



HANDS ON

Dental Assistant Training, LLC

529 Florida Ave. NW

Washington, DC 20001

www.handsondat.com

301-881-5700

Catalog Volume 2 Issue 2

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History

Hands On Dental Assistant Training, LLC (hereafter “Hands On” or the “School”) offers an 8 week dental assistant training program. The classes are designed to turn students into well-trained, **level 1 Dental Assistants**. After completing this school students will be eligible to take the Dental Assisting National Board (DANB). Students will receive a certificate of completion for 119 clock hours of training and 50-hours of externship.

Hands On Dental Assistant Training, LLC. is owned and operated by Fatima Oglesby-Morris. Fatima began her career path in the dental field as a volunteer dental assistant at St. Elizabeth Hospital in Washington DC, after a 6- year career working as a dental assistant in every area of different dental specialties. Fatima continued her education at Howard University to become a dental hygienist of which she enjoyed for 30 years. As a dental hygienist she observed that dental assistants needed more hands-on training and continuing education classes to help them become a more productive and professional dental assistant in the dental office. Fatima had a vision that led her to develop and create Hands on Dental Assistant Training LLC.

Fatima is a firm believer that there is no “I” in a team and that it truly is teamwork that makes the dental office work efficiently. Fatima’s vision for the public is for them to have access to dental treatment and to be educated about their oral health. Fatima wants dental assistants to be a part of her vision by training dental assistants to volunteer and educate the public community how to obtain optimal oral health. The purpose of Hands On Dental Assistant Training is to educate persons to be professional, successful Dental Assistants.

Mission Statement

It's our mission to give each student the opportunity to learn the skills to become a professional educated dental assistant. We will teach students how to provide optimal oral health care to their patients and how to volunteer their skills in the community .

Facility

Hands on Dental Assistant Training, LLC. is located at 529 Florida Ave Washington DC 20001. We train you to become a Dental Assistant in the entry level areas of dental assisting, which include using the treatment rooms, x-ray equipment, dental equipment, and the office area. Our school is approved by the Higher Education Licensure Commission of the District of Columbia.

The curriculum is approved by the District of Columbia Board of Dentistry. Classes are taught in a fully equipped, modern dental office. Each student receives all disposable equipment and supplies needed to perform tasks. Five students work in the lab room to get hands-on training using the dental equipment. Each student has the opportunity to use the dental tools.

Instructors will utilize the following to aid student learning: fully equipped dental treatment rooms, audiovisual aids, dental lab exercises, x-ray machines, and lab equipment.

Staff

Owner	Fatima Oglesby-Morris, DA, RDH
Director of Admissions	Fatima Oglesby-Morris, DA, RDH
Externship Coordinator	Aretha Thompson, DA
Instructor	Aretha Thompson, DA
Instructor	Dr. Whitaker, DDS
Communications Liaison	Jess Deinlein, BS Ed

****Instructor Aretha is always available to speak with students on campus or by email**

aretha@handsondat.com

Governance

Chief Executive Officer – Fatima Oglesby-Morris , DA, RDH Responsibilities – Director of the school, oversees Instruction, makes sure all guidelines for education are followed. Contact: Fatima Oglesby-Morris DA, RDH 301-881-5700, handsondat@gmail.com

Communications Liaison - Jess Deinlein, BS Ed, DA Responsibilities – communicating within all locations, answering emails, collecting information, communicating with Dental offices. Contact: Jess Deinlein jess@handsondat.com

Instructor – Aretha Thompson Responsibilities – leads instruction to train dental assistants for gainful employment. Contact information – aretha@handsondat.com

Instructor – Dr. Whitaker, DDS

Responsibilities – assists Instructor Aretha in lectures.

Admissions

Applicants must:

- Be 18 years of age or older
- Have a high school transcript
- a U.S. citizen or possess a work Visa that allows the student to reside and work in the United States
- Pass the Admission test: Applicants are required to pass an admission assessment and are notified by mail acceptance status.
- There are no prerequisites for this program, aside from the required high school transcript.

