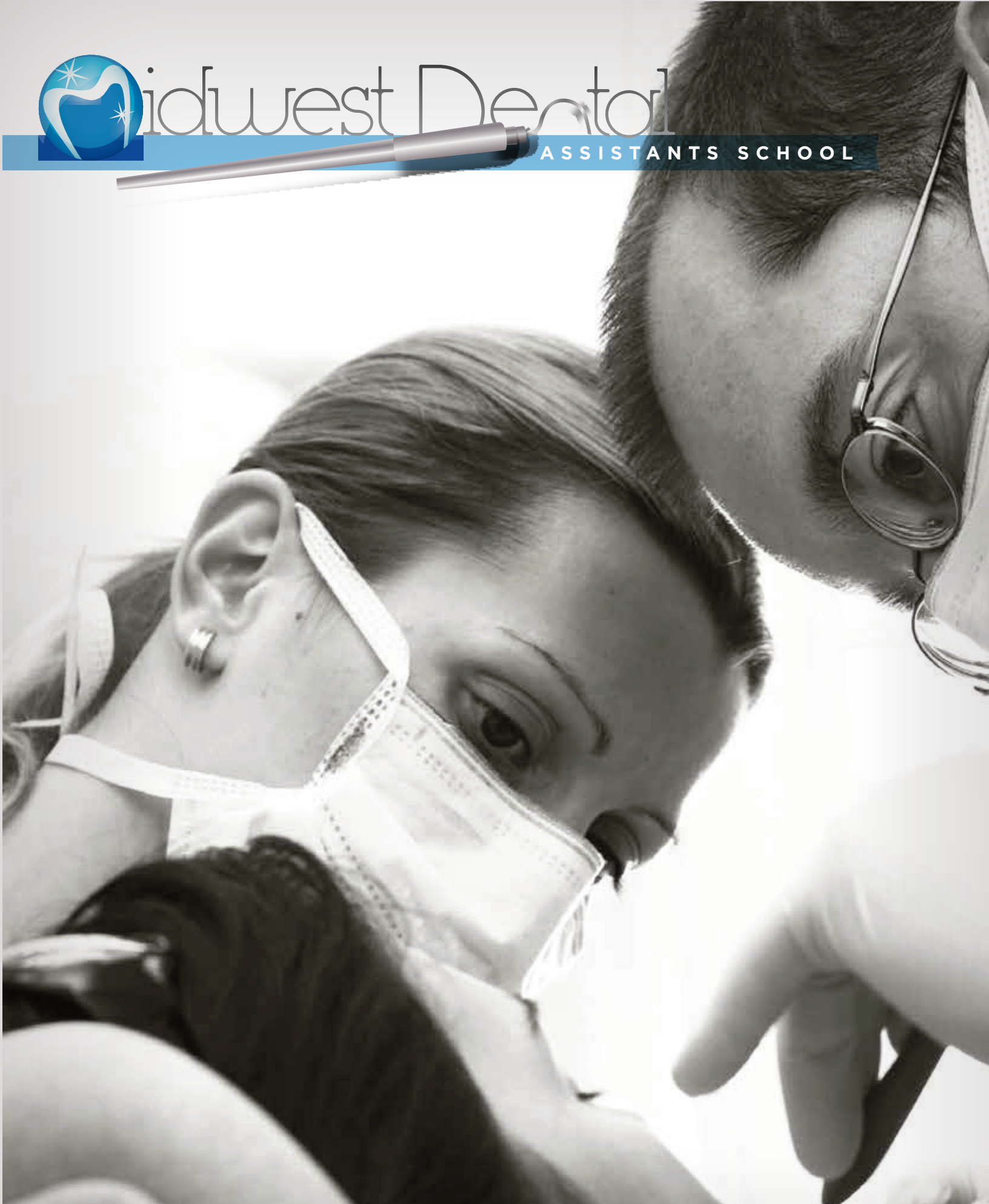




# Midwest Dental

ASSISTANTS SCHOOL





**Approved By:**

**Nebraska**

Nebraska Department of Education

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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 Jared Derr, Omaha, Nebraska.

## **Mission:**

The mission of the Midwest Dental Assistants School is to train students to become qualified, employable professionals in the fields of dental assisting.

