

ARK-LA-TEX DENTAL ASSISTING ACADEMY

910 Bert Kouns Industrial Loop Shreveport, LA 71118 # (318) 453-9589 Fax: # (318) 686-4505

Dear **Interested Student**,

A career of helping people improve their dental health will be rewarding and enormously satisfying for you. No two days will ever be the same and your job will continuously renew itself.

It is a career that will always be in demand and in need of capable, trained and caring Dental Assistants. It could be a perfect career for you.

Dr. Rich Erickson started this similar program in 1987. It was the first program in the country to train dental assistants in an actual practicing dental office. All classes will be held in our office and you learn from dental professionals who practice and teach the most current up-to-date methods. Our next dental assisting class will begin on:

July 30, 2022

We have enclosed some registration information if you wish to inquire about our next class. We offer several tuition payment options from weekly payments to monthly Care Credit payments. There is also an additional discount for payment in full.

There are many dental assisting programs to choose from in this area. We are proud of the low cost of our program. We also won't waste your time teaching you subjects that do nothing more than inflate the program to 6 months as other schools do to justify a tuition of \$10,000.

The course is designed to give the student maximum "hands-on" training and experience in a real, working dental office. Our facility is equipped with the very latest state-of-the-art dental equipment and audio-visual teaching aids. You will be taught the most up-to-date techniques using the very best technology available. The teaching is stimulating, fast paced, and relies heavily on individual participation. Each group is no larger than one instructor per eighteen students. This insures personal attention and a worthwhile learning experience. You will not have time to be bored.

Please read over the information and call us if you have any questions. We look forward to having you in our next class!

Classes Fill Up Quickly So Register To Start Your New Career Today!



About Our Program:

The job opportunities for trained dental assistants are quite good in today's marketplace. In most parts of the country, there is an acute shortage of dental assistants. An examination of the classified ads in the Sunday newspaper or on job search sites shows that the demand for dental assistants is quite strong. This is true all over the country as well. The majority of these ads require experienced applicants.

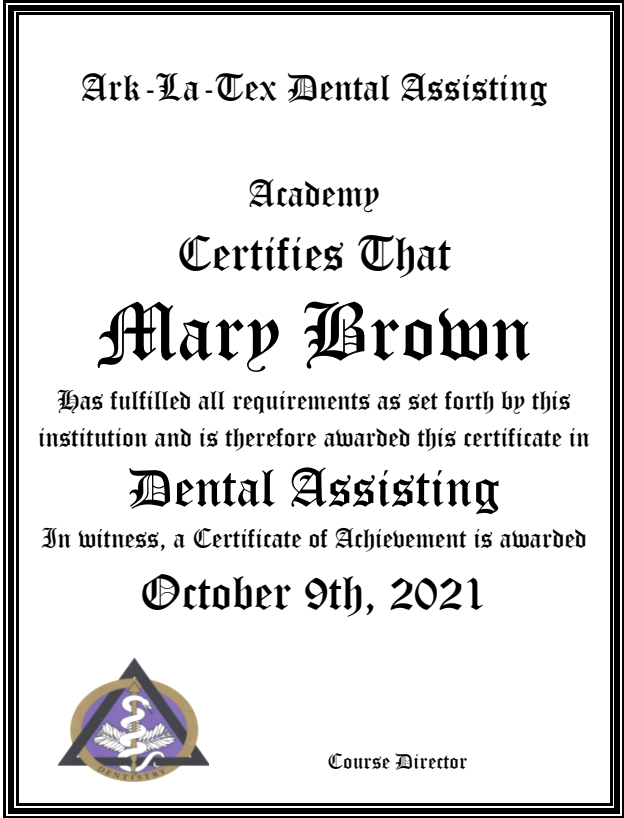
Following your training in this ten week course, you will have the confidence and skills necessary to apply for these positions. Along with your diploma and x-ray certification, we will provide a letter of recommendation and a summary of your training experience to those students with a 70% or above grade average for the course.

