



ATLANTA ACADEMY
— OF DENTAL ASSISTING —

STUDENT CATALOG

**2864 JOHNSON FERRY ROAD, SUITE 250
MARIETTA GA. 30062**

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www.atldentalassistant.com





Mission Statement

The Atlanta Academy of Dental Assisting strives to provide an affordable, quality education that equips students with the knowledge and skills they need to succeed in the dental field. The school's mission is to connect students with the training needed for a great career, and graduate with little or no debt. The school is committed to providing a quality education that meets the needs of its students.

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Dear Students:

The Atlanta Academy of Dental Assisting is committed to your long-term success and transition into a meaningful post-secondary choice for future study and opportunities. With a clear focus on your learning, we provide you with rich and engaging experiences. Our courses have been developed to provide you with opportunities to explore the career of dental assisting. We have an environment that will help you grow your strengths and develop a new skill. The skills developed in dental assisting, along with the preparation we offer is to successfully transition to becoming a successful dental assistant.

This catalog provides you with information about our course. This catalog will also serve as a resource to you throughout the course as a reference guide that lists curriculum and other information. Please take the time to carefully review the catalog to gather more information on the program.

On the first day of class, we hold new student orientation. During this time, we will cover the course objectives, course catalog, and the enrollment agreement. New students will be oriented in person, and this will include the institution's rules and policies as well as obtain the necessary documents. We also speak to each student individually to ensure that the student is successful in this program.

Our instructors and administrators will work with you to ensure your continued success in meeting graduation requirements and to be certain our program meets your interests and needs.

Sincerely,

Charrease Oliver, School President

c.oliver@atldentalassistant.com

Staff and Qualifications:

Charrease Oliver

DA

Expanded Functions Dental Assistant

Bachelors of Science in Informatics

CPR

HIPPA Compliance Certificate

Atlanta Academy of Dental Assisting®

Atlanta Academy of Dental Assisting offers hands on learning. We use the latest in technology to explore dental assisting in a dental office. Dental assisting courses are taught by highly qualified, dental assistant instructors. Atlanta Academy of Dental Assisting awards diplomas expanded functions dental assistant certificates, dental radiology certificates, and CPR cards. Program certificates can be recognized by dentist and dental employers in the state of Georgia. We also offer career services and job placement assistance.

What is a Dental Assistant?

Dental assistants are a vital part of the dental office staff. Dental assistants perform many tasks ranging from: providing patient care, taking x-rays, record keeping, verifying insurance, and scheduling appointments. Their duties vary by offices and by the type of dental specialty an assistant is employed by.

Is Atlanta Academy of Dental Assisting accredited?

Atlanta Academy of Dental Assisting is governed by GNPEC and the Georgia Board of Dentistry. We maintain high standards to ensure our programs meet the requirements for dental assisting education.

Atlanta Academy of Dental Assisting Career Training

The Atlanta Academy of Dental Assisting courses for adults and high school students are offered year-round. Training is one night per week for 20 weeks depending on your chosen schedule. A limited number of students will be selected for each beginning class. Prior year's enrollment, graduation, job placement statistics and accreditation status can be found at the following link: <https://atlantaregional.org/workforce-economy/services-for-employers-trainers/training-provider-resources>. To find out more information about our advisor Dr. R. Gittelman DDS, please visit: <https://www.rgittelmandds.com/>

Textbook and Fees

There are no course prerequisites. Students who are interested will apply and select determine the start date they are interested in.

Tuition and Fees

Tuition	\$ 4,500
Book/Portal	\$ 116
Supplies (PPE, CPR, Lab maintenance)	\$ 2,284
Scrubs	\$ 100
Total	\$ 7,000

Text: Modern Dental Assisting, 11th Edition, Hazel Torres, Linda Boyd, Ann Erlich, Doni Bird, Debbie Robinson, W.B. Saunders.