Learning Outcomes/Objectives

Upon successful completion of this program, students will be able to:

- Analyze and discuss major areas in the dental field and procedures performed.
- Demonstrate proper set up/cleaning and sterilization procedures, along with all infection control standards for eliminating cross contamination.
- Evaluate and discuss radiographs and proper techniques for utilizing radiation equipment.
- Identify proper names, use and function of dental instruments and equipment used in a dental office.
- Demonstrate appropriate knowledge and understanding of the dental care team's role in the health-care industry, including quality improvement processes that may be used to monitor the dental health team's ability to fulfill its responsibilities within a given healthcare system.
- Demonstrate a thorough knowledge and understanding of the duties and responsibilities of the dental assistant, including standards of ethics and jurisprudence governing the dental practice.
- Recognize and use pharmaceutical-medical terms, abbreviations, and symbols commonly used in prescribing, dispensing, and charting of medications in the dental office.
- Systematically collect and document diagnostic data in a dental office.
- Demonstrate the ability to perform various clinical supportive skills needed in a dental office.
- Demonstrate knowledge and skill required for management of business office procedures for a dental office.
- Use therapeutic communication in a dental office in both verbal and written/computer form.
- Exhibit a working knowledge of biomedical science and the procedures and techniques Related to blood-borne pathogens and hazard communications standards.
- Produce diagnostic radiographs while utilizing proper radiation safety measures.
- Identify materials used in intra-oral and laboratory procedures.

Program Format

This program is an in-class program and students are required to meet on campus every week for 8 weeks. The face-to-face sessions allow students to learn theory as well as have authentic “hands on” experience with their instructors and peers in a fully equipped dental office. Training is offered on 8 Saturdays for 8.5 hours each day (8 classroom hours). The maximum student to instructor ratio for this program is 5:1 for classroom and laboratory. This gives the student hands-on experience in all areas . The student will be taught how to set up the treatment rooms, dental laboratory, x-ray equipment, and the office area. Each session is divided into lecture and lab. During the lecture portion the student views slides or PowerPoint presentations presented by the instructor. There is time for questions, discussion , and review. The second part of the class focuses on hands-on learning and practicing didactic skills in the treatment rooms, labs, and equipment. Students are completing homework during the week to coincide with the learning objectives for the in- class training. The instructor will lecture the student and show dental assisting video slides. This curriculum is approved by the DC Dental Board and the Dental Assisting National Board.

▼ Radiography Requirements

A dental assistant must:

- 1a. Pass DANB's Radiation Health and Safety (RHS) exam or DANB's Certified Dental Assistant (CDA) exam, OR
- 1b. Successfully complete a dental radiography training program approved by the D.C. Board of Dentistry, AND
2. Register as a dental assistant with the D.C. Board of Dentistry (*see additional requirements below*)

OR

- 3a. Complete in-office training and demonstrate competency to perform the task to the supervising dentist's satisfaction, AND
- 3b. Register as a dental assistant with the D.C. Board of Dentistry no later than 9/17/12 (*see additional requirements below*)

**** Upon successful completion of the course, students will receive their Radiology Certification, along with their Level I Dental Assistant certification.**

The entry level assistant program is customized into an 8- week program that covers professionalism, instrumentation, dental terminology, lab equipment, dental procedures, infection control, radiology, anatomy, and the dental team. Each session is divided into lecture and lab.

Externship

Every student is required to participate in 55 hours of externship. The externship may begin no sooner than after passing the first 2 exams. Exams are given weekly. All externship hours must be completed by the last scheduled class. The student will be provided with the contact information of the dental office(s) that is participating on the school externship list. Offices include, Dr. Whitakers and two offices with Howard University. The student will schedule their extern hours at a time that is mutually convenient for the dental office and themselves. The externship will allow the student to test the skills and abilities that they have been taught in the Hands On Dental Assistant Training classes. Upon completion of the externship, the student will submit a timesheet that must be signed by the dental office and given to Hands On Dental Assistant Training to verify the required hours have been completed. The dental practice will also complete an evaluation of the student's progress. This evaluation will document the student performance experienced with the dentist during the externship. The externship will be evaluated and graded on a pass/fail basis. A passing grade on the externship is a requirement of graduation.

We have externship agreements with Howard University Dental School, Dr. Whitaker's Private Practice, and RCT Endodontics in Washington DC.

List of Responsibilities for Assisting in Externship Requirements

- Preliminary examination of patients
- Four-handed dentistry techniques
- Using and handling of dental materials
- Process and procedures for the laboratory
- Performing and assisting with intraoral procedures
- Taking and recording patient vital signs
- Using diagnostic aids (radiographs and impressions for study models)
- Providing oral patient health
- Managing patients
- Charting teeth/completing treatment documentation
- Infection Control procedures

Previous Experience/Training

Hands on Dental Assistant Training does not accept previous training/credits from other institutions. Credits earned at Hands On Dental Assistant Training are not transferable to another institution. It is the policy of Hands On Dental Assistant Training that we do not grant credit for life or work experience.

