



Dental Assistant Academy of Chicago

DBA Dental Academy of Chicago

25 East Washington St

Suite 510

Chicago, IL 60602

Call: (312) 465-2718

Fax: (312) 276-8401

Email: [enroll@mydaac.com](mailto:enroll@mydaac.com)

[mydaac.com](http://mydaac.com)



## Program/Course Listing and Catalog

[www.mydaac.com](http://www.mydaac.com)

**Administration Office: 25 E. Washington St. Suite 510, Chicago, IL 60602**

**Classroom and Training Location Chicago: 25 E. Washington St. Suite 510, Chicago, IL 60602**

**Owner: Dr. Viren Patel (312) 465-2718**

**Director: Monicah Johnson RDH**

**Faculty: Jenesis Lopez D.A. (Chairside clinical), Viren Patel DMD ( Chairside Sub / Clinical, Barabara Nguyen, RDH ( Chairside Lecture / Clinical), Jaquelyn Vasquez ( Dental Admin and front desk instructor), Seema Sheth M.D. ( Dermatology Instructor clinical), Jennifer Gecas (Dermatology Clinical) Chitra Gummadi MPHI (**

**Governing Board: Jane Kim DDS, Viren Patel DMD, Monicah Johnson RDH, Jenesis Lopez D.A. Barbara Nguyen RDH, Juraj Suhay DT, Nathaly Santoyo D.A., Seema Sheth MD, Rebecca Magrath, Tarrice Oliver, Carlene Williams, Athena Tosiou, Shemenia Ladd**

**Disclosure: Dental Assistant Academy of Chicago (Dental Academy of**

Chicago) reserves the right to change program/course content, start dates, tuition, and to cancel programs/courses. Any changes made will not affect any students currently enrolled unless the changes are agreed to by the student in writing. This school was established during the year 2015.

Complaints against this school may be sent to:

**IBHE**

1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois, 62701

Complaint Call Line (217)557-7359

Complaint email: [complaints@ibhe.org](mailto:complaints@ibhe.org)

IBHE Website: [www.ibhe.org](http://www.ibhe.org)

**Updated:**

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**Approved By: Illinois Board of Higher Education (IBHE) Division of Private and Vocational Schools. Approved program for the following grants: Workforce Innovation and Opportunity Act (WIOA), State of Illinois Veteran Affairs (GI Bill), as well as MyCAA for military spouses.**

**Approval indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Approval is not equivalent or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.**

# **History and Mission of Dental Academy of Chicago**

Dental Assistant Academy of Chicago (DAAC) DBA Dental Academy of Chicago (DAOC) was founded and licensed in 2015. The school started in-house at a state-of-the-art facility in downtown Chicago at one of the largest dental practices in the city (Downtown Dental Loop). The school began to expand and grow over the years. We have now expanded into having two classrooms that hold 16 - 24 students each. Also within the facility is the Chicago Dental Institute. Our sister company sees patients that allow our students to learn upon. We also simulate a live clinic and practice through hands-on training. The students practice on each other as well as mannequins. Our program has been developed and is maintained by exceptional healthcare professionals that have been in the field for 5-20 years. We are passionate about our roles in the healthcare system and believe that overall health is essential to maintain. Our mission is to offer students excellence in education while teaching them to relate to real-life situations. Dental Academy strives to educate our students about public health and provide instruction in healthcare that will allow them to contribute to the longevity of professional healthcare. We are committed to graduating competent, ethical, and compassionate professionals.

## **Operating Hours**

The Academy's Administration office is located in Suite 510. The office is open every day by appt. 9:00 a.m. until 5:00 p.m. Two lecture classrooms ( Classroom A and Classroom B) seat 16 -24 students comfortably, with no more than two students per table/work area. The space is 5166 sq feet. The laboratory / clinical portion of the course will be held at the same address, suite 510 ( Dental Institute with three clinical operatories and a laboratory). Each room is equipped with up-to-date equipment. The operatories may also be used for the simulated dermatology assistant program. However, we have a special area for derm students with specific equipment. Students will utilize the operatories, exam rooms, x-rays equipment, laboratory, sterilization area, and front desk

## **School Policies**

**The Academy's** purpose is to sufficiently train its students for entry-level positions or aid its students in excelling in careers relating to healthcare.