Program Outline

Units		
Unit 1-	A review of dental terminology with a list from anatomy, physiology, and prevention. Terminology related to anatomic development, landmarks, and annotating of human dentition. Comprehensive structures and functioning of the oral cavity, face, & skull. Prevention of Disease (Dental) & Disease Transmission, Medical and Surgical Asepsis, Barrier and Protective Isolation Techniques Microbiology, and Preventative Dentistry.	30 Hours
Unit 2	A review of the terminology lists from Instruments sterilization, microbiology, caries, restorative dentistry, and anesthesia. History of dentistry, comprehensive health history & effective patient communication. Examination technique & tray set ups including knowledge of instruments & burs. Use & care of the operating equipment. Temporary & permanent cements; placement of bases & liners, including indications & uses. Composite/Resin & Acid	40 Hours

	<p>Etch, *applying desensitizing agents during restorative treatment placing cavity liners and varnish over the unexposed pulp. Amalgam-safety precautions, indications and uses. Matrix & wedge indications, assembly & placement techniques.</p> <p>Dental Radiology, the study of the various methods to capture radiographs in a dental office. Understanding the safety guidelines in place for radiographs.</p> <p>Study diseases of the dental pulp. Topical anesthetic, local and general anesthesia - contraindications and application techniques, dental materials storage, and patient education. *Nitrous oxide administration and monitoring.</p>	
Unit 3	<p>*Construction of study casts using alginate impressions to prepare nightguards, bleaching trays, and orthodontic retainers. Students will perform methods of disinfection, materials, properties, equipment, and manipulation.</p> <p>Gypsum - materials, properties, equipment, bite registration - waxes and paste techniques. Mouth guards - indications, uses, materials, and equipment. Custom trays- indications for use, materials, equipment, quadrant, and full arches. Impression materials - preliminary and final, preparation, manipulation, and equipment for both fixed and removable prosthesis. Removable Prosthesis - types and uses, obtaining alginate impressions for prosthetic repairs, material and equipment, Fixed prosthesis - types, materials, and equipment. Temporary crown and bridge fabrication, manipulation, *packing and removing retraction cord, final impression assistance, selection of cements.</p> <p>Charting - documentation of oral conditions with accuracy and completeness. Periodontal charting - documentation of periodontal health. A review of terminology lists from the following subjects: Construction of study casts, removable/ fixed prosthesis charting/pharmacology.</p>	30 Hours

Unit 4	<p>Construction of study casts alginate - Methods of a review of the terminology lists from Human Relations, Office/Telephone procedures, Dental Specialty, Rubber Dams. Dental Specialty - diagnosis and treatment planning, classifications of malocclusions and appliances.</p> <p>Endodontics - diagnosis and treatment planning, materials, and techniques. Pathology - diagnosis and treatment planning and identification of abnormal conditions. *Rubber Dam - placement and removal of the dam for various procedures. Re-bond bonded brackets during orthodontic</p> <p>procedures. Remove bonded brackets with hand instruments, complete review of skills for red module clinical procedures.</p>	30 Hours
Unit 5	<p>Periodontics - Diagnosis and treatment planning, material and techniques. *Placing dry socket material, Placement and removal of periodontal dressing and periodontal charting.</p> <p>Oral Surgery - Diagnosis and treatment procedure and techniques. The Dental Assistant's role. Sutures - Techniques for placement and removal for various procedures including oral surgery periodontal surgery and biopsy in addition to review of white and blue module clinical procedures.</p>	30 Hours
Unit 6	A review of Red, White, Blue, Green and Yellow Modules.	20 Hours
Externship	Hours in a dental office verified by dental staff sign off	40 Hours
Total:		220 Hours

*Expanded duties dental assistant procedures are cover with each module. This includes the following recognized expanded duties in Georgia:

- Apply desensitizing agents to all tooth surfaces prior to cementation of temporary restorations and crowns, bridges, or inlays.
- Place cavity liner, base, or varnish over unexposed pulp.
- Intraoral fabrication of temporary crowns and bridges.
- Perform face bow transfer.
- Make impressions to be used to repair a damaged prosthesis.
- Place periodontal dressing.