DA II Disclosure Statement

A student completing all requirements of this program will be classified as a **Level 1 Dental Assistant** in Washington DC. Students will receive a certificate of completion for 119 hours., radiology certification and be eligible to apply for the DA I license.

To be registered as a **Level II Dental Assistant** in the District of Columbia, one must:1. Have graduated from high school or hold a general equivalency diploma, AND 2a. Successfully complete a dental assisting education program approved by the D.C. Board of Dentistry or accredited by the Commission on Dental Accreditation (CODA), OR 2b. Hold current DANB Certified Dental Assistant (CDA) certification, AND 3. Complete a course in dental radiography training that the D.C. The Board of Dentistry deems satisfactory AND 4. Apply for a registration as a **Level II Dental Assistant** to the D.C. Board of Dentistry. An applicant who has been performing the duties of a dental assistant on July 15, 2011 may be granted a registration if he or she fulfills the following requirements: 1. Demonstrate competency to perform the duties of a dental assistant to the satisfaction of the supervising dentist, AND 2. Apply for a registration as a dental assistant to the D.C. Board of Dentistry no later than 9/17/12.

Schedule

The dental assistant training is the only course offered in Washington DC, which includes radiology. Traditional class sessions on campus will meet on Saturdays. Please view the table below for the detailed schedule. It is the student's responsibility to understand and keep track of the schedule and the time commitment.

Sessions	Schedule	
Face to Face (On campus)		
1 through 4	Saturday, 9:00-5:30 p.m.	30 min lunch
5 through 8	Saturday, 9:00 am – 5:30 pm	30 min lunch
other class options		

- 1 through 4 Wednesday 9:00-5:30pm
- 5 through 8 Wednesday 9:00-5:30pm
- 1 through 4 Monday/Wednesday 5:00-9:00pm
- 5 through 8 Monday/Wednesday 5:00-9:00pm

Calendar

Holidays:

Hands On Dental Assistant Training recognizes all Federal Holidays:

- New Year's Day
 - Martin Luther King Jr.'s birthday
 - President's Day
 - Memorial Day
 - 4th of July
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
-
- 1st eight -week class begins July 10, 2021 – August 28, 2021
 Summer Break June 30- July 9, 2021
 - Open House for incoming Fall Students August 30, 2020

- 2nd eight- week class begins September 11 – October 30, 2020
- Open house for incoming students November 6, 2021
- 3rd eight class begins November 12, 2020 – January 15, 2022.

2022 Calendar

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Tuitions and Fees

Tuition \$2,997.00

Registration fee \$100.00

Tuition must be paid in full by week 4, which is the halfway point in the course.

We do not participate with Federal Financial Aid, however, we do offer a payment plan of three

Payments (two- \$750 payments and one- \$747 payment) with an initial deposit of \$750. This payment plan option must be discussed and arranged with the school director in advance. If the payment arrangement is not upheld by the student, payment in full will be expected before class resumes.

There are other fees associated (uniforms, textbooks) of which the student is responsible for.

The cost of our required textbook Modern Dental Assisting 12th Edition Robinson Byrd, workbook and instrument book cost approximately \$200 for the set, but prices may vary. Consult online valorebooks.com, amazon.com or chegg.com for a price comparison.

Replacement IDs..... \$5.00

Transcripts \$15.00

Refund Policy

1. If the school closes or discontinues the program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
2. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract.
3. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the enrollment fee.
4. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

If a student withdraws before the first day of school, they will receive a refund at 100%

If the school cancels the class, students will receive a refund of 100%

If the student withdraws within the first 25% of the period of enrollment, students will receive a 75% refund.

Required Materials:

Textbook:

Modern Dental Assisting (12th Edition) Bird Robinson, workbook, and Instrument book. Please visit our website at www.handsondat.com to see pictures of books. There are rental options through amazon.com for the needed books.

Clothing

Students must come to class with either black or purple scrubs. Uniforms are not provided for you. You must purchase it on your own. Scrubs can be purchased at Walmart or any uniform store. Approximately cost \$25.00 per set. Students must also wear closed-toe shoes. No high heels are permitted. Students are not permitted to wear excessive jewelry and if they have long hair, it must be pulled back. This is for safety precautions.