We are committed to customer satisfaction, internal (students), and external (clinics employing our students). We conduct our business by:

- Honestly, and accurately representing our services, terms , and conditions
- Communicating in a respectful and courteous manner
- Responding to inquiries and complaints in a constructive, timely way
- Maintaining appropriate security policies and practices to safeguard information
- Assuring truth and fairness in advertising

### **Academic Dishonesty**

Academic dishonesty will not be tolerated at this academy. Academic dishonesty exmples include, but are not limited to:

- Cheating
- Plagiarism
- Falsification and fabrication (lying or distorting the truth)
- Helping others to cheat
- Unauthorized changes on official documents

- Pretending to be someone else or having someone else pretend to be you
- Making or accepting bribes, special favors, or threats

***Consequences:***

- Failing grade for the work involved
- Removal from the course with a failing grade
- Punishment enforced by the College policies on academic dishonesty

**What is Plagiarism?** Turning in work not written by you or turning in work that lacks proper citation. Do your work. If you use someone else's ideas in your written work, cite them.

Suppose you are found to have violated the policy. In that case, the minimum penalty is a failure on the assignment, and a disciplinary record will be established and kept for no more than three years. You may also be removed the course without any refund.

## **Rules of Conduct**

Students are expected to conduct themselves professionally and demonstrate respect for instructors and classmates at all times.

The Academy administration reserves the right to terminate any student guilty of the following:

- Not complying with school rules and regulations
- Creating a safety hazard to other students
- Disobedient or disrespectful behavior to faculty members or other students
- Unsatisfactory academic progress
- Poor attendance
- Unprofessional conduct
- Failure to remit payments when due
- Cheating
- Falsifying records
- Breach of the enrollment agreement
- Entering any school site while under the influence or effects of alcohol, drugs, or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment
- Harassment of any kind, including intimidation and discrimination

The Academy will notify the student in writing of the offense. The student will meet with the School Administrator before returning to class. The administrator will determine whether or not the student may continue in the program. If the administrator decides to terminate the student, a refund will be given according to the refund policy.

## **Drug-Free School & Workplace**

Dental Assistant Academy has zero tolerance for illegal drugs and alcohol. No student, instructor, employee, or administrator may be on school premises under influences of any kind. Any individual suspected to be under the influence of alcohol drugs or narcotics will be subject to immediate dismissal and/or removal pending drug testing. The student has the right to refuse and risk dismissal. The individual will be required to meet with the Administrator to determine the course of action.

## **Harassment Policy**

*Dental Academy does not discriminate nor permit discrimination by any representative of its community against any individual on the basis of race, color, religious beliefs, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment services, or in the educational programs/activities it operates.* The Academy will not tolerate harassment in any form including, age, race, gender, color, religion, national origin, disability, marital status, social-economic status, sexual orientation, and other characteristics protected under state, local or federal law. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of sexual nature. Such conduct is prohibited in any form on Dental Assistant Academy premises. This policy applies to all students, instructors, employees, and administrators. Examples of prohibited behavior include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe you are being subjected to harassment, report this and any additional incidents or retaliation to the instructor, the Administrative office, or the instructor if you feel comfortable doing so. Any reported incident will be investigated immediately thoroughly and remain as confidential as possible.

## **Unresolved Disputes / Student Complaints**

Students, instructors, and staff are expected to address in person any disagreements or conflicts directly with the individual involved first. After this, if no satisfactory resolution can be made, the complainant(s) should meet in the Administrative office. If a satisfactory solution still cannot be made, the complainant(s) may set an appointment by phone to meet with the School Director.