- Redressing (not initial placement of dressing) and removing dressing from alveolar sockets in post-operative osteitis when the patient is uncomfortable due to the loss of dressing from the alveolar socket in a diagnosed case of post-operative osteitis.
- Make impressions to be used to fabricate a night guard (bruxism or muscle relaxation appliance). All adjustments must be performed extra orally. Final adjustment must be made by the dentist.
- Monitor the administration of nitrous oxide/oxygen; turn off nitrous oxide/oxygen at the completion of the dental procedure and adjust the level of nitrous oxide/oxygen, but only following the specific instructions of the dentist.
- Apply topical anticariogenic agents.
- Apply pit and fissure sealants, and primer and bonding agents to etched enamel or dentin; and light-cure with a fiber-optic light source (not to include the use of a laser device).
- Packing and removing retraction cord, as prescribed by the dentist
- Changing of bleaching agent, following initial applications by the dentist, during the bleaching process of vital and non-vital teeth after the placement of a rubber dam; and applying the fiber-optic light source of a curing light for activation of the bleach.
- Re-bond brackets for orthodontics.
- Remove bonded brackets with hand instruments only.
- Make impressions for passive orthodontic appliances.
- Apply primer and bonding agents to etched enamel or dentin, and light cure with fiber-optic light source.

Course Details

Dental Assisting Course: Red Module - Unit 1

Delivery Format: Lecture, applied demonstration, group exercise, directed self-study and laboratory applications.

Prerequisite: None

Description:

A review of dental terminology with a list from anatomy, physiology, and prevention. Terminology related to anatomic development, landmarks, and annotating of human dentition. Comprehensive structures and functioning of the oral cavity, face, & skull.

Prevention of Disease (Dental) & Disease Transmission, Medical and Surgical Asepsis, Barrier and Protective Isolation Techniques Microbiology, and Preventative Dentistry.

Objectives:

To be competent in spelling and definitions of the terminology in the fields of anatomy, physiology, and prevention. Students will be competent and be able to identify anatomic landmarks of the face, skull, and oral cavity. Complete competency in annotating of human dentition is to be expected. Students will be competent in all areas of disease prevention control, or infection control, and will develop skills for performance in the profession. Students will learn how to apply bleaching agents during in office teeth whitening using fiber-optic light source as well as other factors of aesthetics.

Outline:

Students will sanitize, sterilize, and disinfect (instruments in lab area). The student will be aware of microorganisms, etiology, and disease transmission, patient education of preventative dentistry. Fluoride varnish and anticariogenic application benefits, placing sealants, and causes and correction of desensitization agents as well as when to use of desensitizing agents.

Dental Assisting Course: White Module – Unit 2

Delivery Format: Lecture, applied demonstration, group exercise, directed self-study and laboratory applications.

Prerequisite: Red Module

Description:

A review of the terminology lists from Instruments sterilization, microbiology, caries, restorative dentistry, and anesthesia. History of dentistry, comprehensive health history & effective patient communication.

Examination technique & tray set ups including knowledge of instruments & burs. Use & care of the operating equipment. Temporary & permanent cements; placement of bases & liners, including indications & uses. Composite/Resin & Acid Etch, *applying desensitizing agents during restorative treatment placing cavity liners and varnish over the unexposed pulp. Amalgam-safety precautions, indications and uses. Matrix & wedge indications, assembly & placement techniques.

Dental Radiology, the study of the various methods to capture radiographs in a dental office. Understanding the safety guidelines in place for radiographs.

Study diseases of the dental pulp. Topical anesthetic, local and general anesthesia - contraindications and application techniques, dental materials storage and patient education. *Nitrous oxide administration and monitoring.

Objectives:

Students will be competent in terminology as related to the study of Instruments, Sterilization, Microbiology, Caries, Restorative Dentistry, and Anesthesia. Students will be competent in terminology as related to the study of Instruments, Sterilization, Microbiology, Caries, Restorative Dentistry, and Anesthesia. At the conclusion of this week, will know the dental health team & various specialties. Understand the concepts & perform 4 & 6 handed dentistry, understanding oral evacuation. Name & describe the pieces of equipment found in the dental office. Name and describe various burs, complete health history. Recognize diseases or conditions that may alter dental treatment. Know the qualities of a good dental assistant. At the conclusion of this week the student will be able to: Define the use & application of pulp cap. Describe the uses & application of cements & bases & liner for restoration procedures: understand the Indication & contra indications for amalgams & composites. At the

conclusion of this week, the student will be able to describe a list of treatments for hyperemia and pulpitis, list and describe the habits affecting the dentition. All the conclusion of this week, the student will review any skills during this module, or any taken up to this point that they need to review.