The school provides each student with dental assistant name tags (“IDs”) and models of their dentition at no additional cost. If the name tag is lost, a replacement fee will be \$5.00.

Library/Other Resources

Students have access to the Public Library: Shaw (Watha T. Daniel) Library - 1630 7th St. NW Washington, D.C. 20001. It is 0.3 miles from our location - a 6 minute walk or 2 min drive.

*All students are permitted to utilize the Public Library. We encourage students to get a library card if needing to check out materials.

- Students have an access code inside their textbook to the online resource library Evolve Elsevier.

Dental Assistant Training Curriculum

Our program is 8 weeks in length and broken down into subtopics of lectures and labs. These can be found in our syllabus.

Lecture

- Introduction to the Profession & Ethical and Legal Issues, Resume Writing/interviewing tips

Dentistry as a profession and the responsibilities of the dental health team, which includes the dentist, hygienist, dental assistant, front office personnel and the back-office personnel. A discussion of the ethics in dentistry and the various governmental agencies entrusted with the regulations of the dental profession to ensure and protect the public from incompetent and unethical procedures. Topics include licensure procedures and credentialing is also discussed. Fundamentals of resume writing. Topics include pointers in job hunting and how to handle interviews. Behavioral interview questions.

- Human Dentition & Dental Radiography

Form and structures of the human natural teeth in the dental arch. Basic X-Ray techniques, emphasis on taking a full mouth series of x-rays, developing and mounting radiographs.

- Composition of Teeth and Dental Terminology & Tissues Surrounding the Teeth

Parts of the tooth. Topics include cervix, apex, dental pulp, tissues of the tooth enamel, dentin and cementum, discussion of anatomical landmarks of the tooth and dental terminology and tissues supporting the human teeth. Topics include the alveolar process, the periodontal ligament and the gingival (gums), which are collectively known as the periodontium.

- Bones of the Head, Muscles of the Head and Neck, Temporomandibular Joint (TMJ) and Paranasal sinus.

- Pediatric Dentistry, Dental Materials

Specialty limited to the dental care of children. Topics include informed consent from guardians prior to treatment, behavioral management. Material used in dentistry. Topics include cavity varnishes and liners, dental cements, surgical, periodontal dressing, glass ionomer cements, composites, pit and fissure sealants and dental amalgams.

- Oral Cavity, Salivary Glands and Immune System, Oral Pathology

Cavity of the mouth and salivary glands. Topics include discussion of infectious diseases that can be transmitted from the patient in a dental environment. Study of the nature of diseases that affect oral structures and regions nearby. Topics include discussions on how to distinguish normal from abnormal conditions in the oral cavity.

- -Removal Prosthodontics, Fixed Prosthodontics

Removable Prosthodontics replaces missing teeth. Topics include component parts of both the partial and complete RPD's and the various steps necessary during replacement appointment. Complete restorations, or the replacement of one or more teeth in a dental arch. Topics include the different types of fixed prosthodontics restorations.

- Endodontics more commonly referred to as Root Canal Therapy, Topical and Local Anesthesia, Orthodontics, Periodontics/Dental Hygienist Assistant .

Topics include the use of the various endodontic instruments and materials. Prevention and correction of dental and oral deviations. Dealing with the prevention and treatment of

periodontal diseases, which are the most common of tooth loss. Assisting the dental hygienist with periodontal charting and patient education.

- Oral Surgery/Implants, Medical Emergencies in the Dental Office

Involved with removal of the teeth, bone and tissue grafts and removal of tumors and cysts. Topics include the various procedures and instruments used in oral surgery and the implant surgical component that interfaces with the bone of the jaw. Risk associated with providing medical and dental care. Topics include the various steps to be taken to respond to emergencies.

Laboratory

- Dental Chair and Infection Control, Setup and Breakdown of a Dental Chair, COVID/ Infection Control Procedures.

The different components of the dental operatory and dental chair. Topics include the operation of the dental chair and the various associated instruments. Each student will be asked to operate the chair and various instruments until they are completely familiar with the procedures. The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught and asked to use the various Personal Protective Equipment (gown mask, eyewear/face shield and examination gloves) required in the dental clinic. Performed by the dental assistant prior to seating a patient in the operatory. A standard routine must be established according to the dentist and the appropriate regulatory agencies. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. Topics include the various procedures required to be accomplished following dental treatment. Students are asked to demonstrate the correct routine for breaking down and clean-up of operatories following dental treatment.