All individuals involved must attend the meeting and present, before the meeting, written documentation outlining the complaint and all communication to that point. The School Director will review the documentation, speak with each individual involved, and offer a final resolution.

All communications regarding the complaint must be in writing, and all meetings and communications will be documented and kept in the student's file. Every attempt at a satisfactory resolution will be made.

# School Calendar January 1 - June 30, 2022

The Academy has several sessions of enrollment each year. If clinical falls on a federal holiday, the clinic may close that day. If a federal holiday falls on a lecture day, there will be no class that day, and the class will resume the following week. The course will not be shortened. Tentative program course dates are in the table below.

<b>Program</b>	<b>Cost</b>	<b>January 2022</b>		<b>Max Class Size Per Start Date</b>	<b>Min Class Size Per Start Date</b>
Chairside Dental Assistant 12 weeks	\$6000	Jan 12- Mar 30 Jan 27 - Apr 14 Apr 6- Jun 22 Apr 7 - Jun 23	July 13 -Sept 25 July 14 – Sept 26	20	10
Administrative Dental Assistant	\$4500	Feb 18 – Apr 15		15	10
Dermatology Clinical Assistant	\$7000	Jan 24– April 25 Feb 19- May 21		15	5

2022

Labor Day:	New Year's Day
Veterans' Day:	Martin Luther King, Jr. Day
Thanksgiving Day and Day after:	Memorial Day
Christmas Eve and Christmas Day	Juneteenth
	Independence Day

## **Entrance / Eligibility Requirements**

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment at the Academy training program based on age, race, gender, disability, or national origin. Applicants must meet the following criteria:

1. Have an interest in the chosen program/course of study
2. Be at least 18 years of age or 17 with the parent's written permission (s) or guardian(s).
3. Provide proof of at least a high school diploma or GED
4. Check if your specific program has additional requirements.

## **Application Process and Enrollment**

Applicants interested in applying for entry into any of the programs at Dental Academy of Chicago and minimally meets the above entrance/ eligibility requirements may apply by completing the following application process:

1. Fill out an application for your program of choice in your student portal.
2. Please submit a copy of your minimal High School Diploma or GED (high school or college transcripts are acceptable).
3. Please also submit a resume or your work history. When sending your work history, please include the employer's name and location, dates of employment, and reasons for leaving. If you have no employment history, please submit a letter explaining why.

You will receive an approval or denial letter within five business days of submitting the required documentation. Please log in to your student portal and fill out your course enrollment agreement if you receive an acceptance letter.

## **Program Enrollment**

1. Decide your method of payment. (before your start date, WIOA, GI Bill, Loan, ISA. payment plan) Sign your payment plan agreement. This will be sent to you after you talk to the director of your program and come to an agreement on your choice of payment.
2. Log into your student portal, fill out the enrollment agreement for your perspective course, and fill out your payment plan agreement.
3. Pay your non-refundable registration fee of \$200. This can be done in your student portal. You may log in using your assigned student ID. (This is applied towards tuition) The registration fee reserves your seat in the course. The registration fee may be waived for those who qualify. We only allow 5-20 students in each class. Enrollment closes one day prior to the first day of class.

## **Transferring or Granting of Credit**

The only program that can receive partial credit is Chairside Dental Assistant. No life experiences or previous education and/ or training will apply to the lecture portion of Dental Assistant Academy training programs. The lecture portion of our programs is customized to meet the goals of the Academy. Each student must complete all program lecture requirements. If a student has attended a school with a similar program *or has* worked as a chairside dental assistant, the student may request up to 25% of the hands-on training (*clinical training*) hours to be waived. To qualify for this waiver, the student must be able to:

1. If requesting credit transfer hands-on training (clinical) based on previous education please submit an

official transcript to the Academy from a licensed school showing an overall pass rate of minimally 85% and a syllabus *showing a similar program structure would include lecture topics similar to the ones in the chairside program including Sterilization and Disinfection, Dental Anatomy, Disease Transmission, instruction on general dental procedures (filling, crown, bridge, provisionals), quizzes or exams to test the student on materials learned during enrollment in the program. The school must have a form of clinical training. The coursework must have been completed in the last 2 years leading up to the transfer of credit request.*

2. If requesting a credit granted towards hands-on (clinical) Provide a letter of recommendation for this waiver from a current or past dental employer of at least 3 months employment.

