

# **“New Skills for a Fast Growing Career As a Dental Assistant In just 10 Saturdays”**

Did you know the job outlook for dental assistants is excellent? Employment in this field is expected to grow much faster than the average for all occupations through 2016. **The Bureau of Labor Statistics predicts that it will be the third fastest growing occupation for which a college degree isn't required.**

A career of helping people improve their dental health is rewarding and enormously satisfying. No two days are the same and your job continuously renews itself. **Dental assisting is a career that will always be in demand and in need of enthusiastic, trained and caring individuals. This could be you...couldn't it!?**

Dear Prospective Students:

Our course is designed to give students maximum **“hands-on” training in a real dental office.** During class the dental office will be closed in order to provide a stress-free environment for our students. You are not expected to know everything! You are just expected to work hard, study well, and learn!

The teaching is stimulating, fast paced, and relies heavily on your participation. The largest size of each group will be one instructor per 10 students. An excellent textbook is used (yes, there are reading assignments and homework) so classroom time can be spent learning the “hands-on” information.

**Our program is currently taught in two locations in Ohio and one location in Indianapolis, Indiana and is registered with the Indiana Commission on Prop. Education. Our central Ohio school is located in Columbus and our southwest Ohio school is located in Lebanon. Both schools are registered by the Ohio Board of Career Colleges and Schools.**

**Our Dental Assisting classes will begin on the date listed below:**

**Saturday, March 20th, 2010 @ Dental Assistant Pro**

**Call 513-515-6611 for Information**

**11020 E. 10<sup>th</sup> Street**

**Indianapolis, Indiana 46229**

Indiana Commission on Prop. Education #AC-0185

We have scheduled an *Open House* for each of our schools to answer any questions you may have about our course and give a brief tour of the facility.

**Do not miss these opportunities!**

**[www.dentalassistantpro.com](http://www.dentalassistantpro.com)**

# **OPEN HOUSE**

## **Dental Assistant Pro**

**Tuesday, March 9<sup>th</sup>, 2010 6:00 pm until 7:15 pm**

**Located at  
11020 E. 10<sup>th</sup> Street  
Indianapolis, Indiana 46229**

**Class is limited, so we suggest you mail your deposit fee, along with the enrollment, disclosure and payment agreement pages as soon as possible to register.**

**Make check or money order payable to:**

**Dental Assistant Pro**

**Forward your enrollment/application forms to:**

**Dental Assistant Pro  
767 Columbus Avenue  
Lebanon, OH 45036**

We look forward to seeing you in our next class! (Remember you could be working in as few as 10 Saturdays!)

Sincerely,

Gregg L. Testerman DDS  
President Dental Assistant Pro

**[www.dentalassistantpro.com](http://www.dentalassistantpro.com)**

## A Comparison of Schools and Jobs

### To Help You Make Your Decision...

Are you seeking a new career opportunity?...Or maybe the kids are in school and you want a career to bring in some extra money... Here's a comparison of your school choices:

School choices	Time	Cost	Graduate job options
University or College for a Bachelor of Arts degree (120 credit hours)	4 years (1,460 days)	\$25,000 Plus	Entry level position
Community College for an Associates Degree (60 hours)	2 years (730 days)	\$7,900 Plus	Entry level assistant position
<b>Dental Assisting School Dental Assistant Pro (80 classroom hours)</b>	<b>10 Saturdays (8:00-5:00)</b>	<b>\$2,450</b>	<b>Entry level Dental Assistant</b>

If you want to include some letters after your name (like B.A.), you will need to spend four years in school and spend in excess of \$25,000! And then you get to go out and look for a job.

If you decide to go to a junior/community college instead, you can cut down on the cost to a little less than \$8,000, *but you still have to attend school Monday through Friday for about two years!* And then you get to go out and look for a job.

**If what you want is hands-on training, a chance for a rewarding job you can be proud of, and a paycheck --- Contact our Dental Assisting School!** There is really no comparison in time or money required.

#### **What Are the Advantages of a Dental Assisting Career?**

**Variety:** Dental assistants have one of the most diverse and interesting of all positions in a dental office. Dental assisting is a **challenging and rewarding career**, demanding versatility and a willingness to assume responsibility for many different tasks.

**Flexibility:** Since **dental assistants are in demand**, career options include both full-time and part-time positions

**Excellent working conditions:** Dental offices are interesting, pleasant, people-oriented environments in which to work.

**Personal satisfaction:** Dental assisting involves people contact, and with this personal interaction comes the personal satisfaction of knowing you've really helped someone by helping to provide a valuable health service.

