



## Northeast Collaborative School of Dental Assisting

### **ENTRANCE REQUIREMENTS:**

Applicants must be 18 years of age and possess a high school diploma, passed a high school equivalency (GED) test or have recommendation from technical high school/charter school within one year of graduation. Applicants may submit an application for admission in person or by mail. All applications must be submitted prior to the first day of class. A copy of your High School diploma or GED or secondary school transcript from Charter School will be required within 5 years of graduation. Nontraditional students transitioning to this health care career shall be interviewed prior to admission. No late enrollments will be accepted. All applicants are required to meet for a personal interview with the school Director or associate prior to admission.

Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to age, race, creed, sex or national origin.

### **SCHEDULE OF DATES**

There are three (3) training sessions per calendar year as follows:

- Mid-January – End of April (Saturdays from 9am – 3pm)
- Mid-May – End of August (Tues/Thurs evenings from 6pm-9pm)
- Mid-September – End of December (Saturdays from 9am – 3pm)

Students may enroll from one to three months prior to the beginning of a new quarter. Deadline for enrollment is the last business day before the first day of class. No late enrollments will be accepted. A guided tour to the facility and a personal interview is required with the school director or associate prior to admission.

### **CURRICULUM**

The Dental Assisting program involves thirteen weeks of “hands on” training where students have an opportunity of practicing the various routine of chair-side assisting. The program length is 128 clock hours combining 78 hours of lecture/lab plus 50 hours of externship arranged for students within our preceptor/collaborative of general and specialty offices.

**PROGRAM COST INCLUDES:** (Customized Career Material – Dental Resume using transferrable skills/work experience unique to each student; Double-sided business cards; cover letters unique to each student highlight resume qualities for accenting employment opportunities; Interview workshop; Practice Management Software Tools (DENTRIX; Eaglesoft; Open Dental) & Digital Impression Software/Protocol; 3-Dimensional BWX; Extraoral projections of Panoramic and CT Scan Instructions; Live Patient Full Mouth Series at no charge)

At the completion of the thirteen-week portion of the training, the students must have successfully completed a **50-hour externship** in a local dental office under our collaborative agreement and evaluations included in computation of final grade point average.

Please [click here](#) to see a complete listing of programs and courses with description and duration.

#### **LECTURE SERIES – SUBJECT DESCRIPTION**

##### **DA 101 - Introduction to the Profession - (1 hour of lecture)**

Students are introduced to the profession of Dentistry and the responsibilities of the dental health team which includes the dentist, hygienist, the front office personnel and the back office personnel.

(Prerequisite: None)

##### **DA 102 - Ethical and Legal Issues - (1 hour of lecture)**

Students will learn the ethics governing dentistry and the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include licensure procedures and credentialing. (Prerequisite: None)

##### **DA 103 - Dental Radiography - (1 hour of lecture)**

Students will learn the basic principles of X-Ray. The operating principle of the X-Ray Machine is also discussed. Topics also include types of film exposures and film processing errors. (Prerequisite: None)

##### **DA 104 - Human Dentition - (1 hour of lecture)**

Students will learn the form and structures of the human natural teeth in the dental arch. Topics also include the method of identifying teeth by using the Universal Numbering System for permanent and primary teeth. (Prerequisite: None)

##### **DA 105 - Composition of Teeth and Dental Terminology - (1 hour of lecture)**

Students will learn the different parts of the tooth. Topics include cervix, apex, dental pulp, tissues of the teeth such as enamel, dentin and cementum. Also includes discussion of anatomical landmarks of the tooth and dental terminology. (Prerequisite: None)

##### **DA 106 - Tissues Surrounding the Teeth - (1 hour of lecture)**

Students will learn the tissues supporting the human teeth. Topics include the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium.

