

Gwinnett Dental Career Academy



Basic Dental Assisting Certificate Program Catalog

2566 Lawrenceville Suwanee Rd.
Suwanee, GA 30024
(678)730-0779

The basic dental assisting program at Gwinnett Dental Career Academy is a 10 week program that is designed to teach basic skills to allow graduates to obtain an entry level position as a sterilization tech, hygiene assistant or chair side assistant in a general dental or specialty office. Graduates of this program will still have much to learn on the job, and may later want to take an expanded duties course to expand their skills and qualifications. The goal of this program is to be a stepping stone to allow the graduate to seek initial employment in a dental office and decide if that is the best career path for them without having to make a large investment in time or money. **Graduates of the program will receive a certificate of completion with Georgia Department of Human Resources Radiology Certification, and an American Heart Association Healthcare Providers CPR Certificate. The Radiology Certification and CPR card are the only certificates that are required for dental assistants in the state of Georgia.**

Students who apply to this program should understand that there are several ways to be trained as a dental assistant. Some dental assistants have been trained on the job and have no formal education at all. Others have attended basic programs such as this one, while others have attended longer programs that may include expanded duties certification. This program is introductory in nature and does not exclude the possible need for additional education if the graduate wants to continue to other higher level positions in dentistry.

Director and Instructor Qualifications

Your instructors for this course will be Tina Herington, DMD and Tiffany Peach. You will find that all of us enjoy dentistry and want to help you become successful in this field.

Dr. Tina Herington is the Director of Gwinnett Dental Career Academy and also a practicing general dentist and the owner of three local dental practices. She received her Bachelor of Mechanical Engineering degree from the Georgia Institute of Technology and went on to obtain her Doctor of Dental Medicine from the Medical College of Georgia School of Dentistry. She is a member of the American Dental Association, Georgia Dental Association, and the Academy of General Dentistry. Dr. Herington has served as an adjunct clinical instructor in the Oral Rehabilitation Department at the Dental College of Georgia and is an FAA Certified Flight Instructor.

Tiffany Peach is the Program Leader and Instructor for Gwinnett Dental Career Academy. She has more than twenty-five years of experience in general dentistry. She has experience with all back office duties as well as the front office.

Dr. Anisha Nathu, Dr. Rini Soni and Dr. Erika King may also help with the hands on portions of the course.

Application and Entrance Requirements

1. Applicant must be at least 18 years of age and have a high school diploma or GED. Applicants who are accepted must supply proof of immunization against Hepatitis B or sign a form declining immunization. This immunization is available from your physician or the local health department and is commonly required for employment in a dental office.

2. Applicant must submit an application with a \$50 non-refundable application fee. The application includes biographical information, references, and a personal statement.

3. Applicants may be asked to interview prior to admission. The purpose of the interview is to evaluate characteristics such as interest and attitude and to review biographical information such as academics, work experiences and career goals.
4. Applicants should be able to read, speak and understand English. All course materials are delivered in English.
5. Race, religion, sex, age, or ethnic origin have no bearing on acceptance.

Enrollment Policy

Student must complete an application form, contract and enroll by the start date of classes. Late enrollment will not be permitted.

Facility

The course is taught in the offices of Suwanee Family Dentistry. The facility is 8000 square feet in size with a state of the art general dentistry office, a large classroom, and a break area. Parking and restrooms are adequate for the number of students, and the building is fully handicapped accessible. The classroom has all equipment necessary for the lecture portions of the course, and is well lit and comfortable.

The laboratory experiences will be conducted in the co-located general dentistry office. All equipment and instruments related to the practice of general dentistry are located in the office and will be available for the course. All dental equipment in the office is currently being used for patient care, and thus is being maintained in excellent working order. All equipment has the proper safety equipment installed and has been appropriately certified for use. There are sixteen fully functional dental treatment rooms available for the course.

School Calendar

The school is open on Saturdays from 9am to 4pm only while a class is in session.

Schedule

The class meets for ten weeks on Saturdays from 9am to 4pm, with at least a half hour lunch break. (There may be days that class extends past 4pm so that everyone has a chance to finish, but usually not later than 5pm.) Lunch is not provided but there is a microwave and refrigerator available for student use.

Student Orientation

Students will be introduced to faculty and given a tour of the facility the morning of the first day of class. The classroom, restrooms, break areas, etc. will be pointed out.

Learning Resources

Additional textbooks are available for reference in the classroom at any time during school hours. Computers are available for viewing of dental education videos. Links will be provided for online resources to be viewed outside of school hours.

Textbooks

Current texts are: Delmar's Essential Skills and Procedures for Chairside Dental Assisting, and Boyd's Dental Instruments: A Pocket Guide.

Curriculum

- Intro to Dental Assisting
- Dental Anatomy
- Infection Control & Sterilization
- Topical & Local Anesthetic
- Dental Radiography (x-rays)
- Dental Charting & Software
- Dental Impressions
- Chairside Assisting
- Healthcare CPR Certification
- Job Interviewing Skills

Format of Course

Dental Assisting is a hands-on job, so it is impossible to learn by lecture only. Almost every session includes hands on experiences. There will be at least one test each week to ensure that students are keeping up with the program and retaining the material learned the week before. Test questions may be multiple choice, matching, fill in the blank, charting, or hands on practical exams.