3. *There is a \$15 fee for transcript requests.*

Tuition and fees will be adjusted all in one based on the number of hours the student will not be training with the Academy. The cost of the program will be divided by the total number of hours the student will be attending.

**For example, the Chairside Dental Assistant Program total cost \$6000 88 lecture hours 112 clinical (hands-on) 200 hours total**

The student qualifies for a 25% hands-on waiver, meaning they only have to complete 84 hands-on hours with the Academy. The student is only completing 172/200 total hours at the Academy. The cost is \$30 an hour for this program, including supplies and fees. This student would pay \$5160 for the program.

If this program were itemized it would show:

Non Refundable Reg = fee \$200

Tuition = \$6000

Discount \$30 x 28 hours = \$840

Total Tuition Due = \$5160

Refund schedule will be based on the amount paid (\$4960)

Dental Assistant Academy makes no claim or guarantees that credit earned will transfer to another institution. Dental Academy will provide all documents available to accommodate the student to assist with any possible education transfer from Dental Academy to another institution by request.

### ***Appealing a Transfer Request***

***If a student has clear evidence of administrative error and has met the requirements for the chairside dental assistant program transfer of credit they may appeal a denial for transfer of credit. The appeal must be requested in writing within 1 week of the student receiving the denial letter. The request must provide a rationale on why the decision should be overturned. The appeal will be reviewed and investigated by the director of operations, with a decision in 10 business days. This will be the final decision.***

## **Language of Training**

All courses are offered only in English. Dental Assistant Academy does not offer ESL courses at this time.

## **Tuition and Payment Plans**

### **Registration**

All programs have a non-refundable registration fee of \$200 that is due at the time the enrollment agreement is submitted and is applied to tuition costs.

### **Tuition**

Please refer to your specific course details for tuition amounts.

It is required that payment be made in full by or **at** the start of the second half of the program the student is enrolled in.

Enrollment Agreement if no special payment arrangements have been made prior to that date. Students will not be allowed to attend class if payments are not remitted on time. Tuition includes all materials and or supplies needed during all parts of the course/program. There are no additional fees. Supplies and material costs can be itemized for individual purposes or needs. In the event of a refund is due, the refund is based on the total costs of the program. Custom materials or supplies are not refunded. This is noted in your specific course /program description. Refer to your specific course or program description for details.

## **Funding and Financial Assistance**

You have the option to pay your full tuition before the program start date.

We accept cash, credit card, money orders, and cashier's checks.

You may apply for a loan through our partner companies below. The process can take 7-30 days.

[www.meritize.com](http://www.meritize.com) tudent loans must be repaid to the loan company

Students interested in military grants may contact the appropriate liaisons:

<https://benefits.va.gov/gibill/> 1-888-GI-BILL-1 OR 1-800-827-1000

[MyCAASchools@militaryonesource.mil](mailto:MyCAASchools@militaryonesource.mil) 334-517-6160, option 2

WIOA Grants do not have to be repaid. The grant process can take 45 days to process. You must have your grant approval before the course starts. The grant can be applied for on <https://www.illinoisworknet.com/>

Income Share Agreements must be repaid. Dental Academy works with Meratus to offer income share agreements. There is a non-refundable \$40 application fee associated with applying for an income share agreement. If you would like more details, please visit [www.meratas.com](http://www.meratas.com)

### **Payment Plans**

Payment plans will not extend past the halfway point of the course. The academy will take the remaining balance of tuition left after paying the initial \$500 payment to enroll and divide it by the halfway point of the course.

For example, the chairside dental Assistant program is 12 weeks long and \$6000. You must pay \$500 to enroll.

