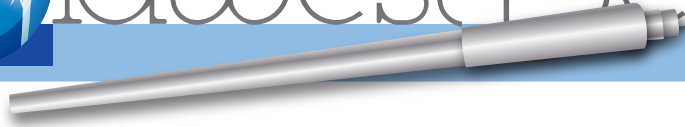




Midwest Dental

ASSISTANTS SCHOOL



Approved By:

Nebraska

Nebraska Department of Education

Kansas

Kansas Board of Regents

Oklahoma

Oklahoma Board of Private Vocational Schools

Colorado

Approved and regulated by Colorado Department of Higher Education,
Division of Private Occupational Board
1560 Broadway, STE 1600, Denver CO 80102

Notes

Notes

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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 and Jared Derr. The officers of the school are Kori Luna and 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 percent of the program devoted to clinical/lab training. Upon graduation, students will have the knowledge and skills to be a key players in any dental office.

Faculty Members

Kori Luna, Program Director, Area Director, Administrative Instructor

Jared Derr, Program Advisor

Joyce Mlynarik, Clinical Administrator, Instructor

Michael Swain, Director for Colorado Springs and Denver/Instructor

Kelly Princiotta, Instructor

Refund Policy

Students not accepted to the school are entitled to a refund of 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 for the Registration Fee of \$150.00. Refunds are provided within 30 days of termination/withdrawal. Students should notify the school in writing of termination/withdrawal. The postmark of the termination/withdrawal letter, or the date on an email, shall constitute the date for calculation of any refund. The school provides a full refund if education service is discontinued by the school, except if the school ceases operation. The policy for the granting of credit for previous training shall not impact the refund policy.

STUDENT IS ENTITLED TO UPON WITHDRAWAL	REFUND IS TIME BASED
Within first 10% of Program	90% Less Registration Fees
After 10% but within first 25% of program	75% Less Registration Fees
After 25% but within first 50% of program	50% Less Registration Fees
After 50% but within first 75% of program	25% Less Registration Fees
After 75%	NO REFUND

Student Grievance Procedure

If a student shall have a grievance with the school which they feel has not been resolved by the instructors, they may 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. The student may contact Colorado Department of Higher Education, Division of Private Occupational Schools.

Colorado Department of Higher Education, Division of Private Occupational School

1560 Broadway, STE 1600 • Denver, CO 80102 • Phone: 303-862-3001 • Fax: 303-996-1330

Website: HigherEd.Colorado.gov/DPOS/

All student complaints must be submitted in writing and can be filed at any time. The board has two years from the date of withdrawal to take action on the student's complaint.

Placement Assistance

Midwest Dental Assistants School, LLC, 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.

Externship is the hands-on part of each course. The director or instructor will set you up at a local dental office. You (the student) are responsible for your transportation to and from your assigned site. You will be expected to act in a professional manner whenever in an office. You will need to adhere to the office hours and regulations. You must wear the appropriate clothes (the t-shirt) purchased from the school. Behaving in an unprofessional manner will result in your being asked to leave the office. This may result in your having to find your own clinical site to continue your education and/or result in being dismissed from the program by the Program Director or Administrator. If you are required to find a new clinical site due to being dismissed from your original site, the new office must have a clinical affiliation agreement signed and returned to the Program Director.

The Student is required to complete 70 hours in the training/instruction facility. Your clinical hours must be completed in no more than fifteen (15) weeks for Dental Assisting or eight (8) weeks for the Dental Administration from the start date of your course.

Programs/Courses Offered

Certificate Programs:

Dental Assisting Program, 270 hours

Lecture/Lab Hours: 45

Clinical Hours: 225

Program Description:

Lecture is based on the dental assisting textbook provided with the course. Approximately 9-12 hours of lecture precede 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:

Students will be able to perform four-handed dentistry, take impressions, take, develop, and mount x-rays, seat and dismiss patients, and give oral care instructions.

Occupational Objective:

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

Hepatitis B Immunization:

Hepatitis B is a liver infection caused by the Hepatitis B virus (HBV). For some people, Hepatitis B is an acute, or short-term, illness; but for others, it can become a long-term, chronic infection. Chronic Hepatitis B can lead to serious health issues like cirrhosis or liver cancer. The best way to prevent Hepatitis B is by getting vaccinated. All students must have received the first of a three-injection series that covers a six-month period before beginning their clinical extern work in a dentist's office. If a student received the series more than 10 years prior or did not complete the series, the student must get a titer from his local physician to reveal his immunity to Hepatitis B. For more information, go to <http://www.cdc.gov/hepatitis/HBV/index.htm>.

Dental X-ray Course: \$325.00, Lecture Hours: 3, Clinical Hours: 3

A companion course required for completion of the Dental Assistant Program. Make arrangements with Midwest Dental Assistants School to complete this.

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

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)

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, 1016	Jun 17, 2016 - Sept 23, 2016	Oct 16, 2016 - Feb 5, 2017
Mar 25. 2016 - July I, 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 consists of 225 hours of practice.

A Student must receive a 70% on the final exam to pass. The extern program is pass/fail.

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

The student and (instructor work together until the 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 and the Friday following
Christmas Eve	Christmas Day

Progress Policy

Students are evaluated by Midwest Dental Assistants School faculty on an ongoing 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 receive a certificate of completion.

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 his 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

Raabe 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

The school does not grant advanced standing to students based upon any prior education or training.

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 without paying additional tuition.

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 withdrawal.

It is the student's responsibility to contact the instructor 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 the student is 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 in 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.

Programs/Courses Offered

Certificate Programs:

Dental Administration Course, 216 hours

Lecture/Lab Hours: 16

Clinical Hours: 200

Program Description:

The dental administration course is a smart and convenient way to train for a position as a dental office administrator. 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 a very respectable living, 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 have 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 ahead, 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.

A student must receive a 70% on the final exam to pass. The extern program is pass/fail.

A student works one on one with a trainer and a proficiency packet. The student and instructor work together until the 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 and 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 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 starting 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 and all applicable laws and rules concerning the Private Occupational Education Act of 1981.