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 as you are given more responsibilities and patient services. Dental assisting is a career that will always be in demand and in need of enthusiastic, trained and caring individuals.

Please read over the enclosed information and plan on attending an Open House for a school in your area!  
**Remember: We have schools currently located in Columbus, Ohio, Lebanon, Ohio and Indianapolis, Indiana.**

Cherie Testerman  
Director Dental Assistant Pro

## Dental Assistant Pro

### *About our course:*

The job opportunities for trained dental assistants are quite good in today's marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained assistants. If one examines the want ads there are many for Dental Assistants.

**Following your training in this ten-week course, you will have the confidence and skills necessary to apply for these positions.** Along with your certificate, we will give you a summary of your training experience.

Dental Assistant Pro is an Indiana State Department of Health approved dental radiography program.

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

Additionally, we anticipate that many doctors will call our office asking for a list of our recent student graduates. We will also inform our current class of any doctors needing Dental Assistants so that they may apply directly for the position. We think that many of our students will obtain jobs as dental assistants even before finishing the course!

The starting **pay scale for experienced dental assistants is considerably higher than non-experienced.** Most offices will not even consider anyone without experience. We are often asked what a graduate from our course can expect to make in their first job. The answer depends on where the office is located. Offices in a metropolitan area generally pay higher salaries than those in suburban areas. Graduates of our course can expect to start above the pay scale of those with no experience, but less than experienced assistants. (This is good news, as your experience and skills develop with time on the job)

**For additional information  
visit our website at:**

**[www.dentalassistantpro.com](http://www.dentalassistantpro.com)**

# *Dental Assistant Pro*

## **Course Outline**

The following subjects are covered in depth from both a didactic and practical clinical experience. Our course is taught in a state of the art practicing dental office, with high tech equipment, instrumentation and materials. All students receive in excess of 8 hours of instruction in radiology.

### **I. Dental Theory and Terminology**

- A. Dental and oral anatomy, tooth-numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental Terminology
- D. Equipment operation, chair positioning, assistant equipment usage.

### **II. Four-handed Dental Assisting**

- A. Instrument transfer techniques, chair-side assisting and suctioning.
- B. Chair-side doctor-patient-assistant positioning.
- C. Tub and tray systems
- D. Use of instruments and materials in assisting for:
  - 1. Operative Dentistry
  - 2. Oral Surgery
  - 3. Crown and Bridge
  - 4. Endodontics
  - 5. Periodontics
  - 6. Pedodontics
  - 7. Orthodontics
- E. Hand piece care and maintenance

### **III. Dental Radiology**

- A. Indiana State Dept of Health approved educational program for dental radiography
- B. X- Ray Certification of Proficiency
- C. Preparation for the DANB RHS exam
- D. X-Ray theory and technique, use of Rinn Holders and other methods.
- E. Intraoral, bitewing, panoramic and endodontic exposure methods
- F. Developing x-rays using the automatic processor
- G. X-ray safety and precautions.

### **IV. Impressions and Model Trimming**

- A. Impression materials and practice in their use: alginates, rubber base, etc.
- B. Wax bites, counter impressions
- C. Model pouring and trimming

### **V. Sterilization Techniques**

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

### **VI. Job Interview Techniques**

**Enrollment Agreement**  
**Dental Assistant Pro**  
**11020 E. 10th Street**  
**Indianapolis, IN 46229**  
**Reg. #AC-0185**

Program Start Date: Saturday, March 20th, 2010 to Saturday, May 22nd, 2010

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone # \_\_\_\_\_ S.S. # \_\_\_\_\_

Email Address \_\_\_\_\_ Referred By: \_\_\_\_\_

I am hereby enrolling in the **Dental Assisting Program** for the term listed above and my enrollment is subject to the terms and conditions in this enrollment agreement.

**Expected Program Length:** 10 weeks

Program Schedule: 10 Saturday 8 hour sessions 8:00 a.m. to 5:00 p.m. (80 contact hours)

**Tuition and Fees:**

Registration Fee .....\$100.00  
Book Fee ..... \$100.00  
Tuition.....\$2,250.00  
Total Cost.....\$2,450.00

**Payment:**

Payable in full or by payment plan listed on page 3.

Tuition and fee charges are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

**Cancellation and Settlement Policy**

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. If such cancellation is made, the school will promptly refund in full all tuition paid and refundable fees pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

**Refund Policy**

If the student is not accepted into the program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) term for this program that is 10 weeks in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and the refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. 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.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance.

