WELCOME
Thank you for expressing interest in attending Lake Erie Dental Assisting Academy Ltd. We at LEDAA Ltd. wish to welcome you to a 10-week series of new, innovative and unique courses in the dental assisting field. We offer courses designed to give you the best basic, foundational knowledge and skills necessary to start your new career at a minimum cost of time and expense. In addition, course hours are designed to allow you to be able to learn without interrupting your current job or responsibilities. We offer this opportunity from the perspective of experienced dental personnel in the setting of an actual dental office. While we seek to give you experience in a wide range of techniques, materials and dental knowledge, we will focus on the skills we feel are “core necessities” for job acquisition.

While no one can guarantee job placement, job opportunities for trained dental assistants are quite good. How can you get a job in the dental field without experience and how can you get dental experience without a job? With our course, we believe the gap can be bridged in a minimal amount of time during convenient hours and at a reasonable cost.

HISTORY OF LAKE ERIE DENTAL ASSISTING ACADEMY Ltd.
These courses of study came into being as a result of the need for trained assistants. Every dentist recognizes the importance of a good dental assistant in helping her/him provide the best care to her/his patients. A properly trained dental assistant keeps the practice growing, profitable and reduces stress on both the patient and dentist. Given the existing obstacles for a person to go to school for training, the difficulty and inefficiency of training someone “from scratch”, Lake Erie Dental Assisting Academy Ltd. was created. While the basic framework for this curriculum is patterned after successful dental assisting programs offered throughout the state of Ohio and other states, we feel LEDAA Ltd. is truly unique and a standard by which other schools may be measured.

INSTITUTIONAL PHILOSOPHY
The philosophy of LEDAA Ltd. is based on the belief that people can be trained in a relatively short period of time to enter the profession of dental assisting. Therefore, it is our belief to provide each student with the basic hands-on skills and administrative skills necessary to enter the dental field with skills for both assisting and administrative duties. We feel that our many years in the dental profession not only qualifies us to teach these skills but also gives us the opportunity to impart what we have discovered along the way.

LEGAL STATUS
Lake Erie Dental Assisting Academy Ltd. is a private co-educational school registered as a Limited Liability Company with the state of Ohio. Instructors are Wilma Cole and Shelley Blum. The home office of the company is located at 1403 Norwood Dr. Ashtabula, Ohio 44004. The course will be held at 2010 W. 19th St. Ashtabula, Ohio. The Academy assumes full responsibility for any agreement reached between the student and the Academy.

Catalog published: 6/1/07
Revised: 09/19/20
LAKE ERIE DENTAL ASSISTING ACADEMY

Dental Assisting Course Outline

The following subjects are covered from both a didactic and a practical experience. The lecture will consist of clinical “hands on” training of equipment, instrumentation, materials and administrative training of dental codes, terminology, HIPAA rules, insurance, documentation, scheduling and verbal skills. This course will be held in a state-of-the-art practicing dental office.

Dental Terminology and coding – Weeks 2, 3, 4, 8
   a. Dental Terminology
   b. CDT Code Usage

Dental Insurance – Week 8
   a. Introduction to dental insurance
   b. Exclusions, quoting and allowable charges

Scheduling – Weeks 8, 9
   a. Introduction to scheduling
   b. Verbal skills for phobic patients, educating patients, etc.
   c. HIPAA law (How this federal law affects the dental practice and the patient’s records)

Patient Records – Week 2
   a. Introduction to Patient Record keeping
   b. Legalities of documentation in the patient charts

Job Interview Preparation – Weeks 8, 9, 10
   a. Proper image, dress, resume and how to prepare for the interview itself
   b. Do’s and don’t during the interview, what to expect

Dental Theory – Week 1 through 8
   a. Dental/oral anatomy and tooth numbering system
   b. Instrument nomenclature and identification
   c. Charting

