

### **Mission Statement**

Our mission here at Careers in Dental Assisting is to create the ultimate environment and breeding ground for world-class education in dentistry through preeminence in creating, communicating, preserving and applying knowledge, art, and academic values, and developing leaders in dental assisting who will challenge the present and enrich the future of the dental profession.

### **Our purpose**

To equip our students with the knowledge, skills, experience and confidence to obtain a job as a dental assistant or to simply broaden their expertise to pursue a career in dentistry in some other capacity. To also provide this unmatched, personal educational experience for not only those of interest, but those backed by certain state unemployment programs alike.

### **About the Staff**

*Dr. Justin Newingham*, founder and president Dr. Newingham received his undergraduate degree from Albion College and his Doctorate in Dental Surgery degree from the University of Michigan. He has recently graduated from the Spear Institute, a world-renowned post-doctoral school for advanced dentistry, and currently serves as a mentor on staff at the school in Arizona. He is also on target to graduate from the Kois Center in 2011, another prestigious school, located in Seattle, Washington. Dr. Newingham's passion for education and dentistry not only shines through via his resume and traveling schedule, but also via this truly unmatched ten-week educational experience.

*Lynne Detar*, clinical director and lead instructor Lynne has 34 years of experience not only as a dental assistant, but also as an administrator and secretary at our practice. She also boasts 13 years of experience as a clinical director. Lynne has lectured and graduated hundreds of students who have gone on to not only become dental assistants, but hygienists and even doctors. Lynne's expertise is not only unrivaled, but widely known throughout the profession. Her reputation for graduating competent students often leads to recruitment requests from doctors' throughout the metropolitan area.

*Crescence Chrzanowski CDA*, instructor and mentor Crescence, affectionately referred to as, "Cres", has been a dental assistant for over 20 years and has been employed at our office for over 17 years. Cres has also been an instructor and mentor for 13 years, along side Lynne. She is not only a certified dental assistant, but also the materials and equipment specialist at our office.

*Beatrice Iliescu*, assistant and mentor Beatrice has been an assistant and mentor for almost seven years now. Not far removed from graduating from dental assisting school, Beatrice offers a unique and relevant source of knowledge. She is currently preparing to take the state's exam to become a certified dental assistant.

**Class schedule**

We purposely keep class sizes small to ensure a more consistent and personal educational experience. Therefore, depending on our enrollment size, we will adapt to schedule more courses than our usual three-time a year schedule.

**Enrollment dates**

This 10 week schedule usually consists of classes starting in January, May, and August. We have open enrollment throughout the year. May 10, 2010 to July 19, 2010 August 9, 2010 to October 18, 2010 January 10, 2011 to March 16, 2011

**Entrance requirements**

There are no official requirements for entrance into the school other than a high school degree and/or GED equivalent. No credit will be given for previous education or training.

**Strict Conduct Policy**

First and foremost, we are a fully functioning and active dental practice that is well respected in the community. Our office is also located in a building where multiple dental practices exist. Please know that our staff member's first duty is to function as a part of the office team. All questions should be directed to your instructor or designated mentor at that time. Students should not only dress, but act in a professional manner at all times both inside and outside the office while still in the building. No smoking is permitted within the building at any time. If any disobedience or violation of any of these rules listed above will result in expulsion from the school.

**Grading Policy**

We follow a strict pass/fail grading policy. 75% on all tests (per MDA) is passing.

**Attendance Policy**

If you are not present for the entirety of the course and do not successfully complete the requirements you will have one opportunity to make-up or correct the deficiency. After two (2) absences during the course you will be dismissed from class and fail. Tardiness is not acceptable. If you have more than two (2) tardy days you will be dismissed from class and fail. If you have any approved leave of absence from the instructor (funeral, family emergency, etc.) you will have one opportunity to repeat the course. An unapproved absence will result in a dismissal from class and you will fail. Failure in the class means you will have to repeat the full course and full tuition fee is required.