(Prerequisite: DA104)

##### **DA 107 - Bones of the Head - (1 hour of lecture)**

Students will learn the basic anatomy and physiology of the human skull. Topics include the cranium and the bones of the face. (Prerequisite: None)

##### **DA 108 - Muscles of the Head and Neck and Temporomandibular Joint (TMJ) and Paranasal Sinuses - (1 hour of lecture)**

Students will learn the muscles of the head and neck and the temporomandibular joint which connects the maxillary and mandibular jaws. Topic also includes paranasal sinuses which are the air cavities in the bones above and each side of the nasal cavities. (Prerequisite: None)

**DA 109 - Oral Pathology - (1 hour of lecture)** Student will learn the nature of diseases that affect oral structures and regions nearby. Topics include discussion on how to distinguish normal from abnormal conditions in the oral cavity. (Prerequisite: None)

##### **DA 110 - Oral Cavity, Salivary Glands and Immune System - (1 hour of lecture)**

Students will learn the cavity of the mouth and the salivary glands which are located outside the oral cavity. Topics include discussion of infectious diseases that can be transmitted from the patient in a dental environment. (Prerequisite: None)

##### **DA 111 - Dental Materials - (1 hour of lecture)**

Students will learn various materials used in dentistry. Topics include cavity varnishes and liners, dental cements, surgical cements/periodontal dressing, glass ionomer cements, composites, sealants and dental amalgams. (Prerequisite: None)

##### **DA 112 - Pediatric Dentistry - (1 hour of lecture)**

Specialty limited to the dental care of children. The students will learn the special requirements prior to treatment of children. Topics include informed consent from guardians, behavioral management of children during treatment and the common pediatric dental procedures. (Prerequisite: None)

**DA 113 - Removal Prosthodontics (RPD) - (1 hour of lecture)**

Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointment with patient. (Prerequisite: None)

**DA 114 - Fixed Prosthodontics - (1 hour of lecture)**

Complete restoration, or the replacement, of one or more teeth in a dental arch. The students will learn the different types of fixed prosthodontics restorations. (Prerequisite: None)

**DA 115 – Endodontics - (1 hour of lecture)**

More commonly referred to as Root Canal Therapy. The students will learn the steps in a root canal procedure and the different instruments and materials required. (Prerequisite: None)

**DA 116 - Topical and Local Anesthesia - (1 hour of lecture)**

Application of anesthetics to oral tissues. The students will learn the properties of anesthesia and when and where they are used. (Prerequisite: None)

**DA 117 – Orthodontics - (1 hour of lecture)**

Prevention and correction of dental and oral deviations. The students will learn the various types and causes of malformations and malocclusions and how they are corrected. (Prerequisite: DA104)

**DA 118 – Periodontics - (1 hour of lecture)**

Deals with the prevention and treatment of periodontal diseases which is the most common cause of tooth loss. The students will learn the causes of periodontal disease, symptoms, examination procedures and treatment. (Prerequisite: None)

**DA 119 - Oral Surgery - (1 hour of lecture)** Involves with removing of teeth, treating jaw fractures, bone and tissue grafts and removal of tumors and cysts and reconstruction of oral and dental deformities. The students will learn the various procedures and instruments use in oral surgery. (Prerequisite: None)

**DA 120 - Medical Emergencies in the Dental Office - (1 hour of lecture)**

Risk associated with providing medical and dental care. The students will learn how to respond to medical emergencies. (Prerequisite: None)

**DA 121 - Radiography In Depth Overview - (4 hours of lecture)**

The students will have an in depth review of subjects likely to be encountered on the state specific radiographic written examination. A good grasp of this subject will greatly enhance the student's likelihood of passing the written examination. (Prerequisite: DA103)

**DA 122 – Front Office Mgt. and Resume Preparation - (2 hour of lecture)**

Student learns front office duties, reception, record keeping, patient scheduling and general office management/maintenance. The students will also learn how to write effective resumes. (Prerequisite: None)