Four-Handed Dental Assisting – Weeks 1 through 10
   a. Instrument transfer techniques, chair-side assisting and suctioning
   b. Doctor, patient and assistant positioning
   c. Use of instruments and materials in assisting for:
      • Oral surgery procedures
      • Crown and bridge procedures
      • Endodontic procedures
      • Composite and amalgam procedures
      • New patient and emergency exam procedures
      • Denture repair procedures
   d. Handpiece care and maintenance
Impression and Model Pouring and Trimming – Weeks 6, 7, 8 (9, if needed)
   a. Impression materials and practice in their use: alginites, PVS, etc.
   b. Model pouring and trimming
   c. Making whitening trays and night-guards from a model

Radiology – Weeks 5 – 7 (8, if needed)
   a. X-ray technique and theory, use of Rinn holders and methods
   b. Periapical, bitewing and panoramic exposure methods
   c. Digital Radiographs
   d. Full Mouth X-ray mounting
   e. X-ray safety and precaution

Sterilization Techniques – Weeks 2 - 4
   a. Sterilization theory, terminology and autoclave operation
   b. Instrument and equipment sterilization
   c. Treatment room disinfection

Review of assisting procedures – Weeks 3 - 10

Upon completion of the Dental Assisting Program the graduate will be able to:
   • Prepare and maintain patient dental records
   • Take patient dental histories and prepare patients for procedures
   • Take digital radiographs
   • Make temporary crowns and whitening trays
   • Trim models
   • Take impressions (within the guidelines of the Ohio State Dental Board)
   • Recognize and pass instruments to the dentist during procedures
   • Properly sterilize instruments
   • Clean rooms using proper OSHA guidelines
   • Apply scheduling concepts
   • Understand OSHA’s BBP Standard

QUALIFICATIONS OF INSTRUCTORS:

Director/Instructor – Shelley Blum
Shelley began her dental career in 1998. She was hired as a scheduler, insurance coordinator, accounts payable and was promoted to office management in 1999. She has over 22 years of dental administrative experience and managing/training a dental team. She has been director and an instructor at Lake Erie Dental Assisting Academy for over 13 years.

Instructor – Wilma Cole
Wilma attended the Cleveland Institute of Dental - Medical Assistants, Inc. She graduated in 1992 at the top of her class. She has been assisting for 28 years. In 1999 she was promoted to Back Office Manager. As a manager she has been responsible for training and managing the Dental Assisting Department. Under her management, the State Dental Board has recognized the office for its outstanding Infection Control Program. She has also been involved in the radiology safety and inspection within the office. She has been an instructor at Lake Erie Dental Assisting Academy for over 13 years.
GENERAL INFORMATION

LOCATION
The academy is located within The Healthy Smile Center, 2010 W. 19th St. Ashtabula, Ohio 44004 (which is a private practice). The 10 week course is held at this location.

HOURS OF OPERATION
A representative of LEDAA Ltd. will be available to provide consumer information Monday through Thursday 8:00 a.m. – 7:00 p.m and Friday 8:00 a.m. to 1:00 p.m. If we are unable to take your call, please leave a message and we will return your call as soon as possible. The LEDAA Ltd. course runs for ten consecutive Saturdays (except for student holiday or inclement weather) from the hours of 7:30 a.m. to 4:00 with 30 minutes for lunch.

DRESS CODE
The dress code is scrubs (any color or style may be worn). During the Dental Assisting course, it is required for students to wear a uniform (scrubs) since some of the materials we work with in the dental office can permanently stain or damage clothing. We believe wearing scrubs helps students get used to “being and looking like” dental assistants.

FACILITY AND EQUIPMENT
LEDAA Ltd. conducts the course at The Healthy Smile Center building. The modern building is carpeted and air conditioned and provides a comfortable, bright, well-lit learning environment. There are 9 dental treatment rooms referred to as “operatories” and are equipped with modern dental equipment-plus all the instruments, materials and supplies that are routinely used in the typical dental practice. There is an up to date OSHA program already in place with accompanying MSDS sheets and other regulatory necessities. Essential of Dental Assisting is the publication each student will receive. Our lab is state of the art and provides an atmosphere similar to other dental offices. It is an ideal environment for students to maximize their learning experience.