The balance is \$5500. We divide the balance by six weeks. The student will have to pay \$916.67 each week for six weeks.

## **Failure to pay**

Failure to pay an agreed-upon payment plan is grounds for termination. If a student goes more than 30 days without payment, the student will be turned over to a collections agency. The student will be responsible for any balance they have with the school in addition to the collection agency fees.

## **Cancellations and Withdrawals**

### **Cancellations by Dental Assistant Academy**

Any student who enrolls in the chairside assistant program and the program becomes discontinued by the school shall receive a complete refund of all fees and/or tuition paid.

### **Withdrawals**

To withdraw from DENTAL ACADEMY OF CHICAGO, the student may submit a request letter in writing, via phone, via email, or verbally in-person request to withdraw before the first day of class to receive a full refund. If the class or program has begun, please refer to the DENTAL ACADEMY OF CHICAGO cancellation policy.

### **Termination**

If a student is terminated for any reason, attendance, conduct, grades, etc., Dental Academy will notify the student in writing, either in person or by certified mail. The termination date for refund computation purposes shall be the last date of actual attendance by the student, the last graded assignment was turned in, or the start date for the class, unless earlier written notice is received. Refunds will be made in accordance with the Refund Policy.

## **Refund Policy**

Dental Assistant Academy shall adhere to the following refund policy in the event of notification of withdrawal by the student or termination by Dental Assistant Academy before completion of the program. All refunds would be made within 30 days of the cancellation or termination date in the form of a check if tuition was paid by cash or check (check will be written to the check owner). If tuition is paid by credit card, the refund will be charged back to the original card used minus any credit card transaction fees. Loan or grant refunds go back to the perspective agencies. Please follow the refund schedule for your specific program and/or funding agency if applicable.

## **Special Needs**

A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the director has met with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids, and/or services. Students must submit requests with supporting documentation prior to enrolling into any programs to ensure their needs can be met at the Academy. Once documentation has been submitted, reasonable and appropriate accommodations will be implemented if possible based on the student's specific disability and the functional impact of the disability on the student's daily activities and academic obligations.



# Dress Code

Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image you will present to your future employers, customers and visitors. Good grooming and an attractive appearance is very important when working as a healthcare professional. Therefore, while attending classes at Dental Assistant Academy, students are expected to dress appropriately and behave in professional and business-like manners. Students are required to wear sneakers and scrubs. Students may purchase black or gray labcoats if they choose.

***• If, for some reason, you are not able to wear scrubs, please dress professionally using the guidelines below. Business casual is crisp, neat, and should look appropriate. Avoid tight or baggy clothing.***

## **Guidelines:**

- Ties
- Shirts: Collar shirts are required and should be tucked in
- Socks: Wear dark socks, mid-calf length
- Shoes: No sandals, athletic shoes or hiking boots
- Avoid extreme jewelry styles (hoop earrings, facial piercings that can be harmful while working in a healthcare setting, etc.)
- Skirts: no more than 2 inches above the knee
- Wear casual pants or skirts. Neither should be tight. Fabrics should be crisp and clean. Colors should generally be solid; navy, black, gray, brown and khaki are always best.
- Skirts should come at least to the knees while standing. While seated, thighs must be covered. Revealing slits are not acceptable. Slips should not be visible.

## **Grooming Suggestions:**

- Hair should be clean and neat
- Shoes should be in polished condition
- Nails should be clean and short; no more than 1mm past the finger tip
- Perfume or cologne should be used sparingly or not at all
- No odors on clothes
- Do not smell like smoke
- Toes should be covered. No high heels or platform shoes. Make sure you can walk comfortably!

## **Examples of Unacceptable Attire:**

- Mid-drift or low-cut tops
- Sandals, open-toed shoes, flip flops, bedroom slippers
- Sweatshirts
- Short skirts
- Shorts
- Cargo pants or Capri-pants
- Backless, low cut or bare shouldered clothing
- Leggings
- Artificial fingernails are also unacceptable and prohibited on externships in health institutions as they have been linked to infectious disease transmission.
- Individual practice sites may have a more rigorous dress code. Students should adhere to specific preceptor/site requirements. If you have questions regarding the site-specific dress code policy, please contact your preceptor.

