**
- Day 7 **Mar 31** **MID-TERM EXAM**, Oral surgery & periodontal instruments and materials, sterilization procedures, alginate impressions (lower arch).
- Day 8 **Apr 07** Crown & bridge instruments and materials, making temporary restorations, and bite registration.
- Day 9 **Apr 14** Endodontic materials and instruments, orthodontics, job interview skills.
- Day 10 **Apr 21** Office Management, front desk operation, appointments, billing dental insurance, office management software, OSHA regulations as it applies to dental assisting. Review and practice for final exams.
- Day 11 **Apr 28** **FINAL EXAM AND PRACTICAL EXAM**, Pediatric dentistry, final written exam, x-ray practical, and practical clinical exam, Graduation and awarding of certificates and pins.

**** Saturday April 28th Graduation**

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

Our Instructors

D. Austin Rehl DDS

Dr. Rehl studied at the Ohio State University College of Dentistry. Upon graduation, in 2008, he founded Family Tree Dental. Dr. Rehl has experience in many aspects of general dentistry including restorative, oral surgery, sedation, endodontics, cosmetic procedures, orthodontics, and dental implant procedures. He is an adjunct professor with The Ohio State College of Dentistry and serves as clinical faculty for NYU Langone – bringing the

resources of a new generation of dentists to Marietta. Dr. Rehl supervises and mentors 4th year dental students in his practice, giving them valuable hands-on experience as they prepare to take their Dental Board exams and enter the world of Private Practice Dentistry. He brings his vast dental experience and love of teaching and developing new assistants to our Fundamentals of Dental Assisting program.

Trish Rehl CDA, EFDA, PBT

After expertly managing the demands of home and family, Trish completed her studies at Brigham Young University and expanded her expertise in the field of dentistry, obtaining the sought-after designation of Expanded Functions Dental Auxiliary. She rapidly developed skills in both the art and science of dentistry – restoring teeth to an amazing biomimetic level. Trish joined Family Tree Dental in 2014. She assumed the duties of directing the Dental Assisting School affiliated with the practice, received her Phlebotomy Certification, and was selected to be the Office manager at the beautiful Colegate Drive location of Family Tree Dental. Her leadership skills and compassionate nature help our team fulfill our mantra – Comfortable, Convenient, & Kind.

Brenda Morris, RDH

Brenda graduated from The Ohio State University with a Bachelor of Science in Dental Hygiene in 1988. She has worked as a Dental Hygienist for the past 26 years. As well as earning her degree as a dental hygienist, Brenda also earned her Expanded Function Dental Auxiliary (EFDA) certification while she was in college. Brenda is currently the Hygiene Department Director for Family Tree Dental, overseeing 6 Hygienists and coordinating continuing education and periodontal training for staff. Brenda brings her many years of experience to our program, sharing the insight and attention to detail that make a dental assistant a valuable team member.