## **Vision:**

Midwest Dental Assistants School offers Dental Assisting 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 key players in any dental office.

# Faculty Members

Jared Derr, Program Advisor

Joyce Mlynarik, Program Director, Administrator, Solicitor

Maria Marin Kartchner, Lecturer

Audrea Williams - Lecturer

Jessica Rodriquez- Martinez - Instructor

Stephanie Ruicka - Solicitor

Holly Bowles - Lecturer

# Programs/Courses Offered

## Certificate Programs:

### Dental Assisting Course, 270 hours

Lecture 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.

#### Program Objective:

To be able to perform four-handed dentistry, take impressions, take, develop and mount x-rays, seat and dismiss patients, give oral care instructions, and ensure the comfort of patients.

#### Occupational Objective:

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

#### Course Completion:

The classroom portion of the dental assistant course is 45 hours. Students have 18 months from the date of the first Class meeting in which to complete the extern portion of the course. If students do not complete the extern portion of the course within 18 months and desire to complete the course, they must reenroll and pay a fee of \$500.00.

They must again attend the classroom portion and have 18 months in which to complete the extern portion of the course.

**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>

**Student - Teacher Ratio: 8 students - 1 Instructor**

# Programs/Courses Offered

|                          | <b>Tuition</b> | <b>Registration</b> | <b>Books/Modern Dental<br/>Assisting/Workbook<br/>&amp; Dental Instrument<br/>Edition 13</b> | <b>Uniform</b> | <b>X-ray Course<br/>Registration-<br/>Creighton University<br/>or Unme Lincoln</b> | <b>Total</b>   |
|--------------------------|----------------|---------------------|--|----------------|--|----------------|
| <b>Dental Assisting:</b> | <b>\$3,123</b> | <b>\$150</b>        | <b>\$450</b>   | <b>\$27</b>    | <b>\$450</b>   | <b>\$4,200</b> |

## Class Schedule 2023-2024

### 2022 - 2023 Class Schedule:

|                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| Jan. 12, 2023 - April 20, 2023 | May 18, 2023 - Aug. 24, 2023   | Sept. 14, 2023 - Dec. 21, 2023 |
| Feb. 13, 2023 - May 22, 2023   | June 14, 2023 - Sept. 20, 2023 | Oct. 17, 2023 - Jan. 23, 2024  |
| Mar. 13, 2023 - June 19, 2023  | July 10, 2023 - Oct. 16, 2023  | Nov. 15, 2023 - Feb. 21, 2024  |
| April 11, 2023 - July 28, 2023 | Aug. 15, 2023 - Nov. 20, 2023  | Dec. 11, 2023 - March 18, 2024 |

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                             |

### Lab/Clinical is 225 hours.

A student must receive a 70% on the final examination to pass. The extern program is pass/fail. A student works one on one with a trainer and a must complete a proficiency packet. The student and trainer work together until the trainer is confident the student is proficient in needed skills as outlined in the proficiency packet.

# Entrance Requirements/Enrollment

The School does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students must be 18 years of age 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.

*0004.08 A student who has not visited the school facility prior to enrollment will be given an opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.*

## Academic Environment

Midwest Dental Assistant School, LLC, enables our students to:

- a. pursue an education free from illegal discrimination and to be judged on the basis of relevant abilities, qualifications, and performance;
- b. receive fair and impartial academic evaluation;
- c. inquire freely;
- d. access their own personnel and education records and to have the school maintain and protect the confidential status of such records as required by appropriate legal authority;
- e. inhabit an academic environment conducive to intellectual freedom
- f. to experience a fair and orderly disciplinary process; and
- g. have access to accurate information regarding tuition, fees and charges, course availability, general requirements for establishing and maintaining acceptable academic standing, and graduation requirements.



# Refund Policy

Students not accepted to the school will receive, within 60 days of signing the enrollment agreement, a refund of all monies paid. Students who cancel the enrollment agreement within three (3) business days will receive, within 60 days of signing the enrollment agreement, a refund of all tuition and fees paid. Students who cancel the enrollment agreement after three days of signing but before the commencement of classes will receive, within 60 days of signing the enrollment agreement, a refund of all monies paid less the Registration Fee of \$150.00. The amount of refund is based on the official date of termination or withdrawal, which must be submitted in writing to the Program Director at the address below. If a student does not cancel the enrollment agreement or withdraw from school in writing and does not commence classes, the school will retain all tuition costs and fees. Once the student receives the textbooks and the uniform their costs are not refundable. Once a student has been placed into the x-ray class, the cost of that class is not refundable after commencement of classes at Midwest Dental Assistants school.

