



ACADEMY
of MEDICAL PROFESSIONS

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DENTAL ASSISTING

Certificate Program

This is a 8-week course designed to enable you to be job-ready in a career in Dental Assisting. According to the Labor Department, there should be more than 91,000 openings for dental assistants up to the year 2020. That amounts to more than **30% employment growth**, which is much faster than the average for all professions. The need for so many more dental assistants is easy to cipher: A large aging population intensifies the demand for quality healthcare and qualified practitioners.

Our program is designed to teach all the aspects of obtaining employment in the field, helping you to prepare to take national dental exams, perfecting your resume and learning how to find employment in Dental Assisting.

After completing our program, you will be provided the opportunity to sit for The Dental Assisting National Board, Inc. (DANB®), Radiation Health and Safety (RHS®) and Infection Control (ICE®) exams. Should a student decide to intern in the field, we will work with the student to obtain those internships.

DANB, RHS and ICE are registered trademarks of The Dental Assisting National Board, Inc. (DANB). This course is not reviewed or endorsed by DANB.

DENTAL ASSISTANTS RESPONSIBILITIES MAY INCLUDE:

Working with Patients:

- Get patients comfortable and prepare them for the dentist's examination
- Sterilize and lay out dental instruments for the dentist's use
- Hand instruments to the dentist during an examination
- Take and process X-rays
- Remove sutures
- Apply anesthetics to gums and anti-cavity agents to teeth

Managing the Office:

- Answer phones and set patient appointments
- Greet arriving patients and help process new client information
- Set up, manage and retrieve patient files
- Process in-office payments and issue invoices
- Ordering and receiving office supplies

Lab Work:

- Laboratory duties for which a dental assistant may be responsible include:
- Making plaster casts from teeth and mouth impressions
- Cleaning and polishing mouth guards, dentures and other removable appliances
- Perform orthodontic measurements

DENTAL ASSISTING COURSE DESCRIPTION

Gaining background knowledge and vocabulary for an entry level position in the clinical or administrative setting.

Lectures provide specific background into preclinical and clinical areas and ensure comprehension of content and materials to employment in a dental office.

Chapters include Professional and Legal Aspects of dental assisting, anatomy and physiology, dental anatomy, infection control and hazardous materials, dental treatment, patient care, dental imaging, preventative dentistry, restorative dentistry, specialized dentistry.

TEXTBOOKS SUPPLIED FOR THIS PROGRAM:

- Essentials of Dental Assisting 5th Edition/Student Workbook
- Multimedia Procedures DVD
- Web site resources

EXAM FEES INCLUDED WITH THIS PROGRAM

(upon passing a DANB exam you will receive a certificate of knowledge-based competency)

- CPR
- DANB RHS® Exam (Radiation Health and Safety)

ENTRANCE REQUIREMENTS

All applicants must be 18 years of age. A high school diploma or GED equivalent is also required.

ATTENDANCE POLICY

The attendance policy set forth by the Academy of Medical Professions is strictly enforced. Students are expected to attend 100% of all local lectures or scheduled webinar. Students whose attendance drops below 70% (not withstanding mitigating circumstances), may be dis-enrolled from the program. Missing a lecture or scheduled webinar must be preapproved by the instructor and must be made up to graduate. OUR GOAL: NO STUDENT LEFT BEHIND

STANDARDS OF PROGRESS

Students whose academic average drops below 70% will be placed on academic probation. We will work with the student to develop an action plan for success, to include specific goals and target dates. If the student is unsuccessful in meeting the goals and target dates of the action plan for success, the student will be subject to academic dismissal.

REFUND POLICY

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform **the school, not the instructor in writing**. Termination will become effective upon receipt of the written notice. Refund will be based on notification week corresponding with your course assignments/week associated with start date of the program.
2. If you terminate within three days of enrolling, provided you have not commenced training, you will receive a refund of the money paid to the school, minus \$450 for the course books and reference books, unless they are returned unused. **The \$300.00 application fee is nonrefundable** . If no unused books are returned, the total subtracted from the refund will be \$750.00. If all materials are returned, only the application fee will be subtracted.
3. If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignment, less the application fee of \$300.00 and the book fee of \$450.00 for course books. **If you terminate any time after week 3, there will be no refund. If you are paying a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.**

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*****GI Bill recipients follow different guidelines. If you are a GI Bill student please contact our office for more details*****

SCHOOL CALENDAR

RECORDED AND ONLINE CLASSES

Students wishing to take the online courses by watching the recorded classes may start at **any time**. Local class schedule is listed below.