- Suction Placement, Sterilization

Students will learn different methods of moisture control, emphasizing suctioning. Students will be asked to practice placement of the tip of the High -Volume Evacuator with reference to each quadrant.

Students will learn how to properly sterilize instruments, including packing instruments.

Students will package and sterilize instruments via cold sterilization and the autoclave.

- Dental Instruments, Dental Charting

Topics include a study of the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. Documenting the present dental conditions of the patient and the dental services to be rendered, this serves as a legal record of the patient. The students are taught and asked to prepare a dental chart using appropriate symbols and abbreviations.

- Radiography Basics , X-Ray Procedures and X-Ray techniques

This course prepares students to sit for the (DANB) Dental Assistant National Board exam for (RHS) radiation health and safety to become certified as a dental radiation technologist .

Radiography and X-Ray Procedures , X-Ray techniques Emphasis on how to take a full mouth series of x-rays, developing and mounting radiographs and X-ray safety.

- Alginate Impressions, Laboratory Materials and Techniques

Alginate impressions are taken in order to capture an accurate three-dimensional duplication of a patient's teeth and/or surrounding tissues. The impressions are used to produce a model to be used for treatment planning and the fabrication of dental prostheses. Students are taught how to do alginate impressions. Students also learn how to take impressions using silicon and gypsum.

- Pediatric Dentistry.

This procedure is performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Topics include the pulpotomy procedures and the use of various instruments. Students are asked to practice setting up trays for the pulpotomy and stainless crown placement procedure. A clinical video of amalgam restoration and composite resin restoration is shown to the students during this session.

- Dental Materials, Restorative Procedures

Instruction in the use of bonding agents to be used between the tooth structures and the restoration. Topics include the preparation of bonding agents using various installments. Students are asked to practice mixing ionomer cement and applying bonding agents. Students will learn the procedures for amalgam and composite restorations, including instrument recognition, manipulation of materials and proper set up.

- Removable Prosthodontics, Complete Dentures and Partial Dentures, Fixed Prosthodontics

An overview of the steps involved in the fabrication and installation of complete and partial dentures. Students are asked to practice putting tray set-ups together for each stage of removable and prosthodontic fabrication and delivery. An overview of the preparation of a full cast, porcelain fused to metal crown or all porcelain crowns. Students learn the proper techniques for expelling impression materials.

- Endodontic Instruments and Procedures

An overview of endodontics (root canal) procedures and the various materials and instruments used. Students are asked to practice identifying the materials and instruments used in the root canal procedure.

- Techniques in Administering topical Anesthesia, Sealants and Bleaching techniques

Proper use of anesthesia in the dental practice. Topics include the various types of anesthesia and the instruments and techniques used in administering them. Students are asked to practice loading the syringes, proper passing techniques and safe recapping techniques. A clinical video is shown during this session. Newly erupted and caries free teeth benefit from sealants. Students learn how to apply sealants and bleaching techniques.

- Periodontal Treatment Procedures, Oral Surgical Procedure/Implants

Topics include the various steps and instruments used. Students are taught the various periodontal instrumentation and practice techniques in passing instruments. Students are taught how to set up the ultrasonic scaler/Piezo Scaler. A study of dental implants and dental extraction. Students are taught the different instruments and how they are used and passed over a patient. A clinical video of both oral surgical procedures is shown to the students during this session.

Students will complete a total of 55 hours of externship under the supervision of a licensed dentist. Agreements are established at local dental offices. Students have the option of choosing a dental office on their own. Externship form can be found on our website:

<https://www.handsondat.com>

Attendance/Participation Policies

Absences

Students are encouraged to attend all hours of program instruction and are expected to participate in class discussions as well as in labs. It is essential to come to class prepared with homework and materials. We recognize that emergencies occur. Should there be extraordinary circumstances; students are requested to speak with the School Director who will arrange ways to make up the classes that were missed. Often this is accomplished by completing the class missed the next time the program is offered or through make-up work. Only 10% of the program can be made up through make-up work. Students must be in class during the session they enroll in for a minimum of 90% of the time. This means they can only miss one class. Students are expected to have a doctor's note for the reason of absence due to illness, ect. If a student is absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by email, writing or phone and formally advise the student of this status.