ADMISSIONS

Admission Requirements:

- Admissions is open to any person who is 18 years or older. In order to take tests and for proper training, all applicants must be able to read and write in English. All applicants must exhibit a proper willingness and enthusiasm to learn the skills required to effectively work in a dental office.
- Students must be inoculated with the HBV vaccine. A series of three shots can be administered at your local health department. This vaccine will protect and allow the student to obtain the hands-on portion of the course. The student must have the first shot by the third class or have previously had the series of three.
- Admissions at LEDAA Ltd. are conducted throughout the year. Those applicants who apply during the course of class training will be given first consideration to be enrolled in the next course. The 10-week course runs periodically throughout the year. A class schedule will be provided upon request.

Statement of Non-Discrimination
No person shall be excluded from participation, denied any benefits or subjected to any form of discrimination because of gender, age, religion, national origin or physical handicap.
ACADEMIC STANDARD

Attendance Policy
- Because missing even one class will be a setback to your instruction, students are expected to attend and be on time for all classes.
- Students are required to complete all assignments regardless of class attendance and are required to maintain, at a minimum, an attendance of 100% for the total instructional hours from program inception to the point where progress is being measured. Students who miss 20% of the course will automatically be terminated from the current course session with the appropriate pro-rated refund. If a student is terminated from a current course session and wished to re-enter a future course session, it must be pre-approved by the instructors.
- Tests missed because of absence must be made up on the day the student returns to school, unless the instructors have approved other arrangements.
- The school has no provisions for excused absences. Make-up work shall not be authorized for the purpose of removing any absence.
- A student will be charged with one hour of absence for each hour of tardiness and any part thereof. The time elapsed during an authorized Leave of Absence is not considered an “absence” for the purpose of the cumulative attendance average. If a Leave of Absence is granted or if inclement weather forces the academy to close, a student’s completion date will be extended to make up for clock hours missed. Scheduled holidays are not counted as absences.

Grading System
The minimum grades considered satisfactory is a C or better:
- One hundred percent attendance and completion of all tests at an 80% level is required for satisfactory progress.
- Final grades are issued at the end of the 10-week period. Letter grades are averaged by test scores.
  - A=90% or better
  - B=80% to 89%
  - C=70 to 79%
  - Below70% is failing

Probation
A student unable to attain a C or better will be placed on academic probation and given extra assistance in an effort to reach the expected level of performance. There will be a two class warning before the student will be dropped out of the program.

Class Size
*In order to provide the students with the best possible course instruction, hands-on training and individual help if needed, each 10-week course will be limited to 8 – 10 students.*

Graduation Requirements
A certificate of achievement will be awarded to those Dental Assisting students who have attended class at least 90% of the scheduled class hours.

Internship
Upon completion of this course, students receiving a course academic completion score of 90% and higher will be awarded a 40-hour internship opportunity at the private practice of The Healthy Smile Center. This award will help students with additional hands-on-experience. Each student is encouraged to pursue gaining outside experience and often will be able to volunteer or observe at their personal family dental practice or at another office.
Leave of Absence Policy
A student may be granted one leave of absence per course. A leave of absence must be requested in writing prior to the beginning of the requested leave, it must have the beginning and ending date and must be approved by both instructors. Time cannot exceed length of the course. A copy of the approval leave of absence request will be maintained in the student’s academic file. The student must make up the time missed due to an approved leave of absence during the next scheduled term in order to satisfy the graduation requirements. Because a leave of absence will delay receiving your certificate of completion, a leave of absence is discouraged except in emergency situations. If a student does not return from LOA, a refund will be based on the last date of attendance.

Appeals
The student may appeal an unsatisfactory grade and/or attendance classification to the instructors by explaining in writing any circumstance relevant to the situation. The instructors will evaluate the circumstances present by the student and if justified, the student’s program record will be amended to reflect the results of the appeal and the student’s status will be revised as appropriate.

Termination and Re-admittance
A student may be placed on attendance or academic probation or terminated due to:
- Unsatisfactory course work
- Failure to maintain the attendance requirements
- Failure to abide by the academy’s rules and regulations
- Failure to pay for the course

A student who re-enrolls after being terminated for unsatisfactory progress, violation of the attendance policy or a student who voluntarily withdraws must get prior approval for readmission from both instructors. Consideration for readmission will be on a case-by-case basis.