# Attendance Requirements

Students are expected to arrive at class on time with the proper materials. All students enrolled in the Midwest Dental Assisting School are allotted two absences from classroom lectures per course. If a student accrues more than two absences, the student will be dismissed from school. Tardiness consists of being more than 15 minutes late to a class. Being tardy twice is equivalent to one absence. Lectures cannot be made up. It is the student's responsibility to contact the instructor to set a time to make up missed assignments or labs. A student may have one excused absence during the 15-week course for a medical emergency or death in the family involving a parent, child, spouse, or sibling or for a stepparent, step child, or stepsibling.

If a student needs to take an extended time off for family, medical or any other reason, he need not reapply but must contact the Director to set a new start date. 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, or they may choose to withdraw from school. The student must give a signed and dated statement in writing to the instructor, who will forward it to the main campus. The Program Director will approve or disapprove the request. If the student is not able to return to school, the refund policy will dictate the amount of refund, if any. If the student is able to return to school, he may re-enroll at a later date and complete the curriculum.

Each lecture is three hours long. Students should be prepared to expand at least 6 hours a week on persona review and study after each lecture.

# 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. This one-on-one, hands-on process enables both student and instructor immediately and constantly to be aware of the student's level of performance.

The lead dental assistant at the extern student's site will grade the student on each competency area of the extern packet: Evaluation and grading criteria are:

- 3 Student competently met the stated criteria without assistance
- 2 Student required assistance in order to meet the stated criteria
- 1 Student showed uncertainty when performing the stated criteria
- 0 Student was not prepared and needs to repeat the step
- N/A No evaluation of this step.

# 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 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, will be allowed to resume attendance. The director will review each case and decide upon re-admittance.

The refund policy of Midwest Dental Assistants School is not conditional upon compliance with the school's rules of conduct.

# Student Records

## **Student Records Maintained by the School:**

The school maintains records concerning student identification, address, emergency contact information, age, educational experience, tuition payment, attendance, immunizations, x-ray training, CPR training, testing, and graduation. Student records will be kept for 8 years. Student Transcripts will be maintained permanently.

## **Confidentiality of Student Records:**

Student records are maintained at the main campus in Omaha, Nebraska. Records are not shared with any other entity for any purpose except for required state inspections. Prospective employers may be given access to student transcripts upon the student's written, dated consent to such action.

# Facilities

The address of the current location is:

Main Campus:

6606 South 168th Street, Suite 100

Omaha NE 68135

Phone: 402-932-9413

Fax: 402-505-9704

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

# Other Institutions

The school does not grant advanced status based on credits from other institutions. The school does not guarantee transferability of our coursework to another institution unless there is a written agreement with that institution.

# Grievance Procedure

The school will make every attempt to address concerns and to reach a satisfactory resolution with the student. 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:

Joyce Mlynarik,  
Program Director  
Midwest Dental Assistants School,  
6606 South 168th Street, Suite 100,  
Omaha NE 68135  
Telephone 402-932-9413,  
Fax 402-505-9704

# Student Complaints

Student complaints should be brought to the attention of the Program Director to attempt resolution. If a satisfactory resolution cannot be reached between the student and the school, the student may contact the Program Director of Postsecondary Career Schools at the Nebraska Department of Education.

All student complaints submitted must be in writing and shall be filed within two years after the student discontinues training at the school.

## **Nebraska Department of Education - Attention to Director of PPCS-VE**

P.O. Box 94987

Lincoln, NE 68509

Physical Address:

500 So. 84th St., 2nd Floor

Lincoln, NE 68510-2611

# Employment Advisory Services

Midwest Dental Assistants School, LLC, offers employment advisory services consisting of job lead referrals to graduates. The school website invites dental offices to list job openings for which the students may apply. Students are encouraged to take their resumes in person to different offices to apply for positions. Students may find employment with the dentist they complete their externship with, if they present themselves professionally and the dentist has an opening. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. While we will advise you in your job search, we make no guarantee, expressed or implied, of future employment.

