



Midwest Dental

ASSISTANTS SCHOOL



Table of Contents

Approved By:

Nebraska

Nebraska Department of Education

Kansas

Kansas Board of Regents

Oklahoma

Oklahoma Board of Private Vocational Schools

Department of Commerce Division of Consumer Protection

160 East 300 South, 2nd Floor, Box 146704
Salt Lake City UT 84114-6704

2	Table of Contents
3	Introduction/Ownership Vision
4/5	Dental Assisting Class Schedule - 15 week Course
6/7	Dental Administration Class Schedule - 8 week Course
8	Entrance Requirements/Enrollment
9	Attendance Requirements
9	Conduct Policy/Dismissal
10	Facilities
11	Student Grievance Procedure
12	Placement Assistance
13	Testimonials
14	Notes

I certify this to be true & correct in content & policy



Introduction/Ownership Vision

Introduction:

Midwest Dental Assistants School, Inc. (hereinafter referred to as the School), offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

Ownership:

The School is owned by Kori Luna & Jared Derr. The officers of the school are Kori Luna & Jared Derr.

Vision:

Midwest Dental Assistants School offers Dental Assisting and Dental Administration courses. Each course is taught in a private state-of-the-art dental office with the latest in modern dental technology. We put an emphasis on hands-on training with 80% of the program devoted to clinical/lab training. Upon graduation, students will have the knowledge and skills to be a key player in any dental office.

Faculty Members

Kori Luna, Program Director, Area Director, Administrative Instructor

Jared Derr, Program Advisor

Joyce Mlynarik, Clinical Administrator, Instructor

Dulcia Martinez, Instructor

Programs/Courses Offered

Certificate Programs:

Dental Assisting Course, 270 hours

Lecture Hours: 45

Clinical Hours: 225

Program Description:

Students will attend lectures, but some topics will be covered at other participating clinics prior to actual hands-on training. Lecture is based on the Dental Assisting textbook provided with the course. Approximately 9-12 hours of lecture precedes the first opportunity for hands-on experience, but students are encouraged to begin their clinical/lab training very soon after being introduced to the methodology through lecture. Clinical/Lab training can be arranged to fit the student's schedule during normal operating hours of participating clinics. Students will work one-on-one with current Dental Assistants and Doctors at participating clinics while under the tutelage of Midwest Dental Assistants School faculty.

Program Objective:

Being able to perform 4 handed dentistry, take impressions, take, develop and mount x-rays, seat and dismiss patients, give oral care instructions, make sure patient is comfortable.

Occupational Objective:

The graduate should be able to acquire an entry-level position in the field of dental assisting.

X-ray Course: \$325.00

Is a companion course required for completion of Dental Assistants Course. Make arrangements with Midwest Dental Assistants School to complete this course.

Note:

X-ray Certification Course is offered at Midwest Dental Assistants School and is not included in the tuition.
Student - Teacher Ratio: 8 students - 1 Instructor

Student - Teacher Ratio: 8 students - 1 Instructor

Programs/Courses Offered

	Tuition	Books/Supplies	Registration	Total Tuition/Fee
Dental Assisting:	\$4855	\$295	\$150	\$5300

\$325.00 for X-ray Class

\$25.00 + tax for Uniform (T-shirt - must be worn to clinical offices)

See Educational Services for more details on Programs/Courses offered

Class Schedule 2016-2017

2016 - 2017 Class Schedule:

Jan 14, 2016 - Apr 22, 2016	May 29, 2016 - Sept 4, 2016	Sept 18, 2016 - Dec 21, 2016
Feb 20, 2016 - May 29, 2016	Jun 17, 2016 - Sept 23, 2016	Oct 16, 2016 - Feb 5, 2017
Mar 25, 2016 - July 1, 2016	July 15, 2016 - Oct 21, 2016	Nov 18, 2016 - Feb 24, 2017
Apr 29, 2016 - Aug 5, 2016	Aug 14, 2016 - Nov 20, 2016	

Lab/Clinical is 225 hours.

A Student must receive a 70% on their final to Pass. The program is based on a Pass/Fail.

A student works one-on-one with a trainer and a must complete a proficiency packet.