STUDENT SERVICES
Upon completion of the dental assisting course, LEDAA Ltd. does not guarantee employment. Placement agencies are available to assist you in your job search free of charge. They may provide you with permanent or temporary employment in the field of dentistry.

Certificate of Completion
There is no charge for the original copy of your certificate. Additional copies of the certificate will be provided for a $15.00 fee (includes mailing). The academy will maintain off site records for a period ending in five years after the date of course completion, withdrawal or termination.

Student Conduct
Students must adhere to the highest standards of conduct, which will reflect credit upon themselves and the academy. Students must conduct themselves in a manner that will not in any way interfere with the learning process of other students, the instructor’s classroom presentation or the progress of the class in general. The instructors of the academy reserve the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:
- Conduct which reflects unfavorable upon the academy and/or its students
- Disorderly conduct
- Unsatisfactory academic progress
- Failure to pay tuition
- Excessive absenteeism
- Non-conformity with the rules and regulations of the academy
- Cheating
- Falsifying records
- Demonstrating poor judgment or inability to function properly which could put student safety in jeopardy
- Enter the class under the influence of alcohol, drugs or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Willful neglect, damage or abuse of property owned by The Healthy Smile Center
Appeal Process
From time to time, different interpretation of school policies will arise among students and faculty. When such differences arise, a miscommunications or misunderstanding is usually a major contributing factor. For this reason we urge students to communicate any problems that arise directly to the individuals(s) involved. If the problem cannot be resolved in this manner, the instructors of the school should be informed. Normally the informal procedure of discussing the difference will resolve the problem. If for whatever reason, the student feels there has not been a resolution to a problem expressed orally within a reasonable period of time, the student should submit the grievance, meet with the parties involved and will notify all parties in writing of the problem resolution and the reasons upon which it was based within ten calendar days of receiving the complaint. Whether or not the problem or complaint has been resolved to his/her satisfaction by the academy, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 E. Broad St. Street, Suite 2481, Columbus, Ohio 43215-3414. Telephone 614-466-2752 or toll free 877-275-4219.

I acknowledge that I have received a catalog and agree with the school policies and procedures as stated. I acknowledge that I have received and read a copy of this agreement.

Applicant signature____________________________  Date__________

School Representative__________________________ Date__________

Cancellation/Refund Policy
- As a student, you may cancel your enrollment agreement for classes at any time.
- An enrollment agreement may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty days after cancellation. Withdraws once the student starts the program are determined by the last date of attendance. If a student ceases attending school but does not officially notify the school of their withdrawal, the school must treat the student as withdrawn within sixty days of the student's last date of attendance. A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% percent completed will not be entitled to a refund of the tuition and fees.

The Lake Erie Dental Assisting Academy uses the refund policy as established in the Ohio Administrative Rule 3332-1-10(F)(11)(C).
LAKE ERIE DENTAL ASSISTING ACADEMY Ltd.

PROGRAM INFORMATION:

Dental Assistant Training Course – 80 class hours

Classes are held on Saturday only from 7:30 a.m. – 4:00 p.m. for 10 weeks

<table>
<thead>
<tr>
<th>Course Fee:</th>
<th>$3645.00</th>
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</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$125.00</td>
</tr>
<tr>
<td>X-ray Booklet Fee:</td>
<td>$125.00</td>
</tr>
<tr>
<td>Textbook Fee:</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$3995.00</strong></td>
</tr>
</tbody>
</table>

- Registration fee of $125.00 due at time of registration
- Remainder of course fee and textbook fee ($3745.00) due by first day of class, unless the director has approved a prior payment plan.
- X-ray booklet fee of $125.00 can be paid by the individual at any time during the course. Once this fee is paid, the booklet will be ordered for the student.
- Course fee includes: educational materials, textbook and lab supplies.

Each student is given the right to inspect and review her/his records and to request that errors in those records be changed to ensure they are not inaccurate or otherwise in violation of the student’s privacy or other rights. Under Federal rules written consent is required before educational records may be disclosed to third parties with the exception of government agencies so authorized by law.