Part of your training will involve the Job Interview itself, how to prepare for it, how to dress, what to say, etc. So often, jobs are lost during the first five minutes of the interview. We feel it is important to train you in this area, as well so that you will stand out from the rest of those competing for a position in this field.

Dental Assisting is a very rewarding job in itself. One of the factors driving job-seekers today is salary. The average dental assistant has the opportunity to make a wide range of wages. Salaries depend on where the dental office is located, the size and efficiency of the staff, and the productivity of the office. The more experienced you are at your job, the better you will be able to serve the patients and the staff at your future employment.

Another aspect of what to look for in a job is personal satisfaction. Working as a dental assistant in the health care community is challenging and rewarding at the same time. You get to experience working face to face with the people in your community who truly need your help. You will get to see how your hard work can positively affect someone's life. This is the real reason we offer this course to you.

be



and

A certificate similar to the one at left will awarded to those who successfully complete the course. This will provide the student with the required X-ray certification necessary to work in the state of Louisiana.

All supplies, materials, teaching aids, books, etc., are supplied at no additional charge. There are no hidden costs beyond the tuition for the course.

Our course is unique, in that it is taught in an actual practicing dental office. You will learn the state-of-the-art methods in assisting. Our staff has many years' experience in the dental profession in teaching the art and science of dental assisting. We update our course to stay ahead in healthcare.

The course is given twice a year: January and August. The classes are taught on Saturdays so you may continue your full-time job while you train for your new career in Dental Assisting. We also have opportunities to observe experience at work. Following the course, local dentists can contact us and we will be more than happy to provide them with the list of graduates and how well they performed. This is an excellent referral source for the start of your career as a well-trained dental assistant.

Make A Decision That Could *Change Your Life!*



Course Schedule

Summer 2022

DA101	JUL 30	General introduction to terminology and equipment.
DA102	AUG 6	Four-handed dentistry, instrument transfer, isolation techniques, suctioning No Anesthesia, patient positioning, and hand piece maintenance, sterilization Procedures OSHA regulations as it applies to dental assisting.
DA103	AUG 13	Radiology theory and practice of intraoral & extra oral x-ray techniques, x-ray safety and darkroom procedures.
DA104	AUG 20	Composite materials, instruments, mixing, curing, tubs & trays
DA 105	AUG 27	Cements and liners, alginate impressions (upper arch), model pouring and trimming. XRAY QUIZ
DA106	SEPT 3	MID-TERM EXAM , Oral surgery & periodontal instruments and materials, alginate impressions (lower arch).
DA107	SEPT 10	Crown & bridge instruments and materials, making temporary restorations, and bite registration.
DA108	SEPT 17	Endodontic materials and instruments, job interview skills.
DA109	SEPT 24	Office Management, front desk operation, appointments, billing dental insurance, office management software. Review and practice for final Exam.
DA110	OCT 1	FINAL EXAM AND PRACTICAL EXAM , orthodontics, pediatric dentistry and final written exam, x-ray practical, and practical clinical exam, Graduation and awarding of certificates.

Classes are held for (10) Saturdays.

Ark-La-Tex Dental Assisting Academy

Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our *state-of-the-art* practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive in excess of 8 hours of instruction in radiology. Our students have been trained in many of the "expanded duties" as well... Details of the student's extensive clinical training are outlined below.