**LAB SESSIONS – SUBJECT DESCRIPTIONS**

**LAB 101 - Dental Chair and Infection Control (PPE) – (1 hour of Lab)**

Students will learn the different components of the dental operatory and dental chair. They will be taught how to operate the dental chair and the various associated instruments

The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental clinic. (Prerequisite: None)

**LAB 102 – Infection Control: Maintaining the Operating Field, Dental Instruments and Trays - (1.5 hours of Lab)**

Students will learn the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. They will also learn the various dental instruments, how they are organized

to the tasks they are to perform and separated onto trays. During this session, a clinical video of the set-up and breakdown of dental operatory will be shown. (Prerequisite: LAB101)

**LAB103 – Infection Control: Treatment Preparation and Clean-up** - (1.5 hours of Lab)

Students will learn the procedures performed by the dental assistant prior to seating a patient in the operatory. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. They will also learn the various procedures required to be accomplished following dental treatment (Prerequisite: LAB101)

**LAB 104 - Radiography Basics and X-Ray Procedures** - (8 hours of Lab)

Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, DA103 & DA104)

**LAB 105 - Dental Charting** - (6 hours of Lab) Students will learn how to document 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. (Prerequisite: DA104)

**LAB 106 - Alginate Impressions, Laboratory Materials and Techniques** - (2 hours of Lab)

Students will learn that Alginate Impressions are taken in order to capture an accurate three dimensional duplication of a patient's teeth and/or surrounding tissues. Students are taught how to get alginate impressions. Students also learn to take impressions using silicon and gypsum. (Prerequisite: DA104)

**LAB 107 - Restorative Materials and Techniques** - (2 hours of Lab)

Students will learn the use of bonding agents to be used between the tooth structures and the restoration. They are taught to prepare bonding agents using various instruments. In addition to the actual demonstration, a clinical video of amalgam restoration and composite resin restoration is shown to the students during this session. (Prerequisite: None)

**LAB 108 - Pedodontic Procedures** - (2 hours of Lab)

Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. Students are also taught how to mix Zinc Oxide Eugenol (ZOE) base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: DA104 & DA111)

**LAB 109 - Removable Prosthodontics** - (2 hours of Lab)

Students will learn the steps involve in the fabrication and installation of complete (full) and partial dentures. Students are asked to practice putting tray set-ups together for each stage of removable and Prosthodontic fabrication and delivery. (Prerequisite: DA113)

**LAB 110 - Fixed Prosthodontics** - (2 hours of Lab)

Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries. (Prerequisite: DA114)

**LAB 111 - Endodontic Instruments and Procedures** - (2 hours of Lab)

Students will learn endodontics (root canal) procedures and the various materials and instruments use. Students are taught to place the rubber dam on the typodont. (Prerequisite: DA115)

**LAB 112 – Techniques in Administering Anesthesia** - (2 hours of Lab)

Students will learn the proper use of anesthesia in the dental practice. Students are taught how to load syringes, proper passing techniques and safe recapping techniques. (Prerequisite: DA116)

**LAB 113 - Placing Sealants and Home Bleaching** - (2 hours of Lab)

Students will learn that newly erupted and caries free teeth benefit from sealants. Students are taught how to apply sealants and bleaching techniques. (Prerequisite: None)

**LAB 114 - Periodontal Treatment, Coronal Polishing, Preventive Dentistry and Oral Hygiene** - (2 hours of Lab)

Students will learn the various steps and instruments used in sealing, fluoride administration, prophylaxis and coronal polishing. Students are taught the techniques in passing periodontal instruments. and learn to assemble the ultrasonic scaler correctly. Additionally, they learn the process of removing stained and soft deposits from the clinical crown of a tooth. (Prerequisite: DA118)

**LAB 115 - Oral Surgical Procedures - (2 hours of Lab)**

Students will learn the instruments needed for routine surgical and dental extraction. Students are taught instrument passing in the correct order for a typical tooth extraction and how they are passed over a patient. To further enhance classroom demonstration, a clinical video of oral surgical procedure is shown to the students during this session. (Prerequisite: DA119)