Lateness or missing classes/Makeup Work

Students should report to class on time. Consistently lateness to class may result in a conference with the Instructor. Lateness is more than 15 minutes. When you are late, you miss important lectures and vital information, and it is a distraction to other students. Students are responsible for making up all missed work, including labs, homework, and projects. Missed classes and/or labs are to be made up by communicating with the instructor. Classes may be made up by (1) arranging a time with your director or instructor to make up a missed class (2) private tutoring by an instructor for makeup work. Make-up work must be completed within 1 week of missed class. This should be arranged between the student and Instructor.

Academic Progress

A grade of 75% or higher is required to successfully complete the program
Satisfactory is 75% or higher Passing (“P”) under 75% IS Unsatisfactory (“F”)
Final GPA is calculated as follows:

The Average of the 8 general quizzes = 1/3
Mid-term = 1/3 ** Lab work is graded on a Pass/Fail basis.
Final Exam = 1/3

After each quiz (total of 8) is graded the student will be advised by the instructor of attainment of satisfactory/unsatisfactory progress in the program. The student will be given a written “Student Progress Report”, a copy of which will be placed in the student's permanent file. Exams/Quizzes are given each class with the Final Exam given on the last scheduled day of class. If the student is not able to raise the grade point average above 75% after taking the 4th quiz in sequence, s/he will be requested to withdraw. You will be put on probation and given a week to bring your grades up. If your grades come up within that time period, probation is dropped. Students are strongly encouraged to take quizzes as scheduled. However, in the event that a quiz is missed, the student is required to notify the instructor BEFORE the quiz and give the reason for the absence. A makeup quiz may be scheduled at the discretion of the instructor. The make-up quiz must be taken within one week after the original examination. Students are responsible for contacting the Instructor when a quiz is missed to reschedule. If the student does not make up missed class, they will be dropped from the class.

The final examination must be taken on the specified date. However, we understand that emergencies do occur. In order to make up the Final Exam, students must have documentation on the emergency (i.e. – Doctor’s Note) and will be permitted to make it up. It is the student’s responsibility to obtain all missed material and make-up any missed daily (lab) work. If a student fails a unit quiz, he/she is expected to make an appointment within one week after the quiz was given with the course instructor.

Re-admission

The student may re-enroll or re-enter at another time if arrangements have been made with the school director at the time the student leaves. Re-admission is given when there is a vacancy in the class and room for admittance. Re-admission will mean filling out a new enrollment agreement and beginning all over again. Tuition charges will apply.

Readmission due to Leave of Absence

We recognize that emergencies occur. However, because the program is eight weeks, there is no leave of absence. If a student cannot complete the program, they may be able to re-enroll at a later date. Tuition fees would apply. If the student misses too many classes after readmission, there will not be another readmission.

Grading

All class assignments and homework assignments are graded according to the following grading scale:

Excellent	94% – 100%
Good	84% – 93%
Fair	75% – 83%
Poor	0% -74%

All lab work assignments are graded on a Pass/Fail (“P” or “F”) basis.

Students must obtain a minimum average grade of 75% and pass (“P”) all lab assignments in order to satisfactorily complete the training program.

Students must, with the assistance of the instructor, identify strategies to improve examination performance.

Exams will be given on scheduled dates (refer to course calendar). Dates are subject to change upon instructor’s discretion.

Graduation

Students will receive a Certificate of Achievement upon satisfactory completion of all assignments – homework, lab work, projects, quizzes, and externship hours. In order to graduate, students must:

- Complete all homework and class assignments with a cumulative average of 75% or higher
- Complete all lab assignments with a grade of Pass “P”
- Complete the 50-clock hour externship with a Pass “P”.
- Have a minimum of 90% attendance
- Pay all tuition and fees in full

Records/Transcripts

Student records are permanently maintained electronically. These computer records are electronically backed up regularly. Students can have access upon request. You must have proper identification, because records are confidential. Students have the right to inspect their records and are entitled to a copy if there are no outstanding obligations. Students must submit a request in writing to handsondat@gmail.com in order to receive a copy of their records and pay a \$15 transcript fee. For alumni, please contact us at 301-881-5700 to obtain transcripts.

* Library/Other Resources

Students had access to the Public Library: Shaw (Watha T. Daniel) Library - 1630 7th St. NW

Washington, D.C. 20001. It is 0.3 miles from our location - a 6 minute walk or 2 min drive.

Students have a code in their textbook to access the online resource library Evolve Elsevier.

