

COURSE CATALOG

2026 — 2027

Midwest Dental Assistants.

Launch a real career in six months — firsthand, hybrid, and built for people who do not want to sit still.

VOLUME

17

PUBLISHED

07 / 01 / 2026

through 05 / 01 / 2027

ONLINE

www.midwestda.com

APPROVALS & INSTITUTIONAL INFO

The essentials.

APPROVED BY

Nebraska Department of Education

ADDRESS

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

PHONE

402 · 906 · 2415

FOUNDED

2010 — Owned & operated by Audrea J. Williams

CERTIFICATION

Certified to be true and correct content and policy



A NOTE FROM OUR FOUNDER

“We built this school for people who are ready to work. Six months, real chairs, real patients, real skills — no filler.”

— Audrea J. Williams, Founder

TABLE OF CONTENTS

What is inside.

01	Introduction, Mission & Vision	05
02	Dental Assistant Hybrid Program	06
03	Tuition, Fees & Class Schedule	06
04	Entrance Requirements & Enrollment	07
05	Refund Policy	08
06	Attendance Requirements	09
07	Progress & Competency Policy	10
08	Conduct Policy & Dismissal	11
09	Satisfactory Academic Progress (SAP)	12
10	Student Records	12
11	Facilities	13
12	Other Institutions	13
13	Grievance Procedure	13
14	Student Complaints	13
15	Employment Advisory Services	13
16	Clinical Training Framework	14
17	Student Disclosures	15
18	ADA Disclosure & Non-Discrimination	16

01 • INTRODUCTION

Real training. Fast.

Midwest Dental Assistants School is Nebraska's pioneer in accelerated dental assistant training. Since 2010, we have been helping ambitious people from Omaha and beyond skip the long haul and land in a dental office — ready to work.

6

MONTHS MAX

160

CLOCK HOURS

75%

DIRECT

MISSION

Train students to become qualified, employable, entry-level dental assistants — and be the go-to resource for dental practices looking for professional, career-ready teammates.

VISION

Blend innovative digital instruction with firsthand training inside a working dental office. Graduates leave with the practical confidence to be key players from day one.



02 • THE PROGRAM

Dental Assistant Hybrid.

Flexible online theory + intensive in-person clinical mastery. Complete on your own cadence, up to six months from

orientation.

Program structure



What you will learn 100% online

- Infection Control, HIPAA, & Medical Emergencies
- Anatomy, Treatment Planning, & Oral Hygiene
- Dental Materials, Instrumentation, & Moisture Control Techniques
- Dental Specialties
- Dental Software & A Comprehensive Final
- On-Campus Dental Radiology Course (optional)

What you will learn at your externship:

- Four-handed chairside dentistry
- Suctioning
- Instrument Transfer, Temp Crowns, Digital Impressions
- Sterilization, infection control & clinical sanitization
- Dental Specialty training i.e. Orthodontics, Oral Surgery, or Pediatrics

Two tracks. Your call.

CORE TRACK

Non-X-Ray

Fully trained in entry-level chairside, sterilization, and lab procedures. Perfect for offices where hygienists manage radiography.

COMPREHENSIVE TRACK

With X-Ray

Adds an expanded radiography module. Legally qualified to expose and process dental X-rays — big boost to your starting offers.

HEALTH REQUIREMENT

Hepatitis B — first of a three-injection series before starting clinical hours. Series older than 10 years? Bring a titer from your physician confirming immunity.

03 · TUITION & FEES

What it costs.

Two tracks, transparent pricing. No surprise line items.

Item	Core Track	Comprehensive
Tuition	\$3,145	\$3,145
Seat Deposit	\$150	\$150
Books & Instruments	\$500	\$500
X-Ray Upgrade	—	\$500
Total Program	\$3,795	\$4,295

Academic calendar

We run rolling cohorts throughout the year. The online didactic portal is asynchronous; clinical labs is scheduled around a clinical schedule you submit. Because of that, there is no fixed weekly completion promise — you move at a self-paced or structurally managed cadence.

- Complete all 160 clock hours within six months of orientation
- All online units + 120 documented clinical hours + signed competency checklists = graduation
- Emergency closures are announced by phone; makeup labs are arranged



Holidays observed

New Year's Eve · New Year's Day · Memorial Day · Independence Day · Labor Day · Thanksgiving (and the Friday after) Christmas Eve · Christmas Day

04 · ENROLLMENT

Getting in.