**About the 10-week course**

Careers in Dental Assisting, LLC is owned and operated by Dr. Justin C. Newingham. All courses are held at Dr. Newingham's state-of-the-art dental practice in Bloomfield Hills, Michigan. Careers in Dental Assisting, LLC is licensed by the State of Michigan to conduct 10-week courses designed to train students how to become dental assistants.

The course will run ten (10) consecutive weeks, eight classroom hours per week for a total of eighty (80) classroom hours of instruction. Another 30 hours of “practical training” will be given where you will be working on each other (student to student). Total course time will be approximately 110 hours.

### **Preparing you not just for a job, but a profession**

A career in the dental profession often offers many benefits beyond just a fulfilling role in the community and higher wages. For instance, most positions offer health care benefits, retirement or 401(k) plans, uniform allowances, paid vacation, paid holidays, free dental care, profit-sharing, paid sick days, as well as the ability to be promoted. We understand how fulfilling this career will be and how important it is not only to learn the skills necessary, but also to learn the appropriate demeanor and compassionate bedside manner to succeed in this profession.

### **Job interviewing skills**

Who better to teach you how to master superb job interviewing skills and techniques than someone who actually has experience with hiring dental assistants. We will not only teach you exactly what dentists are looking for, but we will also conduct mock interviews with feedback so that you can be sure to make a wonderful first impression that makes you stand out in a crowd.

### **Job specific training**

Our curriculum works top to bottom through all of the necessary and essential educational requirements needed to sustain a job as dental assistant. You will receive an in depth education in dental anatomy, terminology, techniques, infection control, disinfecting, instrument processing, equipment use and OSHA guidelines. You will also have access to some of the most current dental literature available today.

### **MDA x-ray curriculum and certification**

You will use the Michigan Dental Association’s (MDA) curriculum to learn the correct skills necessary to pass the MDA’s state dental x-ray certification exam. If you pass the MDA’s exam, you will be legally certified to operate and use dental x-ray equipment in the state of Michigan.

### **Job placement assistance**

Although we cannot promise specific job placement, and students alone will do most of the job searching, we do inform students of opportunities that come across our desk. Due to our vast connections and reputation in the profession, as well as our various professional memberships we retain, we are often times privy to multiple job opportunities before they even reach the papers or any other form of advertising.

### **Certificate of completion and graduation requirements**

Students must successfully complete a written mid-term, final, and x-ray exam. In addition to that, students must also complete 30 hours of hands-on chairside clinical training (student to student) and demonstrate x-ray competence. In recognition of satisfactory fulfillment of the prescribed requirements, students will receive a Careers in Dental Assisting diploma. (Something to certainly be proud of and something that is definitely recognized and respected within the dental community).

**Letter of recommendation**

If we determine that a student has honorably fulfilled all the requirements prescribed by the Careers in Dental Assisting program, we will provide you with a letter of recommendation. This letter will relay to those interested in hiring our students an outline of our program as well as something personal that stood out throughout the course of training that we would find prudent to share. However, it is our firm and strict policy that we retain the right to refuse the writing of any such letter should we feel it is not truly warranted (i.e. It is not a guaranteed thing, so work hard!).

**Course Topics**

These topics are listed in no particular order. All of the subjects listed below will be covered in some form whether via classroom instruction, video, hands-on clinical experience or all three combined. Most days will consist of all three types of educational experiences and will generally run for a period of 8 hours with a lunch break. All educational tools, visual aides, textbooks, equipment and instrumentation will be provided by Careers in Dental Assisting at no additional cost. Individual needs warrant different amounts of time for home study to prepare for course work, but our experience tells us it could range between 30 to 50 hours.