I. Dental Theory and Terminology

- A. Dental and oral anatomy, tooth identification and numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology
- D. Equipment operation, chair positioning, assistant equipment usage
- E. Treatment options available, depending on oral conditions

II. Receptionist - Front Desk Office Management

- A. Phone techniques and appointment book control
- B. Billing: accounts receivable and accounts payable, collections
- C. Filing insurance forms and pre-treatment estimates
- D. Insurance terminology

III. Four-Handed Dental Assisting

- A. Instrument transfer techniques, chair-side assisting and patient suctioning
- B. Chair-side doctor-patient-assistant positioning
- C. Tub and tray systems of instruments and materials
- D. Familiarity and use of instruments and materials in assisting for:
 - 1. Operative Dentistry-amalgam and composite restorations
 - 2. Oral Surgery - instruments, procedures and post-op protocol
 - 3. Crown and Bridge – polyvinyl impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
 - 4. Endodontics - instruments, medicaments and materials: how and why they are used
 - 5. Periodontics - disease origin and usual treatment methods
 - 6. Pedodontics - commonality and differences in treating children vs. adult patients

IV. Radiology

- A. X-ray theory and technique, use of Rinn® holders and other methods
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. X-ray identification, interpretation, safety and precautions

V. Impressions and Model Trimming

- A. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
- B. Wax bites, counter impressions,
- C. Model pouring and trimming

VI. Cements and Liners

- A. Introduction to various cements and liners used in dentistry
- B. Practice mixing cements and liners

VII. Sterilization Techniques

- A. Sterilization theory and terminology, autoclave operation
- B. Instrument and equipment sterilization / disinfection
- C. Treatment room disinfection and asepsis techniques
- D. Hand piece care and maintenance

VIII. Job Interview and Placement Assistance

- A. Proper image, dress, resume, and how to prepare for the job interview itself
- B. Difficult questions you may face - how to answer them
- C. Do's and don'ts during the interview, what to expect.

Ark-La-Tex Dental Assisting Academy

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Enrollment Contract

The tuition for the *DENTAL ASSISTING* course of study offered by this institution is **\$3,095.00**. The tuition covers all costs for the course. Lunch is not provided, however several eating establishments are within short driving distance.

- The course will run ten (10) consecutive weeks, eight classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training. The tuition fee includes all of the following:
 - Syllabus: "Concepts in Dental Assisting", Richard Erickson, DDS, 4th, Ed (2005); DCI Publishing.
 - Textbook: "Modern Dental Assisting", Torres & Ehrlich; 10th.Ed (2008); Elsevier Publishing.
 - All training and visual aids, materials and dental supplies used throughout the course.
 - All training is done by dental professionals in an actual practicing dental office, not a classroom.
 - Free cosmetic bleaching treatment.
 - Job Interview preparation and coaching.
 - Use of all dental equipment and instrumentation with actual "hands on" training during the course of study. There NO hidden or additional expenses.
 - Training in ALL aspects of General Dental assisting, including dental specialties.
 - A Certificate in Dental Assisting, and a letter of recommendation outlining your training and experience will be awarded to students attaining a 70% or above grade average.

The tuition may be paid using one of the following payment options:

- **A discounted rate of \$2,895.00 for full payment at the time of registration! No credit.**
- \$495.00 down payment, then \$260.00 at the beginning of each class (10 payments).
- Care Credit Extended Financing- up to 36 months (call for details) [www.carecredit](http://www.carecredit.com) ..

Enrollment requirements

CONTACT OUR OFFICE TO SCHEDULE AN INTERVIEW APPOINTMENT with our Clinical Instructor Sherry Lewis 318 453-9589. We must interview all potential students.

Bring the following items with you to the appointment:

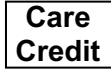
Your high school or college transcripts of the most recent year completed.

A photo I.D.

I wish to register for the upcoming class and have selected one of the following **3 payment options**:

TUITION TOTAL \$3,095.00

- **\$2,895.00 paid -in-Full no credit (ENCLOSED).**
- \$495.00 Down payment (ENCLOSED), then \$260.00 per week for ten weeks.
- Care Credit® Plan (call our office for details).www.carecredit.com



Student Name : _____ (PRINT)

Date of Birth _____

Address: _____

City: _____ Zip _____

Phone #: _____ CELL # _____

Highest level of education completed _____ year completed _____

Email address _____

Student Signature: _____ Date: _____

School Coordinator signature _____

<p>How did you find out about our course?</p> <ul style="list-style-type: none">▪Internet▪Social media Ads▪Former Student:_____▪Other:_____