# **Program Curriculum**

On the first day of class or at orientation (1-2 weeks prior to class), students will receive an outline of the course curriculum or syllabus, which lists reading assignments and acts as a study guide. The School Director will review the curriculum at the end of each year and make recommendations for updates and/or changes that they feel would improve the effectiveness of the program and better prepare the graduating students for a smooth transition into the workplace. During this review, new standards and technologies will also be considered to be sure that students are receiving instruction relevant to tasks they will be expected to complete in their new occupation. Students may complete extra clinical or lab training hours if time and space permit during the student's enrollment. If a student has an approved absence for up to 8 lecture hours, they must make the hours up as additional clinical or lab hours. Approved makeup for any assignments must be completed or turned in prior to the next class lecture. A certificate is awarded upon successful completion of any program here at the Academy.

## **Lectures**

Lectures are one day a week. Students must check the course schedule for the program(s) they are interested in. There will be a 1-hour break and two ten-minute breaks for each full day (8 hours) course. The lecture is generally taught using PowerPoint, role play, and group work.

## **Clinical and Lab Hours**

Clinical, lab, and/or hands-on training is required for every program at the academy. When you choose a program, be sure to review the requirements for each program to ensure you can complete the required training within the specified timeframe of your program.

## **Homework, Quizzes, and Exams**

There will be homework assignments given every week during lectures and will be due the following week. Students will have several short quizzes, one written midterm, one clinical midterm, one written final, and one clinical or Lab hands-on final accessing hands-on training. Approved makeup for any assignments must be completed or turned in before the following class lecture. Students must maintain a 75% average.

## **Attendance Policies**

Dental Assistant Academy of Chicago complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All student records are confidential. Students are allowed to miss one class without penalty and holds full responsibility for making up and completing any missed assignment. If a student misses a second day, they must have a written medical, legal or extenuating circumstance that can be documented in order to make up any assignments. If a student misses three consecutive days, they will be dropped from the course. If the student has written documentation of the extenuating circumstance that caused them to miss three straight days of the course, they will still be dropped. However, they may start again with the very next course at no additional charge. Any student arriving more than 10 mins late or leaving 10 mins early to any class more than five times will be considered absent for half a day. The student must have a 90% attendance rate to pass their chosen program.

## **Makeup Work**

Make-up work is only granted to students who have written documentation of an excused absence resulting from an extenuating circumstance. Students must have a 90% attendance rate to pass their chosen program.

## **Absences**

Students are expected to attend all clock hours of program/course instruction. Students must attend 90% of the program in order to earn a certificate of completion or to graduate from the program. Failure to meet this requirement will result in termination from the program. If emergencies or extraordinary circumstances occur, students are requested to speak with the school director, who will arrange ways to make up the sessions that were missed. There is no additional fee for makeup work if it can be completed during regularly scheduled class hours.

## **Late Arrivals or Leaving Class Early**

Arriving late or leaving early will be treated as absences. Three late arrivals or early departures equals one missed day. Missed coursework is to be made up by conferring with the instructor of the class. There is no additional fee for makeup work if it can be completed during regularly scheduled class hours.

## **Leaves of Absence**

Students may have to suspend their training due to extenuating circumstances, including situations such as a serious illness, debilitating injury, or death in the immediate family. This request must be made in writing prior to beginning the leave of absence. If this should occur, the student may request re-admission from the School Director for a future program/course date. The leave of absence must be limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. If satisfactory arrangements have been made, no additional tuition is charged.