Changes Made by School

If the school cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all money paid by the student less the \$100 registration fee.

Drug/Alcohol/Smoking Policy

Hands On Dental Assistant Training, LLC. has a zero-tolerance policy for alcohol and drugs on campus. No student shall come to class intoxicated or under the influence of any illegal substances.

Hands On Dental Assistant Training, LLC. is committed to maintaining a comfortable and safe environment in which our employees can work, and our students can pursue their academic objectives. We are committed to helping promote and encourage healthy lifestyles for our students. If an instructor suspects a student is using drugs and/or alcohol the student will be dismissed and removed from the school.

There is no smoking allowed within any place in the dental office or training rooms. Smokers may smoke outside during a break.

Sexual harassment

Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and/or staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated.

Student Services

Parking

We value our students and want to make sure they are always in a safe learning environment. The parking lot is small but lit up. Always make sure you leave together and stay alert. In the event of an emergency or that you suspect something suspicious, please call 911.

Academic Support

Any student who feels like s/he needs extra help should contact Fatima at handsondat@gmail.com, and an appointment will be scheduled.

Equipment

We use state of the art dental equipment in the School. Conventional radiology equipment, dental chairs, dental tools, and dental materials used to teach students how to mix dental cements and how to perform dental impressions of teeth.

Job Placement

Although we cannot guarantee 100% job placement upon successful completion of the program, we can confidently state that there is a job market for dental assistants. We offer resume building workshops to our students and mock interviews, so they are well prepared for a dental career.

Other

A restroom and break room (with a microwave and refrigerator) are available.

Student Rights and Responsibilities

Students have the right to view their grades at any given time as well as their records. Students will receive a student ID when registering. They are required to wear that ID with their scrubs to all classes and their externship. It is the responsibility of the student to communicate with the Instructor or Director if s/he is experiencing difficulty with the aspects of the program.

Code of Conduct

Hands On Dental Assistant Training, LLC., believe that students and staff should always conduct themselves in a professional manner. This means coming to class with required materials, wearing scrubs, having one's hair pulled back (if applicable), and refraining from being under the influence of alcohol and/or illegal drugs while in the learning environment. If dismissed due to not following the code of conduct, students will not be able to reapply for six months. Students are expected to purchase their scrubs and wear their scrubs during each class session. Students are expected to wear gloves, masks, and protective glasses that are provided for all sessions.

School administration reserves the right to terminate a student on any of the following grounds:

- Not complying with rules and regulations
- Unprofessional conduct.

- Unsatisfactory academic progress
 - Excessive absence or lateness
 - Failure to pay fees when due
 - Cheating
 - Falsifying records
 - Breach of enrollment agreement
 - Carrying a concealed or potentially dangerous weapon
 - Sexual harassment
 - Harassment of any kind including intimidation and discrimination
 - Entering school while under the influence of alcohol, drugs, or narcotics of any kind.
- If a student feels they are being dismissed unfairly, they should contact the Director, Fatima Oglesby-Morris at handsondat@gmail.com.

Grievances

Students are expected to address any disagreements or conflict directly with the individual involved with a written document outlining the complaint. After this, if there is no satisfactory resolution, the student must set an appointment by phone to meet the director. All communications regarding the complaint must be in writing, all meetings and communications will be documented in the student file. Every attempt of a satisfactory resolution will be made. Any complaint made by students will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

If the complaint cannot be resolved after exhausting the school's grievance procedure, or the student believes the problem has still not satisfactorily been resolved than he or she may (as a last resort) contact: Commission Chair

D.C Higher Education Licensure Commission
1050 First Street, NE 5th Floor
Washington, DC 20002

Evaluations

We care about our students and want to ensure they are getting the highest quality of education. In order to make sure of this, students are asked to fill out a course evaluation at the end of their courses to get feedback and to make sure they feel they are getting the education they deserve. The evaluations are anonymous and taken very seriously. We make sure our instructors attend continuing education classes frequently to stay up to date in the dental health care field of education.

Information about the performance of programs that are approved will be provided to students and upcoming students. The scope of the information ranges from program enrollment, rate of completion, rate of placement, and if viable, the passing rates of graduates on licensure examinations. For more information, the following are the catalog supplements.

For any student who is interested in accessing performance data, please contact the Office of Proprietary Schools

D.C Higher Education Licensure Commission
1050 First Street, NE,5th Floor
Washington D.C