Outline:

Terminology consists of a word list of 20 to 30 words per list words are covered as they are discussed during lecture at 5 to 15 words per day. This week consists of competencies on dental health history. Effective patient communication, examination techniques, dental operator equipment, and burs. This week competencies which students will practice mixing cements, bases, & liners & varnishes. Assists in amalgam restoration, composite restoration, application of the matrix & wedges. Indications & contraindications of each. This week consists of competencies that students will use to implement the understanding of cavity classifications, diseases of the dental pulp, nitrous oxide monitoring, anesthesia. There are competencies that the students must complete, 1) Identify the numbers or letters of the teeth 2) Demonstrate sterilization of Instruments 3) Review anatomical landmarks in addition to other skills that they have taken up to this point.

Dental Assisting Course: Blue Module - Unit 3

Delivery Format: Lecture, applied demonstration, group exercise, directed self-study and laboratory applications.

Prerequisite: White Module

Description:

*Construction of study casts using alginate impressions to prepare nightguards, bleaching trays, and orthodontic retainers. Students will perform methods of disinfection, materials, properties, equipment, and manipulation.

Gypsum - materials, properties, equipment, bite registration - waxes and paste techniques. Mouth guards - indications, uses, materials, and equipment. Custom trays- indications for use, materials, equipment, quadrant, and full arches. Impression materials - preliminary and final, preparation, manipulation, and equipment for both fixed and removable prosthesis. Removable Prosthesis - types and uses, obtaining alginate impressions for prosthetic repairs, material and equipment, Fixed prosthesis - types, materials, and equipment. Temporary crown and bridge fabrication, manipulation, *packing and removing retraction cord, final impression assistance, selection of cements.

Charting - documentation of oral conditions with accuracy and completeness. Periodontal charting - documentation of periodontal health. A review of terminology lists from the following subjects: Construction of study casts, removable/ fixed prosthesis charting/pharmacology.

Objectives:

Students will understand the properties and be competent in the manipulation of impression materials and gypsum products in the construction of study casts and fabrication of custom trays. Students will be knowledgeable on different types of prosthetic appliances and will be competent to take impressions for repairs and fabricate temporary crowns and bridges, as well as prosthetics. The student will be competent in charting present and needed conditions in the mouth and periodontium as directed by the dentist, and knowledgeable in storing and managing office medications. The students will be competent in spelling and definitions of terminology in the fields of Study Casts, Removable/Fixed Prosthesis, and Charting/Pharmacology, placing periodontal dressing, and capturing face bow transfer with bite registration.

Outline:

Terminology consists of a word list of 20 to 30 words per list words are covered as they are discussed during lecture at 5 to 15 words per day. This week consists of competencies on dental health history. Effective patient communication, examination techniques, dental operator equipment, and burs. This week's competencies, which students will practice mixing cements, bases, & liners & varnishes. Assists in amalgam restoration, composite restoration, apply primer and bonding agent application of the matrix & wedges. Students will understand the indications & contraindications of each.

This week consists of competencies that students will use to implement the understanding of cavity classifications, diseases of the dental pulp, nitrous oxide monitoring, anesthesia. There are competencies that the students must complete, 1) Identify the numbers or letters of the teeth 2) Demonstrate sterilization of Instruments 3) review anatomical landmarks in addition to other skills that they have taken up to this point.

Dental Assisting Course: Green Module - Unit 4

Delivery Format: Lecture, applied demonstration, group exercise, directed self-study and laboratory applications.

Prerequisite: Blue Module

Description:

Construction of study casts alginate - Methods of a review of the terminology lists from Human Relations, Office/Telephone procedures, Dental Specialty, Rubber Dams. Dental Specialty - diagnosis and treatment planning, classifications of malocclusions and appliances.

Endodontics - diagnosis and treatment planning, materials, and techniques. Pathology - diagnosis and treatment planning and identification of abnormal conditions. *Rubber Dam - placement and removal of the dam for various procedures. Re-bond bonded brackets during orthodontic

procedures. Remove bonded brackets with hand instruments, complete review of skills for red module clinical procedures.

Objectives:

Students will be competent in terminology as related to the study of Human Relations, Office/Telephone procedures, Dental Specialties at the conclusion of this week. The students will be able to distinguish different telephone techniques, know the importance of effective appt. control, scheduling procedures, filing records and charts, inventory control, ordering supplies. At the conclusion of this week the student will be competent in dental specialties such as endodontics with and understanding of using a vitalometer, pulp testing, the rubber dam, instruments, and materials used during application of the rubber dam, oral pathology - the different types of oral pathology.