## Week 1

**Description:** This week you will receive instruction in what is to be a dental assistant. You will learn the duties and responsibilities of a dental assistant. You will begin to learn dentitions and positions and names of teeth and other facial features. You will learn about causes and treatment of dental caries.

## Week 2 (97, 99, 101, 103-104, 111, 113)

**Description:** Three hours: Occupational Safety and Health Act (OSHA) training. Lecture: Chapter 11 – Overview of the Dentitions. Chapter 13 – Dental Caries, Chapter 19 – Disease Transmission and Infection Prevention.

## Week 3

Three hours: Lecture: Chapter 14: Periodontal Disease. Chapter 15: Preventative Dentistry. Chapter 28: Oral Diagnosis and Treatment Planning.

**Description:** This week you will study periodontal diseases and their treatment, preventative dentistry in the office and at home, and oral diagnosis and treatment planning.

## Week 4 (267-268, 287-288)

Three hours: Chapter 33 – Delivering Dental Care, Chapter 34 – Dental Hand Instruments. Chapter 35 – Dental hand pieces and Accessories. Chapter 37 – Anesthesia and Pain Control.

**Description:** This week you will study periodontal diseases and their treatment, preventive dentistry in the office and at home, and oral diagnosis and treatment planning. Role play patient care, take blood pressures, look at hand pieces, burs and restorative tray setup.

## Week 5 (345-346-367-368, 369, 371-372)

Three contact hours, Lab – Introduction to Radiation.

**Description:** This week you will receive instruction on radiation used in patient x-rays. You will learn dental assistant and patient safety during radiation procedures.

## Week 6 (485-486)

Three hours: Lecture: Chapter 43 – Restorative and Esthetic Dental Material. Chapter 46 – Impression Materials. Chapter 48 – General Dentistry. Chapter 49 – Matrix Systems for Restorative Dentistry. **Quiz #1**

**Description:** This week you will become familiar with the uses of restorative and esthetic dental materials and impression materials. You will study laboratory materials and procedures. You will become familiar with many of the concepts and actions involved in general dentistry.

## Week 7

Clinical Only: Students take and pour up impression on each other.

**Description:** you will learn to make, pour and trim impressions.

## Week 8 (171, 207)

Three hours: Lecture. Chapter 26 – The Patient’s Dental Record

**Description:** This week you will become familiar with the origination and use of the patient record. You will learn about the importance of the patient record in litigation, body identification, and management of patient treatment. **Quiz #2**

## Week 9

**Description:** This chapter reviews the preparation, construction, and placement of veneers, single crowns and bridges.

## Week 10

**Lecture:** Chapter 54 – Endodontics. Chapter 56 – Oral and Maxillofacial Surgery. Chapter 57 – Pediatric Dentistry.

**Description:** You will learn about endodontic (root canal) treatments, diagnosis and surgical treatment of diseases, injuries and defects affecting the hard and soft tissue, and providing oral health to infants, children and adolescents.

## Week 11

**Lecture:** Chapter 64 – Marketing Your Skills. Clinical: Résumés.

**Description:** This week students will formalize a personal résumé, practice interviewing, and learn about the dental professional environment.

## Week 12

**Lecture:** Basic Life Support.

**Description:** The class will view the American Heart Association CPR video course and take the CPR examination. Students will practice performing CPR on a dummy and be evaluated by the instructor. CPR cards active for two years will be issued to students upon successful completion.

## Week 13

**Lecture:** Chapter 51 – Removable Prosthodontics. Bleach trays.

**Description:** This week the student will become familiar with partial and full dentures.

## Week 14

**Lecture:** Chapter 60 – Orthodontics.

**Description:** This week the student will learn about the diagnosis, prevention and treatment of dental and facial irregularities. The Instructor will conduct limited review in preparation for the final examination. Students will learn to prepare bleach trays. **Quiz #3**

## Week 15

**Final Examination:** Students will take a written final examination consisting of 115 multiple choice questions and a instrument identification examination.



# Midwest Dental

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