

MIDWEST DENTAL ASSISTANTS SCHOOL

— LLC —

Course Catalog

2026 – 2027 Academic Year

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www.midwestda.com

Approvals

Approved By: Nebraska Department of Education.

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Certification: Certified to be true and correct content and policy.

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1. Introduction, Mission & Vision

About

Located in the southwest area of Omaha, Midwest Dental Assistants School, LLC (the “School”) is one of the first dental assistant accelerated programs in Nebraska. Founded in 2010, the school offers a pathway to becoming a certified or registered dental assistant. The program enables students to become entry-level dental assistants in 3 months and up to 18 months.

Mission

To train students to become qualified, employable, entry-level dental assistants and to be the primary resource for dental practitioners and offices seeking professional, ambitious, career-ready team members.

Vision

Each course is taught in a private dental office setting where students access modern dental technology. With 80% of the program devoted to clinical/lab training, graduates leave with the knowledge and skills to be key players in any dental office.

2. Dental Assisting Course — 270 Hours

Lecture Hours: 45 **Clinical Hours:** 225 **Total:** 270

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 clinical/lab training soon after. Clinical training can be arranged to fit the students’ schedule during normal operating hours of participating in clinics. Students work one-on-one with current Dental Assistants and Doctors at participating clinics.

Program Objective

Graduates will be able to perform four-handed dentistry, take impressions, take/develop/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.

Hepatitis B Immunization

All students must have received the first of a three-injection Hepatitis B series (covering 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 obtain a titer from their local physician confirming immunity to Hepatitis B.

Student–Teacher Ratio: 8 students to 1 instructor.

3. Tuition, Fees & Class Schedule

Item	Amount
Tuition	\$3,618
Registration	\$150
Books — Modern Dental Assisting / Workbook & Instruments (14th Ed.)	\$500
Uniform T-Shirt	\$27
X-ray Course	\$500
TOTAL	\$4,795

2026–2027 Class Schedule

- January 17, 2026 – April 25, 2026
- March 3, 2026 – June 9, 2026
- May 5, 2026 – August 11, 2026
- June 23, 2026 – September 29, 2026
- August 29, 2026 – December 5, 2026
- October 13, 2026 – January 19, 2027

*Class days and times are subject to change. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone.

Holidays Observed

- New Year’s Eve
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve
- Christmas Day

Lecture Module/Clinical Module (270 Hours)

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

4. 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. Enrollment is open at any time provided space is available; late enrollments are 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 the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

Academic Environment

Midwest Dental Assistants School, LLC, enables students to:

- Pursue an education free from illegal discrimination and to be judged based on relevant abilities, qualifications, and performance;
- Receive fair and impartial academic evaluation;
- Inquire freely;
- Access their own personnel and education records and have the school maintain and protect the confidential status of such records as required by appropriate legal authority;
- Inhabit an academic environment conducive to intellectual freedom;
- Experience a fair and orderly disciplinary process; and
- Have access to accurate information regarding tuition, fees and charges, course availability, general requirements for academic standing, and graduation requirements.

5. Refund Policy

Students not accepted into 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, a refund of all tuition and fees paid. Students who cancel after three days but before the commencement of classes will receive, within 60 days of signing, a refund of all monies paid less than 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. If a student does not cancel the enrollment agreement or withdraws 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.

6. Attendance Requirements

Students are expected to arrive at class on time with the proper materials. Students are allotted two absences from classroom lectures per course; more than two absences will result in dismissal. Tardiness consists of being more than 15 minutes late; two tardies equal 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. One excused absence is permitted during the 15-week course for a medical emergency or death in the immediate family (parent, child, spouse, sibling, stepparent, stepchild, or stepsibling).

If a student need 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. Students unable to continue for medical reasons or severe personal problems will be required to take a leave of absence until they can return or may withdraw. The student must provide a signed and dated written statement to the instructor, who forwards it to the main campus.

Each lecture is three hours long. Students should be prepared to spend at least 6 hours per week on personal review and study after each lecture.

7. Progress Policy

Students are evaluated by Midwest Dental Assistants School faculty on an ongoing basis to determine whether they have attained the necessary competence to perform acceptable work. The lead dental assistant at the extern student's site grades the student on each competency area of the extern packet.

- 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; the step needs to be repeated.

8. Conduct Policy & Dismissal

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

A student may be dismissed for violations of rules and regulations of the school as set forth in school publications or withdrawn from classes if they do not prepare sufficiently, neglect assignments, or make

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. 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 refund policy is not conditional upon compliance with the school's rules of conduct.

9. Student Records

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 are kept for 8 years; student transcripts are maintained permanently.

Confidentiality. 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.

10. Facilities

Main Campus

6606 South 168th Street, Suite 100

Omaha, NE 68135

Phone: 402-906-2415

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

11. Other Institutions

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

12. Grievance Procedure

The school will make every attempt to address concerns and to reach a satisfactory resolution with the student. If grievance has not been resolved by the instructors, the student may address the concern in writing to:

Main Business Office

Midwest Dental Assistants School

6606 South 168th Street, Suite 100, Omaha, NE 68135

Telephone: 402-906-2415

13. Student Complaints

Student complaints should be brought to the attention of the Program Director to attempt resolution. If a satisfactory resolution cannot be reached, the student may contact the Program Director of Postsecondary Career Schools at the Nebraska Department of Education. Complaints must be in writing and filed within two years after the student discontinues training.

Nebraska Department of Education — Director of PPCS-VE

P.O. Box 94987, Lincoln, NE 68509

Physical: 500 So. 84th St., 2nd Floor, Lincoln, NE 68510-2611

14. 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 students may apply. Students are encouraged to take their resumes in person to different offices to apply for positions and may find employment with the dentist they extern with, if they present themselves professionally and the dentist has an opening. While the School will advise in the job search, it makes no guarantee, expressed or implied, of future employment.

15. ADA Disclosure & Non-Discrimination

Americans with Disabilities Act (ADA) Compliance Statement

Midwest Dental Assistants School, LLC complies with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008. The school does

not discriminate on the basis of disability in admission, access, treatment, or employment in its programs and activities.

Reasonable Accommodations

Qualified students with documented disabilities may request reasonable accommodation to ensure equal access to academic programs, clinical training, facilities, and school-sponsored activities. Accommodation is determined on an individualized basis through an interactive process between the student and the Program Director. The school will provide reasonable accommodation unless doing so would fundamentally alter the nature of the program or impose an undue hardship on the institution.

How to Request Accommodations

Students seeking accommodation should submit a written request, along with documentation from a qualified professional describing the disability and recommended accommodation, to the Program Director at the address below prior to or as early as possible after enrollment. Requests are kept confidential and reviewed promptly.

Auxiliary Aids & Services

The school will provide appropriate auxiliary aids and services where necessary to afford qualified individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, its programs and services.

Disability-Based Grievances

Students who believe they have been denied reasonable accommodation, or who have experienced discrimination on the basis of disability, may file a written complaint with the Program Director under the School's Grievance Procedure (Section 12). Unresolved complaints may be directed to the Nebraska Department of Education or to the U.S. Department of Education, Office for Civil Rights.

ADA Coordinator / Contact

Student Affairs

Midwest Dental Assistants School, LLC

6606 South 168th Street, Suite 100, Omaha, NE 68135

Phone: 402-906-2415

This catalog is certified to be true and correct content and policy. Midwest Dental Assistants School, LLC reserves the right to update its policies as required.