Outline:

Terminology consists of word list of 25 to 30 words are covered as they are discussed during lecture at 5 to 15 words per day. The students will use competencies on a pulp test, placement of a rubber dam, indications for endodontics, endodontic instruments and materials used. There are competencies that the student must complete 1) identify the numbers and letters of the teeth 2) demonstrate sterilization of instruments 3) review anatomical landmarks in addition to other skills that they have taken up to this point.

Dental Assisting Course: Yellow Module - Unit 5

Delivery Format: Lecture, applied demonstration, group exercise, directed self-study and laboratory applications.

Prerequisite: Green Module

Description:

Periodontics - Diagnosis and treatment planning, material, and techniques. Placement and removal of periodontal dressing and periodontal charting. Oral Surgery - Diagnosis and treatment procedure and techniques. The Dental Assistant's role.

Sutures - Techniques for placement and removal for various procedures including oral surgery periodontal surgery and biopsy in addition to review of white and blue module clinical procedures.

Objectives:

At the conclusion of this week the students will be able to name and describe the different types of Periodontal disease, symptoms of periodontal charting. Reason for periodontal. assisting with simple extraction, demonstrate suture removal, name the periodontal and oral surgery instruments, redressing and removing dressing from the alveolar socket to treat dry socket. There are competencies that the student must complete 1) identify the numbers and letters of the teeth 2) demonstrate sterilization of instruments 3) review anatomical landmarks in addition to other skills that they have taken up to this point. Students will

Outline:

This week consists of competencies related to Periodontics and oral surgery.

Dental Assisting Course: Orange Module – Unit 6

Delivery Format: Lecture, applied demonstration, group exercise, directed self-study and laboratory applications.

Prerequisite: Yellow Module, Red Module, Greene, Module, White Module, and Blue Module.

Description:

A review of Red, White, Blue, Green and Yellow Modules.

Objectives:

To be competent in the fields of anatomy, physiology, Chairside procedures radiology and prevention of cross contamination.

Outline:

Review of all previous modules using the Modern Dental Assisting, 11th Edition, Hazel Torres, Linda Boyd, Ann Erlich, Doni Bird, Debbie Robinson, W.B. Saunders

Expectations for Students and staff

Motivate students to live up to the expectations through positive reinforcement. Use good judgment to prevent minor incidents from becoming major problems.

Responsibilities of Administrators

Respect all members of the school community. Implement the standards of school policy and all disciplinary procedures in a fair and consistent manner. Inform all school personnel, parents, and students of discipline policies. Review and act upon allegations and requests from school personnel concerning violations. Teach proper behavior and positively reinforce rules of conduct. Maintain a learning environment that provides for professional success. Hold students accountable for disorderly conduct on campus and on campus grounds. Address rule violations with multiple strategies. Use professional judgment to prevent minor incidents from becoming major problems.

Responsibilities of Students and Entrance Requirements

All prospective students must have or be working toward a high school diploma or its equivalent to complete an application for admission.

Respect all members of the school community. Understand and comply with school rules and professional expectations, including the Expectations and Responsibilities listed in the Student Catalog. Comply with the School's policies. Behave in a manner that focuses on professional success. Be responsible and accountable for the rules of the Atlanta Academy of Dental Assisting.

Transfer Credit Policy

The Atlanta Academy of Dental Assisting does not honor credits from other institutions. The credits earned at the Atlanta Academy of Dental Assisting will not transfer to other institutions.

Responsibilities of Parents/Guardians and Advocates

Respect all members of the school community. Respect, understand, and support school rules and regulations. Respect, understand, and support the policies of The Atlanta Academy of Dental Assisting. Recognize and understand that school personnel must enforce school rules. Teach children to respect the rights of others and follow school rules. Emphasize the importance of being prepared for school and adhering to school rules to foster professional success.

Attendance Policy

Instructors take roll at the beginning of each class lecture and clinic. Students arriving to class more than five (5) minutes late are considered tardy. After a student accumulates three (3) tardy warnings, they will receive one (1) absence.