**I. The Dental Profession (4hrs)**

- a. Introduction to Dental Assisting
- b. Professional and Legal Aspects of Dental Assisting

**II. The Sciences (4hrs)**

- a. Anatomy and Physiology
- b. Dental Anatomy

**III. Infection control and Hazardous Materials (16hrs)**

- a. Disease Transmission
- b. Infection Control and Management of Hazardous Materials
- c. Surface Disinfection and Treatment Room Preparation
- d. Instrument Processing

**IV. Dental Treatment (8hrs)**

- a. Clinical Dentistry (four-handed dentistry)
- b. Moisture Control (rubber dam)

**V. Patient Care (4hrs)**

- a. The Dental Patient
- b. The Dental Examination
- c. Medical Emergencies in the Dental Office
- d. Pain and Anxiety Control

**VI. Dental Radiography (38hrs)**

- a. MDA curriculum for x-ray certification
- b. Radiation Safety and production of x-rays
- c. Oral Radiography (digital and traditional)

**VII. Preventive Dentistry (4hrs)**

- a. Preventive care (Diagnodent, Spectra, Intra-oral cameras)
- b. Coronal Polishing and Dental Sealants

**VIII. Restorative Dentistry (12hrs)**

- a. Instruments, Handpieces, and accessories
- b. Restorative Materials
- c. Restorative Procedures
- d. Impression Materials and Laboratory Procedures
- e. Prosthodontics

**IX. Specialized Dentistry (16hrs)**

- a. Periodontics
- b. Endodontics
- c. Oral and Maxillofacial Surgery
- d. Pediatrics
- e. Orthodontics

**X. Preparation for Employment (4hrs)**

- a. The job search
- b. Examination preparation practice exam

**Enrollment Application**

Tuition for 10-week course is: **\$2,295.00**

-\$200.00 due with application -Remaining \$2,200.00 due before 8th week of course

*Tuition fee includes all of the following:*

- Textbook: "Essentials of Dental Assisting", Debbie S. Robinson, Doni L. Bird 4th edition 2007
- Use of all educational tools, visual aides, equipment, materials and instrumentation -MDA x-ray certification-(If you pass the state exam) -Careers in Dental Assisting diploma-(If you pass the course exam) -Letter of recommendation (if earned)

**Careers in Dental  
Assisting, LLC 50 W. Big  
Beaver Rd. #240 Bloomfield  
Hills, MI 48304  
248-644-1810**

**Student Enrollment Application**

The Applicant: We appreciate your interest in our school and assure you that we are interested in your qualifications. A clear understanding of your background and education history will aid us in seeking to place you in our school.

We are an equal opportunity employer and shall consider qualified applicants for the class without regard to race, color, sex, religion, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

**PERSONAL:**

Name: \_\_\_\_\_

**Social Security Number**

Address: \_\_\_\_\_ Street  
City State Zip

Phone Number Cell Number

**EDUCATION:** Name/Location Diploma/Degree High

School \_\_\_\_\_ College:

\_\_\_\_\_ Vocational

Training (or other): \_\_\_\_\_

**Signature Date**

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**REFUND POLICY:** The State of Michigan refund policy per the Michigan laws, Rules and Regulations Governing Proprietary Schools, Act 148 of 130 (a) Refund Policy: “All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. **All tuition and fees paid by the applicant shall be refunded in full if requested within three business days after starting the program.** A retained refund fee of \$25.00 is applied if the student cancels the course after the three business days of signing the contract. All refunds shall be returned within 30 days. **No refund will be given after the expiration of three business days once the start of the program.**

Amount enclosed (minimum payment is \$200.00)\_\_\_\_\_

Please MAIL payment to: Careers in Dental Assisting, LLC 50 W. Big Beaver Rd Suite 240  
Bloomfield Hills, MI 48304

**Student Complaint Policy:** Any student has the right to file a complaint with the State of Michigan “Dept. of Labor & Economic Growth” for any violation they feel that “Careers in Dental Assisting, LLC” has violated the proprietary law or rules. Their website address is [www.michiganps.net](http://www.michiganps.net)

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**Michigan Department of Community Health**

The Michigan Department of Community Health, Bureau of Health Professions and the Board of Dentistry, are responsible for the licensing of individuals who want to practice dentistry, dental hygiene and advanced levels of dental assisting. Students attending a course in dental assisting that is offered by a licensed proprietary school that is not accredited by the American Dental Association are not eligible for licensure by the State of Michigan.

Careers in Dental Assisting, LLC is classified as a licensed proprietary school and is not accredited by the American Dental Association’s Commission on Dental Accreditation. Graduates of this program are not eligible for licensure as a Registered Dental Assistant in Michigan.