ACKNOWLEDGMENTS:

NOTICE TO BUYER: DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACE. YOU ARE ENTITLED TO AN EXACT COPY OF THE CONTRACT THAT YOU SIGN. KEEP IT TO PROTECT YOUR LEGAL RIGHTS.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, that the academy’s cancellation and refund policies have been clearly explained to me and that I have a copy of this agreement.

_________________________  _________________________  Date _________________________
Student Signature

I hereby accept this agreement on behalf of the academy:

____________________________________________________  Date__________________________
Instructor’s Official Signature

*Fee charges are subject to change at the academy’s discretion. Any fee increases will become effective for the school term following student notification of the increase.*
You are responsible for the total course fee shown on the previous page. The registration fee is due at time of registration (this will hold your place in class. **Enrollment is limited so please return your application as soon as possible**) and the remainder of the course fee is due and payable on or before the first day of class.

**Applicant:**
Name:____________________________________  Email:__________________________
Address:_____________________________  City:_________________  State:____  Zip:_____
Telephone:_______________________________  Date of birth:_______________________
Program:_______________________  Start Date_________  Length_______  Hours_______

**Emergency contact:** Name:_________________________Telephone:__________________

**Payment of Tuition**
Please check the following that apply to you:

- $3995.00.00* course fee enclosed  *(includes reg. fee & radiographers booklet)*  
  *This total fee is guaranteed not to go up during the above-mentioned session.

- $ 125.00 registration fee enclosed
- $ 100.00 textbook purchase enclosed
- $3645.00 remainder course fee will be paid by or at the first class
- $ 125.00 dental radiographers booklet fee enclosed
- Payment Plan approved by Director  Plan:

**PLEASE READ AND SIGN THE FOLLOWING ENROLLMENT AGREEMENT TO COMPLETE YOUR REGISTRATION:**
As a student of Lake Erie Dental Assisting Academy Ltd. I understand that:

- The academy does not guarantee employment following completion of this course. The placement and graduation rate for (up to) and including the past three years is ______.
- The academy reserves the right to terminate a student’s training for failure to abide by the attendance policy, failure to maintain satisfactory academic progress, failure to abide by the academy's rules and regulations and for other reasons as deems necessary by the instructors.
- This agreement is a legally binding instrument when signed by you and accepted by the instructors. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given a description of what the course will entail.
- As a student, you may cancel your enrollment agreement for classes at any time.
- An enrollment agreement may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty days after cancellation. Withdraws once the student starts the program are determined by the last date of attendance. If a student ceases attending school but does not officially notify the school of their withdrawal, the school must treat the student as withdrawn within sixty days of the student’s last date of attendance. A student’s withdrawal date used to calculate refunds shall be the student’s last date of attendance and participation in an academic activity.
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- A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% percent completed will not be entitled to a refund of the tuition and fees.
- I have read the section on Grievance Procedures and my right to contact the Executive Director, State Board of Career Colleges and Schools, 30 E. Broad St. Suite 2481, Columbus, Ohio 43215-3414.
  Toll free 877-275-4219.

Student Signature:____________________________________  Date:__________________
Instructor Signature:________________________  Date:_________________

The Lake Erie Dental Assisting Academy uses the refund policy as established in the Ohio Administrative Rule 3332-1-10(F)(11)(C).
School Calendar

The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. This program is an 80-hour program offered in 8-hour sessions over a ten-week time.

A new class is started as demand warrants. All new class starts are dependent on enrollment sufficient to meet class size requirements.

The weather will play a major role in actual class schedule. Classes cancelled due to weather are made up at the end of the program.

The following holidays are observed and no classes are held (if they occur on a Saturday that class is regularly scheduled):

- Saturday before Easter
- Saturday after Thanksgiving

The course will start:

*Date below based on minimum of 3 students enrolled*

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Session</td>
<td>February 13, 2021</td>
</tr>
<tr>
<td>Fall Session</td>
<td>September 11, 2021</td>
</tr>
</tbody>
</table>

The school reserves the right to amend the calendar.

Enrollment

A student is encouraged to enroll at any time prior to the start of a new class. *Space is limited and enrollment is reserved for the first 8-10 students that pay the enrollment fee.*