We do not discriminate based on race, sex, religion, ethnic origin, or disability. You need to be eighteen or older. Enrollment is open year-round if clinical lab space is available — you can join an active cohort up to one week after the formal start date.

POLICY 0004.08

If you enroll without visiting the facility first, you can withdraw penalty-free within three days of the scheduled orientation.

Your academic environment

As a student here, you can expect to:

- Pursue an education free from illegal discrimination, judged on ability and performance
- Receive fair and impartial academic evaluation
- Inquire freely and access your own records (confidentially maintained)
- Learn in an environment that supports intellectual freedom
- Experience a fair, orderly disciplinary process
- Get accurate info on tuition, fees, availability, and graduation requirements

05 • REFUND POLICY

Your money.

Refunds are calculated by the official date of termination or withdrawal, submitted in writing to the Program Director.

- Not accepted? Full refund of all monies paid, within 60 days.
- Cancel within three business days of signing? Full refund within 60 days.
- Cancel after 3 days but before class starts? Full refund minus the \$150 seat deposit.
- No cancellation and no-show? School retains all tuition and fees.
- Once class starts and books / uniforms are issued: those materials and tuition become non-refundable.
- Once placed into the radiography track: the X-ray upgrade cost is non-refundable after classes commence.

Approved for re-enrollment? You will receive institutional credit for your paid tuition balance, and must finish outstanding requirements within 6 months of the original enrollment date.

06 • ATTENDANCE

Show up.

Online didactic

The forty theory hours are delivered through our hybrid digital portal — tracked by weekly engagement, module completion, and assignment submissions. Completion depends on successful completion of required coursework, clinical hours, and competencies.



Miss two consecutive tracking periods without written director approval? That is an unexcused instructional absence and grounds for disciplinary action or dismissal.

Clinical training

In-person lab and clinical placement hours are mandatory, scheduled, and log-verified. Show up on time with your instruments and uniform.

- **Tardiness:** More than 15 minutes late = one tardy. Two tardies = one full absence.
- **Absences:** Two excused clinical absences allowed — strictly for verified medical emergencies or a death in the immediate family.
- **Makeup:** All missed clinical hours must be formally made up. Coordinate directly with your instructor. Unexcused clinical absences = immediate suspension or termination.

Leaves of absence

Serious medical or personal crisis? Apply in writing with a signed statement and third-party verification. If granted, coordinate a modified return schedule — everything must still finish within the six-month maximum.

STUDY LOAD

Plan to dedicate a minimum of 4 hours per week to independent study, review, and online prep outside of scheduled clinical time.

07 • PROGRESS & COMPETENCY

How we grade.

We evaluate performance with a rigorous, ongoing Clinical Competency Framework. Instead of one final grade, you must prove real-world mastery of every entry-level skill on the Required Skills Checklist.

Scoring scale

2	Competently met all stated clinical criteria — independently and safely.
0	Required immediate verbal or physical assistance to complete the criteria safely.
N/A	Uncertainty, procedural gaps, or safety errors — attempt invalid, must be repeated.

Passing standards

1. **Written:** 70% or better on all module quizzes and the comprehensive final exam.
2. **Clinical: A** Score of 2 on every skill on the Required Skills Checklist — no deficiency permitted at graduation.
3. **Supervisor:** Satisfactory professional marks from your clinical site supervisor.

Remediation

Score a zero or N/A on a skill, or drop below 70% on written work? You go into immediate academic remediation: focused counseling + supervised practice plan. Retest and pass before graduation. Fail to remediate within the six-month runway and it is an academic fail.

Graduation checklist

- ☐ 40 online didactic clock hours
- ☐ 120 documented clinical / lab clock hours
- ☐ 70% minimum written testing average
- ☐ Score 2 across 100% of the Required Skills Checklist
- ☐ All financial balances cleared

08 • CONDUCT & DISMISSAL

How we behave.

Act maturely. Dress professionally. Show absolute respect to peers, instructors, clinic staff, and patients. Students may be dismissed for safety violations, neglecting online or clinical work, persistent academic deficiency, or failure to conform to professional communication standards. The Program Director holds final disciplinary authority after consulting all involved parties.

Disruptive behavior may lead to temporary suspension. After formal counseling, students who demonstrate genuine intent to comply may resume training. Refund calculations follow the standard withdrawal policy — not disciplinary status.

