



Midwest Dental

ASSISTANTS SCHOOL



Approved By:

Nebraska

Nebraska Department of Education

- 4 Table of Contents
- 5 Introduction/Ownership/Vision
Faculty Members

6-7 Dental Assisting Course

- 8 Entrance Requirements/Enrollment
Academic Environment
- 9 Refund Policy
Attendance Requirements
- 10 Progress Policy
Conduct Policy/Dismissal
- 11 Student Records
Facilities
- 12 Other Institutions
Grievance Procedure

- 13 Student Complaints
Employment Advisory Services

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 Audrea J. Williams, Omaha, Nebraska. Audrea has over 20 years of experience as a dental assistant.

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

Audrea Williams - Head of School & Administrator

Lecturer - Ramona Kellogg

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

	Tuition	Registration	Books/Modern Dental Assisting/Workbook & Dental Instrument Edition 13	Uniform	X-ray Course Registration- Creighton University or Unme Lincoln	Total
Dental Assisting:	\$3,618	\$150	\$500	\$27	\$500	\$4,795

Class Schedule 2025-2026

2025 - 2026 Class Schedule:

Mar. 24, 2025 - July 7, 2025	July 21, 2025 - Nov. 3, 2025
April 29, 2025 - Aug. 12, 2025	Aug. 26, 2025 - Dec. 9, 2025
May 21, 2025 - Sept. 3, 2025	Sept. 17, 2025 - Dec. 30, 2025
June 26, 2025 - Oct. 9, 2025	Oct. 23, 2025 - Feb. 5, 2026

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 2 Student competently met the stated criteria without assistance
- 1 0 Student required assistance in order to meet the stated criteria
- N/A Student showed uncertainty when performing the stated criteria
- Student was not prepared and needs to repeat the step
- 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: 402-906-2415

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: Audrea Williams, Program Director Midwest Dental Assistants School, 6606 South 168th Street, Suite 100, Omaha NE 68135 Telephone 402-906-2415

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.



Midwest Dental

ASSISTANTS SCHOOL