Option #1

Ark-La-Tex Dental Assisting Academy

910 Bert Kouns Industrial Dr. Shreveport. LA 71118 Phone: (318) 453-9589 Fax: (318) 686-4505

Name _____
Address _____
City, State _____ Zip _____
Contact number _____

I agree to the following payment plan for financing the course on *Dental Assisting* beginning on **JULY 30, 2022**. A \$25.00 fee will be charged for any NSF returned checks. I have read and understand the refund policy printed on the back side of this form. I also consent that the school may give out my name, phone #, and test scores for the purposes of employment placement.

AMOUNT: \$2,895.00 NO CREDIT

<u>Class #</u>	<u>Amount Due:</u>	<u>Amount Paid:</u>	<u>Date:</u> JUL 30	<u>Received By:</u>
1	Paid-in-Full			
2				
3				
4				
5				
6				
7				
8				
9				
10				

Student Signature

Date

School Director

Option #2

Ark-La-Tex Dental Assisting Academy

910 Bert Kouns Industrial Dr. Shreveport, LA 71118 Phone (318) 453-9589 Fax: (318) 686-4505

Name _____

Address _____

City _____ St. _____ Zip _____

Contact number _____

I agree to the following payment plan for financing the course on *Dental Assisting* beginning on **JULY 30, 2022**. A \$25.00 fee will be charged for any NSF returned checks. I have read and understand the refund policy printed on the back side of this form. I also consent that the school may give out my name, phone #, and test scores for the purposes of employment placement.

AMOUNT DOWN: \$495.00

<u>Class #</u>	<u>Amount Due:</u>	<u>Amount Paid:</u>		<u>Date:</u>	<u>Received By:</u>
1	\$260.00	\$ _____	C	JUL 30	_____
2	\$260.00	\$ _____	C	AUG 6	_____
3	\$260.00	\$ _____	C	AUG 13	_____
4	\$260.00	\$ _____	C	AUG 20	_____
5	\$260.00	\$ _____	C	AUG 27	_____
6	\$260.00	\$ _____	C	SEPT 3	_____
7	\$260.00	\$ _____	C	SEPT 10	_____
8	\$260.00	\$ _____	C	SEPT 17	_____
9	\$260.00	\$ _____	C	SEPT 24	_____
10	\$260.00	\$ _____	C	OCT 1	_____
TOTALS	\$3,095.00	\$ _____			

Student Signature

Date

School Director

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Option #3 (Care Credit)

Ark-La-Tex Dental Assisting Academy

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Name _____

Address _____

City _____ Zip _____

Ph.No. _____

Care Credit (Call office for details) OR CREDIT CARD.

Financing up to 36 months. (Application to be completed and paid in full by the first class date)

AMOUNT DOWN: \$3,095.00

<u>Class #</u>	<u>Amount Due:</u>	<u>Amount Paid:</u>	<u>Date:</u>	<u>Received By:</u>
1	Paid-in-Full		JUL 30	
2				
3				
4				
5				
6				
7				
8				
9				
10				

Refunds, Cancellations

And

Graduation Requirements

- Three-Day Business Cancellation I understand that if for any reason I am unable to enter, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.
- Cancellation after the three-business day cancellation period but before commencement of classes by the student Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$150 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the start of the class.
- I understand that the WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY SHALL BE:
 - (1) After a student has completed less than 15% of the course, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter,
 - (2) After a student has completed less than one fourth of the course, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter,
 - (3) After a student has completed one fourth but less than one half of the course, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter,
 - (4) After a student has completed one half or more of the course, the institution may retain 100% of the stated course price.
- Those wishing to cancel 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.

A graduation certificate and a letter of recommendation, will only be awarded to those students attaining a 70% or above grade average. Those students whose grade average is below 70% will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of \$1500