**LAB 116 – CPR Training and Certification - (2 hours of Lab)**

Students are taught how to administer Cardio Pulmonary Resuscitation. Training will be conducted by representatives of the local American Red Cross or Fire Department. Upon completion of this training students will be awarded Certificates of Completion. (Prerequisite: None)

**PRACTICAL EXAMS REVIEW/PRACTICAL EXAMS/FINAL EXAMS AND GRADUATION – (12 hours)**

**EXT101- EXTERNSHIP - (50 hours)**

Students will undergo fifty (50) hours of on the job training in the office of a practicing dentist to further enhance their hands on experience. This training could be conducted in the school premises or in the offices of other participating dentists (a list of participating dentist contracted with this school has been submitted to the state of NH Dept of Ed, Div of Higher Ed; Higher Ed Commission, Career School Licensing. (Prerequisite: Attendance and Satisfactory completion of week 1-13 of program)

**COMPLETION REQUIREMENT**

Upon completion of the thirteen week program, the 50 hour internship and all financial obligations to the school discharged/satisfied, only then can the grades, transcripts or certificates be awarded.

Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes. Students are responsible for all work missed during an absence and should contact an instructor regarding makeup work. Makeup work shall not be authorized for the purpose of removing an absence.

Saturday students may not miss more than one class and evening students may not miss more than two classes during a program term for a total of six hours. If a student misses two complete classes (twelve hours), the students must make up these classes the next time the program is taught. If a student misses more than two complete classes, the student will be terminated from the training program and must follow the institutional procedure for re-admittance. NOTE: A complete class is defined as a six-hour Saturday class or two three-hour weeknight classes. Also, students must attend both Dental X-ray classes to receive patient experience in preparation for the Radiation Health and Safety exam.

It is suggested that students arrive on time for all scheduled classes. Any time out of class (tardiness) will be treated as absence time.

Students must achieve a minimum of a 73% on the clinical and didactic exams by week 13 to have earned a certificate of completion.

**CANCELLATION AND REFUND POLICY:**

Enrollment application and student agreement (all contract forms) will comply with Pos1103.02(i)/RSA 361-B/RSA 188-D:23) (Pos 1103.07 (j) 1,2) as follows:

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid with the full return of unused books and supplies.

Three-Day Cancellation: Any buyer may cancel this transaction any time prior to midnight of the third business day after the date of this transaction (per RSA 188-D:23) (Pos 1103.07(j) 1,2). An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid with the full return of unused books and supplies. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund with the student’s return of unused books and supplies.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement after full tuition is paid, but prior to entering the school, is entitled to a refund of all monies paid **less the \$200.00 registration/administration fee and the student’s return of “unused books and supplies”**. **Refund of all monies paid less \$400.00 for books and supplies if not returned or not returned in an “unused” condition. (unused condition is specified as no pages removed or e-codes scraped to reveal access code and no written marks within pages)**

Please note, all refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal and students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

**TUITION**

The total cost for the Dental Assisting program:

Tuition:	\$ 4200
Administration/Registration Fee	\$ 200
Books/Supplies	\$ 400
Total Program Costs	\$ 4800

Note: Financial arrangements for tuition payments may be set forth at the time of enrollment as mutually agreeable to all parties with payment in full made prior to week 9.

**TRANSFER OF CREDIT**

Previous education and training cannot be applied to the courses offered by Northeast Collaborative School of Dental Assisting, LLC. Credits earned at NECSDA are not transferrable toward other educational facilities. Students must adhere to any state regulation put forth by the governing body in dentistry for any further training deemed required.

**COMPLAINT PROCESS**

Students may file a grievance with Northeast Collaborative School of Dental Assisting in writing. If the matter is not resolved, students may contact the Office of Career School Licensing, Department of Education, 101 Pleasant St, Concord NH 03301, (603) 271-6443