The student/trainer (instructor) work together until the trainer (instructor) is confident the student is proficient in needed skills as outlined in the proficiency packet.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone.

Classes are not held on the following holidays:

New Year's Eve	New Year's Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day & the Friday following
Christmas Eve	Christmas Day

Programs/Courses Offered

Certificate Programs:

Dental Administration Course, 216 hours

Lecture Hours: 16

Clinical Hours: 200

Program Description:

The dental administration course is a smart and convenient way to be trained for a position as a dental front-officer. Personnel at the front office perform many specialized tasks in a dental office.

Those include:

- Greeting patients on arrival and having them fill-out the correct forms.
- Correctly filing patient information
- Scheduling dental procedures
- Insurance and private billing
- And many more tasks that are challenging and fun
- Dental office personnel are members of a well-respected group of the workforce.

Dental auxiliaries can earn very respectable livings, with job stability and benefits.

The textbook and other course materials will be available.

Occupational Objective:

This course requires that the student must have 1 year dental assisting experience or has completed a dental assisting program. This course is intended for those who are looking for a career that is in demand, and that pays well, offers job security and is in the health field. It is also intended for those who are working already, and need a course with a flexible schedule. Students must have some computer knowledge of e-mail, the Internet and word-processing computer programs.

Student - Teacher Ratio: 8 students - 1 Instructor

Programs/Courses Offered

	Tuition	Books/Supplies	Registration	Total Tuition/Fee
Dental Administration:	\$3305	\$295	\$150	\$3750

\$25.00 + tax for Uniform (T-shirt - must be worn to clinical offices)

See Educational Services for more details on Programs/Courses offered

Class Schedule 2016-2017

2016 - 2017 Class Schedule:

Aug 2016 - Dec 2016

Jan 2017 - May 2017

Jun 2017 - Oct 2017

Lab/Clinical is 216 hours.

No letter grades given, only Pass/Fail. A student works one-on-one with a trainer and a proficiency packet. The student/trainer (instructor) work together until the trainer (instructor) is confident the student is proficient in needed skills as outlined in the proficiency packet.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone.

Classes are not held on the following holidays:

New Year's Eve	New Year's Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day & the Friday following
Christmas Eve	Christmas Day

Entrance Requirements/Enrollment

The School does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must be 18 years or older and supply us a copy of your GED or High School Diploma to be accepted for enrollment.

Prospective students may enroll at any time, provided there is space in the program. Late enrollments will be accepted up to one week into the course.

If a student needs to take an extended time off for family, medical or any other reason, they need not reapply but must contact the Director to set a new start date.

Postponement of Start Date

Postponement of a start date, whether at the request of the school or the student, requires a written agreement signed by the student and the school.

The agreement must set forth:

- A. Whether the postponement is for the convenience of the school or the student, and;
- B. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

Attendance Requirements

Students are expected to arrive on time to class with proper materials. All students enrolled in the Midwest Dental Assisting School are allotted only two absences from classroom lectures per course. If a student accrues more than two absences, they are required to re-enroll in the program and attend all lectures previously missed.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's with drawal.

It is the student's responsibility to contact the instructor/trainer to set a time to make up missed assignments/labs. Lecture cannot be made up. If a student is on probation/suspension, incomplete studies should be made up in the upcoming class once readmitted.

Conduct Policy/Dismissal

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Program Director, after consultation with all parties involved, makes the final decision.

The Program Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Progress Policy

Students are evaluated by Midwest Dental Assistants School faculty on an on-going basis to determine if they have attained the necessary competence to perform acceptable work. Any deficiencies are thoroughly discussed with the student and further explanation and training are provided. It is the nature of this one-on-one, hands-on process that allows both student and teacher to immediately and constantly be aware of the student's level of performance. All phases of the Midwest Dental Assistants School curriculum must be successfully performed as evaluated by a member of the faculty for the student to pass the course and achieve a certificate.

Students who do not demonstrate satisfactory progress will be notified of the progress deficiency in writing and may be placed on 30 day probation by the Program Director.

If the student does not improve their performance in that time, the student may be terminated at the discretion of the Program Director.