ONSITE LIVE BROADCAST AND LIVE LOCATIONS

| | | | | |
|-------------------|---------------------|-----------------|---------------|-----------|
| Auburn | Dover-Foxcroft | Kittery | Oxford Hills | Van Buren |
| Augusta | Fairfield | Livermore Falls | Presque Isle | Westbrook |
| Bangor | Farmington | Maranacook | Pittsfield | Windham |
| Brunswick/Topsham | Gardiner | Mechanic Falls | Scarborough | |
| Biddeford | Gorham | Newport | South Berwick | |
| Bethel | Gray/New Gloucester | North Berwick | Turner | |

and Southern Maine Community College

WINTER

February 20, 2017
Mondays 6:00 to 8:00 PM

SPRING/SUMMER

June 5, 2017
Mondays 6:00 to 8:00 PM

FALL

October 16, 2017
Mondays 6:00 to 8:00 PM

*****NOT ALL CLASSES MAY BE HELD LIVE IN ALL LOCATIONS BASED ON ENROLLMENTS,
ALL WILL BE HOSTED LIVE VIA TANDBERG AND/OR JABBER HOWEVER****



ACADEMY
of MEDICAL PROFESSIONS

DENTAL ASSISTING COURSE ENROLLMENT AGREEMENT
(PLEASE PRINT, MAIL, EMAIL OR FAX REGISTRATION FORM TO ABOVE ADDRESS)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ (H) _____ (C)

E-MAIL: _____

LOCATION ATTENDING START DATE _____

OR

ONLINE START DATE: _____

HOW DID YOU HEAR ABOUT OUR COURSES? _____

IF FROM AN ADULT EDUCATION BROCHURE PLEASE LIST WHICH ONE:

PAYMENT METHOD

******Please make checks payable to the Academy of Medical Professions******

\$300.00 non-refundable enrollment fee is already included in the price

SINGLE PAYMENT

CIRCLE ONE

\$2,400

Dental Assisting, all inclusive program

\$2,400

Voucher Payment, Dental Assisting, all inclusive program
VOUCHER PAYMENTS I.E. GOODWILL, DEPT OF LABOR, VA, MYCAA, ETC.

If Voucher Payment, please name the Organization paying and contact information:



DENTAL ASSISTING COURSE ENROLLMENT AGREEMENT Page 2

PAYMENT PLANS

(Finance Fees Included)

WEEKLY PAYMENT PLANS:

\$2,700 Dental Assisting
\$2,600 Dental Assisting

CIRCLE ONE

\$500 Down, \$50 weekly until paid in full.
\$500 Down, \$75 weekly until paid in full

MONTHLY PAYMENT PLANS:

\$2,700 Dental Assisting
\$2,600 Dental Assisting

CIRCLE ONE

\$500 Down, \$400 monthly until paid in full.
\$500 Down, \$500 monthly until paid in full.

CONTRACT AGREEMENT

I, _____ hereby agree to the above mentioned terms of the program. I agree to the payment plan chosen above and I have read and understand the REFUND POLICY for his course and agree to its terms. I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to:

SIGNATURE: _____ DATE: _____

(THIS INFORMATION IS ONLY NEEDED IF USING PAYMENT PLAN)

SS# _____ DRIVER'S LICENSE # _____ STATE _____

PAYMENTS MADE BY CREDIT CARDS

CREDIT CARD # _____

EXPIRATION: _____ SECURITY CODE: _____ TYPE OF CARD: _____

NAME AS IT APPEARS ON CARD: _____

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:

(Check One) DEPOSIT Amount \$ _____ Date to take out deposit: _____

(OR) Payment in FULL \$ _____ Date to take out the full payment: _____

PAYMENT PLANS: WEEKLY Amount \$ _____ Date to begin payments: _____

(OR) MONTHLY Amount \$: _____ Date to begin payments: _____