ZERO TOLERANCE

Weapons, illegal drugs, or alcohol on any school or clinical affiliate property = immediate, permanent expulsion.

GROUND FOR IMMEDIATE REMOVAL

- Performing duties or treating patients without direct supervisor oversight
- Violating patient safety, sanitation, or infection control regulations
- Breaching patient confidentiality or HIPAA guidelines
- Unexcused absences, unreliability, or unprofessional conduct at the site
- Removal request by the clinical site partner for performance or behavior

09 • PROGRESS & EVALUATIONS

Satisfactory Academic Progress (SAP)

We monitor progress continuously across the 160-clock-hour program. SAP ensures you are moving through both online theory and clinical hours at a pace that will get you across the finish line within six months.

Evaluation milestones

- **Didactic:** Monitored weekly via online platform. Maintain at least a 70% exam average.
- **Clinical:** Evaluated at regular intervals via Clinical Activity Logs and Site Evaluations.
- **Velocity:** Maintain an adequate pace of clinical hour accumulation relative to your start date.

If you fall behind

Fall behind on modules, fail to document clinical hours, or receive an unsatisfactory supervisor evaluation? You will receive an official SAP warning and meet with administration to draft a recovery plan. Miss those milestones — or become mathematically unable to complete 160 hours within six months — and you will be terminated for lack of satisfactory progress.

10 • STUDENT RECORDS

Your paper trail.

We maintain comprehensive, secure institutional records for every student at the main campus. Records are retained for **8 years**; official academic transcripts are kept **permanently**.

What we keep

- Student ID, contact details, emergency contacts, and age verification
- Tuition payment ledgers and financial transactions
- Attendance logs — online platform telemetry and physical clinical sign-in
- Immunization records, CPR certificates, and Radiation Safety credentials (where applicable)
- Clinical Activity Logs detailing clocked operational hours
- Completed Clinical Skills Checklists and Competency Verification Forms
- Clinical Site Evaluation Forms completed by supervisors
- Graduate outcome and employment tracking data

Confidentiality

All records are strictly confidential and housed securely at the main campus in Omaha. Information is never shared externally except during required inspections by state authorization agencies. Prospective employers get access to your transcript or competency records only with your explicit, written, dated consent.

11 • FACILITIES

MAIN CAMPUS

**6606 South 168th St
Suite 100
Omaha, NE 68135**

402 • 906 • 2415

WHAT'S INSIDE

A modern, fully functional dental office. Professional chairs, digital X-ray equipment, sterilization centers, dental materials stations, and interactive instructional tech built into every lab and simulation.

12 • TRANSFERRING CREDITS

Other Institutions

We do not grant advanced standing, transfer credit, or clock-hour waivers based on prior education or credits from other institutions. And we make no promise or guarantee regarding the transferability of hours or competencies earned here to another institution — unless there is an explicit, formal written articulation agreement in place.

13 & 14 • WHEN SOMETHING GOES WRONG

Speak up.

We are committed to open, direct resolutions. Try administrator first. If that does not work, escalate in writing.

GRIEVANCE — INTERNAL

Main Business Office

Midwest Dental Assistants School
6606 South 168th Street, Suite 100
Omaha, NE 68135

402 • 906 • 2415

COMPLAINTS — STATE APPEAL

Nebraska Dept. of Education

Program Director of Postsecondary Career
Schools (PPCS-VE)

Mail: P.O. Box 94987, Lincoln, NE 68509
Physical: 500 S. 84th St., 2nd Fl, Lincoln, NE
68510-2611

Complaints must be submitted in writing within two years after you discontinue or complete training.

HONEST DISCLAIMER

We prepare you to be highly competitive, but we do not — under any circumstances — express or imply a guarantee of future employment or placement. Individual employers may also require distinct, office-specific onboarding.

16 · CLINICAL TRAINING FRAMEWORK

The clinical bridge.

(Dedicated operational section — effective January 1, 2027.)

The 120-clock-hour clinical component is a core legal requirement for graduation. It is where online theory meets real-world patient operations.

Student responsibilities

While at a clinical site, you are a representative of the school. Behave with absolute professionalism, follow the site's schedule, wear clean uniforms, bring required materials, and respect patient privacy (HIPAA). You are prohibited from performing any dental procedure on a patient without direct supervisor oversight.