Facilities

The addresses of the current locations are:

Main Campus: 6606 South 168th Street, Suite 100 Omaha, NE 68135	8014 101 Street E Ave STE 100 Tulsa, OK 74133	1720 Jet Stream Drive #110 Colorado Springs CO 80921
Headquarters: 402-932-9413 Fax: 402-505-9704	Wisconsin Smiles 1469 South 70th Street West Allis, WI 53214	Denver Roobe Family Dentistry 155 Cook #351 Denver CO 80206
14109 Overbrook Road A Leawood, KS 66224	2725 East Parleys Way Salt Lake City, UT Phone: 414-383-5833 Fax: 414-383-0233	

Our classrooms are equipped with modern equipment to enhance learning. Computer programs, charts, diagrams and videos enhance classroom activities.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. The school does not guarantee transferability of our credits to another institution unless there is a written agreement with that institution.

Student Grievance Procedure

If a student shall have a grievance with the school which they feel has not been resolved by the instructors, they address their concerns in writing to the Program Director. The school will make every attempt to address concerns and to reach a satisfactory resolution with the student.

Student Complaints

Student's complaints should be brought to the attention of the Program Director to attempt resolution. If satisfactory resolution cannot be reached between the student and the school, the student may contact the Program Director of Postsecondary Career Schools at the **Department of Commerce** Division of Consumer Protection -- 160 East 300 South, 2nd Floor, Box 146704 - Salt Lake City UT 84114-6704

All student complaints submitted must be in writing and shall be filed at any time.

Placement Assistance

Midwest Dental Assistants School, Inc. offers employment assistance to graduates, consisting of job lead referrals and job skills development. Students are encouraged to take their resumes in person to different offices to apply for positions. Students often find employment with the dentist they complete their externship with, if they present themselves professionally and the dentist has an opening. While assisting in your job search, we make no guarantee, expressed or implied, of future employment.

Refund Policy

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the Registration Fee of \$150.00.

- a) REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code).
- b) Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.
- c) The institution is not accredited by a regional or national accrediting agency recognized by the United State Department of Education

Dental Assisting Course

STUDENT IS ENTITLED TO UPON WITHDRAWAL	REFUND
Within first 10% of Program (Lessons 1)	90% Less Cancellation Charge
After 10% but within first 25% of program (Lessons 2-4)	75% Less Cancellation Charge
After 25% but within first 50% of program (Lessons 4-6)	50% Less Cancellation Charge
After 50% but within first 75% of program (Lessons 6-9)	25% Less Cancellation Charge
After 75% (Lesson 10-15)	NO REFUND

Dental Administration

STUDENT IS ENTITLED TO UPON WITHDRAWAL	REFUND
Within first 10% of Program (Lessons 1)	90% Less Cancellation Charge
After 10% but within first 25% of program (Lessons 2-3)	75% Less Cancellation Charge
After 25% but within first 50% of program (Lessons 3-4)	50% Less Cancellation Charge
After 50% but within first 75% of program (Lessons 5-6)	25% Less Cancellation Charge
After 75% (Lesson 6-8)	NO REFUND

Testimonials

“Refreshing to have a student placed within the dental office that already has knowledge of the inter working of the dental office. Very impressed with the school’s training. They hired our student out of her externship.”

- Kayla from Dr. Sweeney’s office

“Student was so quick at picking up office pace, very skilled, impressed by her dental knowledge. Hired the student when she was done with her internship.”

- Holly from Dr. Ogunleye’s office

“I obtained my first job with no dental assisting experience at MDAS. I trained with MDAS and their Dental Assistant technician who taught me proper dental assisting techniques. MDAS provided books on chair side assisting, treatment planning & inventory control. I was also instructed on charting dental procedures with the ADA coding system for insurance filing. I am currently employed in a busy dental office as lead chair side assistant.”

- Melissa from Omaha, NE

I started the Midwest Dental Assisting Program in August 2001. I’m glad I made that decision, I got the chance to do a lot of hands on things very quickly! I wish we would have had more homework for some of it, just cause I like to read it then do an exercise just to keep the information fresh! I like going to different offices, seeing how each doctor worked differently so when I do get a job I have a little more experience with several doctors and how they operate. Overall my experience through the school was helpful and educational!

- Ali Williams