It is highly recommended that the students attend all classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan on attending all classes. After three missed classes, the student will be terminated from the program.

Students are required to complete 40 hours internship/externship in a dental office of their choice. Internship/externship hours are mandatory.

Unlawful Harassment

Atlanta Academy of Dental Assisting is committed to providing an environment that is free of discrimination, unlawful harassment, and sexual violence. Sexual harassment including sexual violence is discriminatory and unlawful. Actions, words, jokes, emails, materials, or comments based on an individual's race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital status, genetic tests, genetic information or any other legally protected characteristic is unlawful and will not be tolerated. Sexual harassment, which includes sexual violence is a form of sex discrimination and misconduct that is demeaning to another person, undermines the integrity of the employment and academic environment, and is strictly prohibited.

The purpose of the Atlanta Academy of Dental Assisting's policy is to prevent unlawful harassment and to offer an individual who believes he/she has experienced such harassment a swift and secure means to end it. The Atlanta Academy of Dental Assisting regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others within the Atlanta Academy of Dental Assisting setting are subject to the full range of internal institutional disciplinary actions, including separation from the Academy. Unlawful harassment need not be intentional to violate this policy.

The Atlanta Academy of Dental Assisting encourages anyone who wants to report an incident of unlawful harassment or any form of discrimination to promptly report the matter. Individuals can raise concerns and make reports without fear of

reprisal and will not be retaliated against for reporting incidents of harassment or discrimination.

Bullying

Atlanta Academy of Dental Assisting recognizes all the Georgia state laws that cover bullying.

- Georgia Code Annotated §16-5-61. Hazing Site exit disclaimer
- Georgia Code Annotated §20-2-145. Character education Site exit disclaimer
- Georgia Code Annotated §20-2-751.4. Policies prohibiting bullying; assignment to alternative school; notice Site exit disclaimer
- Georgia Code Annotated §20-2-751.5. Student codes of conduct; safety rules on school buses; distribution Site exit disclaimer
- Georgia Code Annotated §20-2-751.6. Disciplinary policy for students committing acts of physical violence against teacher, school bus driver, or other school official or employee Site exit disclaimer
- Georgia Code Annotated §20-2-1181. Disrupting public school penalty Site exit disclaimer
- Georgia State Board of Education Administrative Rule No. 160-4-8-.15. Student Discipline Site exit disclaimer

Dress Code

Students are required to wear scrubs and lab jacket provided with the student kit. Students are required to wear closed toe shoes. Students must report to class in a groomed professional manner in respect for themselves and others.

Readmittance Policy

The Atlanta Academy of Dental Assisting's readmittance policy is based on integrity and professionalism. We expect all our students to conduct themselves in a manner respectful to other students and faculty members. Student should be self-starters and should be in attendance for each class. Should a student's attendance, performance, or grades drop below passing, the student's enrollment will be brought before the institution for review. If dropped by the institution or for personal reasons, the school holds the right to readmit or approve readmission based on the students account standings.

Drug and Alcohol Policy

Atlanta Academy of Dental Assisting's is a drug/alcohol free Academy. The consumption, possession, and/or distribution of alcohol and other drugs are prohibited on the campus. Also being under the influence of alcohol or other drugs on school campus is prohibited. Any student who is found to have violated the Academy's alcohol and drug policy will be terminated and not allowed to return to the Academy without proof of treatment.

Breaks

Students will have a 10-minute break for every hour of lecture time.

Holidays that will be observed

Thanksgiving, Christmas Eve, Christmas, Labor Day, Memorial Day, Martin L. King Day, New Year's Day

Withdrawal Procedure

Those wishing to withdraw for illness or personal reasons may resume their course of study in the next class series with no penalty. They may repeat the already completed sessions if desired at no additional charge or pick up where they left off. If a student wishes to withdraw and not return to the course, he/she must first contact and inform the Academy President at 678-687-2617. He/she will then be dropped from the course and the refund policy will be enforced. (See Refund Policy section below)

Refund, Cancellation, Readmission and Extenuating Circumstances

Students have 72 hours from the date of the enrollment agreement to cancel or rescind any agreement to become a student at the Atlanta Academy of Dental Assisting. In the event of any such cancellation or rescission, the student shall receive a refund of the total tuition and fees, (not including uniform cost), paid toward tuition at the time of the execution of the enrollment agreement.