**Disclosure Agreement**  
**Dental Assistant Pro**  
**11020 E. 10th Street**  
**Indianapolis, IN 46229**  
**Reg. #AC-0185**

**Complaint or Grievance Procedure**

All student complaints should first be directed to school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Indiana Commission on Proprietary Education, 302 W. Washington St., Room E201, Indianapolis, IN, 46204; Phone (317)232-1320; Toll Free (800)222-5695.

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

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

School representative: \_\_\_\_\_ Date: \_\_\_\_\_

Revised December 22, 2009

**Payment Options**  
**Dental Assistant Pro**  
**11020 E. 10th Street**  
**Indianapolis, IN 46229**  
**Reg. #AC-0185**

- |  |   |
|--|---|
| <b>OPTION #1 - \$ 100 Registration Fee</b><br><b>\$2350</b><br><b>TOTAL        \$2450</b>  | <b>- Due with Registration Form</b><br><b>- <u>Due before the start of class on the first day</u></b><br><b>- Registration Fee, Book Fee and Tuition</b>  |
| <b>OPTION #2 - \$ 100 Registration Fee</b><br><b>\$ 665 Down Payment</b><br><b>\$ 190 Weekly Payments</b><br><b>TOTAL        \$ 2475</b> | <b>- Due with Registration Form</b><br><b>- Due 1 week prior to class</b><br><b>- <u>Due before the start of class for the 1<sup>st</sup> 9 weeks</u></b><br><b>- Registration Fee, Book Fee and Tuition</b><br><b>- This option costs \$25.00 extra.</b> |
| <b>OPTION #3 - \$ 100 Registration Fee</b><br><b>\$ 465 Down Payment</b><br><b>\$ 215 Weekly Payments</b><br><b>TOTAL        \$ 2500</b> | <b>- Due with Registration Form</b><br><b>- Due 1 week prior to class</b><br><b>- <u>Due before the start of class for the 1<sup>st</sup> 9 weeks</u></b><br><b>- Registration Fee, Book Fee and Tuition</b><br><b>- This option costs \$50.00 extra.</b> |

**OPTION #4 - Financing through Chase Health Advance. Approval must be finalized 10 days prior to the first day of class. See additional form.**

**PLEASE NOTE PAYMENT IN FULL MUST BE RECEIVED BY THE 9<sup>TH</sup> WEEK OF CLASS TO RECEIVE CERTIFICATE OF COMPLETION.**

I, \_\_\_\_\_, have selected the following payment option:  
(Please Print)

Dental Assistant Pro Course for Session \_\_\_\_\_  
(Class Location, Month and Year)

Method of Payment      Option 1 \_\_\_\_\_      Option 2 \_\_\_\_\_      Option 3 \_\_\_\_\_      Option 4 \_\_\_\_\_  
\_\_\_\_\_ Check # \_\_\_\_\_      \_\_\_\_\_ Money Order# \_\_\_\_\_

(\_\_\_\_\_) Visa      (\_\_\_\_\_) MasterCard      (\_\_\_\_\_) Discover      (\_\_\_\_\_) American Express      (\_\_\_\_\_) Chase

Credit card # \_\_\_\_\_      Expiration date: \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_      **DATE** \_\_\_\_\_

Mail completed application along with check, money order, or credit card information to:  
Dental Assistant Pro  
767 Columbus Avenue Lebanon, OH 45036  
[www.dentalassistantpro.com](http://www.dentalassistantpro.com)

# Extended Payment Plans For Dental Assistant Pro's Students Provided By Chase Health Advance

## Optional Financial Aid Plans

### No Interest Payment Plans:

\_\_\_\_\_ OPTION #1 (6 months) \$2450 plus \$175 administrative cost (\$2625 total).

Financing must be approved ten days prior to the first day of class.

\_\_\_\_\_ Do not include my \$100.00 registration fee. Finance total will be \$2525.

### Extended Payment Plans:

\_\_\_\_\_ OPTION #2 (36 months) \$2450 plus \$175 administrative cost (\$2625 total)

Financing must be approved ten days prior to the first day of class.

You will pay a fixed % of interest.

\_\_\_\_\_ Do not include my \$100.00 registration fee. Finance total will be \$2525.

### To apply click below:

<https://www.healthadvance-online.com/register.asp?doctorid=44581>

Approved Chase Health Advance Number: \_\_\_\_\_

---

Signature of Credit Applicant

Date

**\*All students have the right to exercise financial aid options upon approval**