



**ACADEMY**  
of MEDICAL PROFESSIONS

BRUNSWICK BUSINESS CENTER  
18 Pleasant St, Ste 210, Brunswick, ME 04011

TOLL FREE (866) 516-8274  
TEL (207) 721-0714  
FAX (207) 449-1242

info@AcademyofMedicalProfessions.com  
www.AcademyofMedicalProfessions.com

## **DENTAL ASSISTING**

### **Certificate Program**

This is an 10-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®). Should a student decide to intern in the field, we will work with the student to obtain those internships.

*DANB, RHS is 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 5<sup>th</sup> 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)**

- DANB RHS® Exam (Radiation Health and Safety)  
\*CPR is a requirement before sitting for this Certificate\*

## 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

## ONLINE CLASSES (Recorded lectures)

Students wishing to take the online courses by watching the recorded live classes may start at **any time**. Local class locations and schedules are listed below.

## ONSITE LIVE BROADCAST AND LIVE LOCATIONS

Auburn	Dover-Foxcroft	Gray/New Gloucester	North Berwick	Scarborough
Augusta	Ellsworth	Kittery	Oxford Hills	South Berwick
Bangor	Fairfield	Livermore Falls	Presque Isle	Turner
Brunswick/Topsham	Farmington	Mechanic Falls	Pittsfield	Van Buren
Biddeford	Gardiner	Mexico	Readfield	Westbrook
Bethel	Gorham	Newport	Sanford	Windham
Southern Maine Community College/Columbia State University/Harper College				

## WINTER

**February 26, 2018**  
Mondays 6:00 to 8:00 PM

## SPRING/SUMMER

**June 25, 2018**  
Mondays 6:00 to 8:00 PM

## FALL

**October 15, 2018**  
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**  
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**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  
**OR**  
ONLINE

START DATE \_\_\_\_\_

START DATE: \_\_\_\_\_

**SINGLE PAYMENT METHOD**

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

- \$500 Deposit is required for Payment Plan Options
- \$300.00 Non-refundable enrollment fee is already included in the price
- Voucher Payments: ( I.E. Goodwill, Dept Of Labor, VA, Mycaa, Etc.)

**ONE TIME FULL PAYMENT**

**Self-Pay    Voucher**

\_\_\_\_\_    \_\_\_\_\_    **\$2,400** Dental Assisting, All-inclusive program

**Voucher Payments:**

**Name Of Organization Paying:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

WHERE DID YOU HEAR ABOUT OUR COURSES? \_\_\_\_\_ Adult Education Brochure/ Website

IF FROM AN ADULT EDUCATION OR COLLEGE BROCHURE PLEASE LIST WHICH ONE:

\_\_\_\_\_ Mid-Maine Regional Adult Community Education \_\_\_\_\_

## 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 and STANDARDS OF PROGRESS for this 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: \_\_\_\_\_

## PAYMENTS MADE BY CREDIT CARDS

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

TYPE OF CARD: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:

\_\_\_\_\_

FULL PAYMENT \$ \_\_\_\_\_ Date you wish to have payment taken: \_\_\_\_\_

PAYMENT PLAN DOWN PAYMENT Amount \$500.00 Date to take out deposit from credit card: \_\_\_\_\_

## PAYMENT PLANS

**Monthly Payment plan options available through TFC Tuition, for more information contact the Academy**

All payment plans do require a \$500 down payment which is deducted from the cost of tuition

\$500 Down and a minimum of \$300/month until paid in full. Total finance charge is approximately \$200.

SS# \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_