Students must follow the following steps to withdraw and receive any refunds.

1. Students wishing to withdraw must send an email to c.oliver@atlentalassistant.com requesting a withdrawal form
2. Students must sign and complete a withdrawal form and submit that form to the president of the campus.

3. Student shall return any items or equipment to the school.
4. Student understands that the withdrawal form date will be used as the last date of enrollment to calculate any refunds.

Students requesting to withdraw for illness or personal reasons may resume their course of study in the next class series. They may repeat the completed sessions if desired or pick up where they left off. If a student wishes to withdraw and not return to the course, they must send an email to c.oliver@atlDentalassistant.com requesting a withdrawal form and follow the instructions to withdraw.

Refunds are granted at a prorated percentage based on the amount of the program completed, up to 50%. For example, in cases where tuition has been paid in full. If 20% of the program has been completed, they are due back an 80% refund (when paid in full). Amounts due for refunds are paid within 45 days of the withdrawal.

If students are being financed, they will follow the refund and cancellation policies outlined by their financing company. There is no refund for students that have completed more than 50% of the program.

Campus Security Policy

All students are required to wear school uniform when in class. The school will not supply lockers or a place to store valuable possessions. Students may choose to either leave their purses, wallets, or any other possession at home, in their vehicle or in class at their own risk. No firearms are allowed on the school campus at any time.

Items listed in this catalog are subject to change without prior notice.

Career Services

Atlanta Academy of Dental Assisting will direct and manage career services as it aims to assist all students and alumni with the search for a position as a dental assistant.

The students, with the help of their instructors preform mock Interviews to get the students prepared. The students are required to put together a folder with a resume and cover letter with a list of questions for the employer to prepare for the job search.

Atlanta Academy of Dental Assisting will assist with the preparation of the student resume. Atlanta Academy of Dental Assisting cannot guarantee employment.

Learning Resources

The Atlanta Academy of Dental Assisting has extra Books in the classroom for the students and access to a computer for YouTube videos that teach also the internet has Dentistry sites that can help with lessons and hands on experience. There are past Graduates that come to the school to talk to students and answer questions.

Continuing Education and Webinars

Dental Care.com
Colgate Oral Health Network
Dental Post
Viva Learning

Books in the Classroom

Dental Dictionary
Dental Assisting Instrument Book
Dental Assisting a Comprehensive Approach
Essentials of Dental Assisting

Description of Facilities and Equipment

Our campus is an intimate setting to accommodate small class sizes. Our facilities include a lecture room, dental clinic, sterilization room, and dental lab. Our hands-on training is made possible using dental office equipment to get the students familiar with the type of things they will encounter in a dental office. Some of the equipment used includes:

Autoclave
Digital X-Ray unit
Dental Chair
Dental handpieces
Dental Suction
Dental Procedure Equipment
and more...

Student Conduct and Complaint Policies

Students can file a complaint in writing via email addressed to the campus president. Complaints should be sent to info@atldentalassistant.com. The president will review and respond to all complaints within 24 hours. After submitting a complaint, the president will make sure the situation is resolved in the best way possible for all parties in a timely fashion. If the

student is unhappy with the decisions from the president, the student has the right to submit the complaint through the GNPEC complaint portal.
<https://gnpec.georgia.gov/student-resources/complaints-against-institution>.

GNPEC Office
2082 E. Exchange Place
Tucker, GA 30084
Phone- 770-414-3300

Grading Policy and Transcript Request

A graduation certificate will only be awarded to those students completing the program with a 70% or above grade average. Those students whose grade average is below 70% will not receive a diploma but will be allowed to retake the entire course (if desired) at a reduced fee. The grading policy is 100 to 90 is an A 89 to 80 is a B 79 to 70 is a C below 70 is a F.

To obtain a copy of your transcript, please request a Transcript Request Form by emailing c.oliver@atldentalassistant.com. Ensure that you provide accurate personal information and details, including your full name, start date, and the specific destination for the transcript delivery on the form. Standard processing times apply.

Graduation Requirements

Students will complete 180 instructional hours and 40 hours of intern/externship to graduate from the dental assisting program. To be awarded a diploma, the student will have earned a minimum of 220 credit hours and exhibits the proper skills needed to become a dental assistant.