Dress Code

OSHA requirements for universal precautions will be followed in our course. Gloves, masks, safety glasses and lab coats will be provided when needed. If you have an allergy to latex please inform the instructor at the first class meeting. Long pants, socks and closed toed shoes are required to be worn to each session. Please dress comfortably and bring a sweater as the classroom may be kept cool.

Absences, Tardiness, Make up work

Students who miss a session due to illness or other emergency must read the section in the text and make up any lab work by making special arrangements with the course instructor. Due to the large amount of material covered in each session, students who miss two sessions will not be able to catch up with their class. School attendance records will reflect absences, late arrivals and early departures. Students who miss two sessions should submit a request to join the next class or apply for a refund in accordance with the refund policy. No credit will be given for previous courses completed or for work experience.

Readmission

Students who have withdrawn from a previous class and wish to be readmitted should reapply as a new student. Students who were dismissed must wait at least 12 months before reapplying.

Student Conduct

Students are expected to maintain the highest ethical standards while in the course and in their future as dental assistants. Cheating on any exam is grounds for immediate dismissal from the program. Verbal or physical harassment of other students or instructors is grounds for immediate dismissal. Students should

show respect for the equipment they are allowed to use, deliberate misuse or breakage can be grounds for dismissal. Dental assistants should be honest, compassionate and concerned for the welfare of the patient, and GDCA requires the same of its students. Students who are dismissed for misconduct will not be readmitted under any circumstances and the standard refund policy below will apply.

Requirements for Graduation

The grading scale will be A – 90-100%, B – 80-89%, C – 70-79%. Students must pass all tests and complete all laboratory work with satisfactory performance (70% or higher) in order to graduate. If a student scores less than 70% on any test then a retest will be required and the two scores will be averaged. Failing any retest, or failing two regular tests will be grounds for dismissal from the program. Attendance at 9 of the 10 sessions is required and if a session is missed it must have been made up satisfactorily before the next session. The final grade will be determined as follows: 25% average of all regular tests and charting, 25% composite practical exam, 25% written final exam, and 25% charting final exam.

Cost

Tuition for the program is \$3800, which includes all books and supplies. There is a \$50 non refundable application fee. There are no additional fees.

A \$1000 deposit and the signed contract are due within 10 days of receiving the admissions letter to hold the applicant's space in the class. This deposit will be applied towards the tuition. The remaining balance is due at the first class meeting or in accordance with other financial arrangements that have been made in advance. Payment plans are available for an additional \$200 fee. Students on payment plans who miss any payments due will not be allowed to continue in the program.

Refund Policy

Students who apply for the program but are unable or choose not to complete it may be entitled to a refund. If a student decides within **3 days** of signing the contract not to attend the program, all money will be refunded.

Refunds are determined based on the proration of the total tuition based on the percentage of program completed at withdrawal, up until 50% of the program after which there are no refunds. The withdrawal date will be the date that the director or instructor was notified of the student's desire to withdraw, or in the case of unsatisfactory academic performance, the date the student's dismissal letter is mailed. In the case of absences the date of the second absence will be the withdrawal date.

In the event that Gwinnett Dental Career Academy makes changes to the program, the location or the time such that one or more students are unable to complete the program, those students will be entitled to a refund in accordance with the policy above.

** Refunds are issued by mail to the address on the student's application within 30 days of the date of the request.

Employment Assistance

Gwinnett Dental Career Academy will assist graduates in seeking employment as dental assistants, however, job placement is not guaranteed. Students will prepare resumes and cover letters as part of the

course, and interview skills and salary expectations will be discussed, but ultimately it is up to each student to find a job. Gwinnett Dental Career Academy does not guarantee employment.

Gwinnett Dental Career Academy will maintain placement files for each graduate and will provide placement rate information upon request.

Transfer of Credits

This course is not eligible for transfer credit at any other institution.

Obtaining Course Records

The graduation certificate will serve as evidence of having completed the course. Students who need additional copies of their certificate or a statement of completion should submit a request to:

Tina Herington, GDCA Director
2566 Lawrenceville Suwanee Rd.
Suwanee, GA 30024
info@gwinnettdentalassistant.com

Grievance Policy

If you have a problem or complaint, please follow the following procedure:

1. Discuss the problem with your instructor at the end of class.
2. If you feel that your concern has not been resolved by your instructor, please submit a written complaint to the director by mail or email. You will receive a reply from the director within 7 days.

Tina Herington, GDCA Director
2566 Lawrenceville Suwanee Rd.
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info@gwinnettdentalassistant.com

3. If you do not believe the director has resolved your complaint to your satisfaction you may contact:

Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084
(770)414-3300

<https://gnpec.georgia.gov/student-resources/student-complaints>