Site supervisor responsibilities

Clinical training is overseen by an approved Site Supervisor — a licensed dentist or designated lead dental assistant. Supervisors are responsible for:

- Providing a safe, instructional clinical environment
- Directly overseeing student tasks and enforcing safety compliance
- Reviewing, confirming, and signing Clinical Activity Logs to verify completed hours.
- Evaluating student skill attempts using the Required Skills Checklist
- Submitting formal performance reviews to school administrators

Documentation & verification

Keep accurate Clinical Activity Logs tracking your daily hours. Get them signed by the Site Supervisor at the end of every shift. Submit completed logs, skill checklists, and evaluations to the school weekly. No hours are credited without a supervisor's signature.

17 • STUDENT DISCLOSURES

(Required Disclosures — Effective January 1, 2027)

In compliance with institutional policy and state authorization guidelines, all enrolling students must review and acknowledge the following operational disclosures regarding the Dental Assistant Hybrid Program:

- **Accelerated Nature of the Program:** This program is designed as a high-efficiency, accelerated pathway into the dental profession. The compressed curriculum requires strong self-discipline, consistent study habits, and active engagement outside of scheduled lab hours.
- **Hybrid Delivery & Technology Requirements:** Instruction is delivered via a hybrid model combining online didactic learning with on-site clinical labs. Students must have reliable access to a computer and internet connection to complete web-based interactive modules, tracking checkpoints, and asynchronous lecture units.
- **Clinical Placement Expectations:** Intensive, hands-on clinical and laboratory training (120 out of 160 total program hours) is a mandatory component of graduation. This training is conducted one-on-one or in small groups at the main instructional facility or approved clinical partner sites. Students are expected to arrange their own transportation to these physical locations.
- **Program Completion Timeline:** Due to the flexible, asynchronous online portal and customized practical lab configurations, there is no fixed weekly completion promise. Students progress through the curriculum at a structurally managed cadence. However, the absolute maximum structural allowance to complete all 160 clock hours and clinical competencies is **six (6) months** from the formal enrollment date.
- **X-Ray and Non-X-Ray Track Limitations:** Students must select from two specialized tracks prior to commencing classes:
 - *Comprehensive Track (With X-Ray):* Qualifies graduates to legally expose, develop, and process dental radiographs under state regulatory compliance guidelines.
 - *Core Track (Non-X-Ray):* Trains graduates strictly in chairside and sterilization workflows. Graduates of this track are legally restricted from operating dental X-ray equipment, which may limit localized employment opportunities to offices that utilize specialized radiographic staff.

- **Graduation Requirements:** To officially graduate and receive a certificate of completion, students must successfully complete all 40 online didactic hours, document all 120 clinical/laboratory hours, maintain a minimum 70% testing average, achieve a mastery verification signature ("Score 2") across 100% of the Required Skills Checklist, and clear all financial balances with the institution.

18 • ADA DISCLOSURE & NON-DISCRIMINATION POLICY

Non-Discrimination Statement

Midwest Dental Assistants School, LLC is committed to maintaining an inclusive and egalitarian learning environment. In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 54 equilibrium standards, the School does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, or disability in its admissions, instruction, clinical placements, or employment practices.

Accommodation of Individuals with Disabilities

The School fully supports the rights of qualified students with disabilities under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

- **Reasonable Accommodations:** Qualified individuals with documented physical, psychological, or learning disabilities are eligible to request reasonable academic and practical accommodations to ensure equal access to the training program.
- **Essential Function Requirements:** Because dental assisting is an intensive, hands-on healthcare discipline involving delicate instrumentation, radiation safety protocols, and direct patient interaction, students must be able to perform core clinical competencies safely and independently (or with the assistance of approved accommodations) to fulfill graduation criteria.
- **Request Process:** It is the student's responsibility to formally request accommodations by submitting a written statement along with valid, recent third-party professional medical documentation to the Program Director. Accommodations cannot be applied retroactively and must be established prior to the start of the affected course modules or clinical training sessions.

READY WHEN YOU ARE

Let us get to work.

GET IN TOUCH

midwestda.com

402 · 906 · 2415

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

Midwest Dental Assistants School does not discriminate based on race, color, national origin, sex, disability, age, religion, or any other protected class in admissions, program participation, or employment. Reasonable accommodations are provided in accordance with the Americans with Disabilities Act (ADA). Contact the Program Director to request accommodation.