## **Unsatisfactory Progress**

All programs require an average of 75% to be considered passing. If a student receives a grade of less than 75% on more than one exam, he/she will be notified by the School Director. The student will be required to attend individual assistance during office hours at no additional fee. The Instructor and the School Director will make recommendations of ways to raise the grade. If the student is not able to get his/her average above 75% before the end of the course he/she will not receive credit or certificate of completion.

## **Grading**

An average grade of 75% is required in order to satisfactorily complete each program/course. Class work is graded as follows:

Excellent 90 – 100

Good 80 – 89

Fair 75 – 79

Lab or clinical work is graded on a pass/fail basis. Competency in each task assigned must be demonstrated to the instructor for the student to pass the lab. All written assignments will be graded and returned to the student to use as study aides for the Midterm and Final Exams. If at any time the student's average drops below 80%, the School Director will notify the student in writing. If the student should drop below 75%, the student will be asked to make an appointment with the School Director to discuss his/her options.

## **Copyright Infringement Policy**

Individuals using computers and networks at Dental Academy of Chicago are responsible for complying with copyright laws and the School's policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violate(infringe) copyright law. The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include all of the following elements:

- a physical or electronic signature
- identification of the infringed work
- identification of the infringed material
- contact information for the complainant, e.g. address, telephone number, electronic mail address
- a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law
- a statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

The School's users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the School's computer systems, networks, Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Students, instructional staff, and administrative staff are not allowed to make copies of textbooks or examinations for personal use of peers. Copying textbooks and other copyrighted material is against the law. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Disciplinary action may include suspension, dismissal, and legal action.

## **Graduation**

Students will receive a Certificate of Completion upon satisfactory completion of all program/course requirements. ***Minimal graduation requirements for all programs at the Academy include a 90% attendance rate and an average grade of 75% upon course completion.*** In addition, there must be no outstanding balances owed to the school to receive your official certificate or transcript. There is a small ceremony held twice a year for graduates—one ceremony in June for any students that passed the course

between January and June. The second Ceremony is held In December for any student that passed the course between July and December. The ceremony is optional. Students may request their certificate and receive it within 30 days of successful course completion if they do not have an outstanding balance.

## **Records**

Student records will be maintained permanently by the school, and computer files will be backed up regularly. The student's Certificate of Completion and official school transcript shall act as proof of program completion. There is no charge for the pick up of your initial transcript and certificate. The school's Administration Office can provide a copy of the student's certificate in the event the certificate is lost or damaged; there will be a few new ones. Transcripts will be maintained as a permanent record and shall be provided when requested as long as the student has satisfied all financial obligations currently due and payable to the school. Student records maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools without a written request made by the student.

## **Student Privacy Policy**

Under the Family Educational Rights & Privacy Act of 1974 (FERPA), all students have the right to inspect and review their own education records, to request an amendment to the education records (by written request to the school director), and to request a hearing (if the request for an amendment is denied) to challenge the contents of the records on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Dental Academy of Chicago has the right to disclose certain personally identifiable information from a student trainee's record, without written permission, to the following under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student trainee is transferring;
- Specified officials for audit or evaluation purposes;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, pursuant to specific State law.

## **Changes Made by the School**

Suppose the school cancels or changes a program/course or location in such a way that the student who has started is unable to complete training. In that case, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program, which is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all money paid by the student.

## **Housing**

No housing arrangements are available.

## **Placement**

Neither enrollment in the Dental Academy nor completion of any of its programs/courses guarantees employment. Employment skills are integrated throughout the program. The final classes focus on resume writing, job search skills, and interview techniques. Students may request counseling and career information from the School Director. The Academy will provide its graduates with placement assistance and job leads upon graduation but cannot guarantee job placement or employment. We currently have above 50% of students who report/verify job placement employment success, with some students gaining employment before the end of the course. Some students gain employment and fail to notify the Academy even upon request.

## **Student Complaint Policy**

This School is committed to respecting all students and providing a quality educational experience. The objective of the Student Complaint Policy is to ensure that all concerns and complaints are addressed fairly and resolved promptly. Complaints related to this policy are commonly the result of behavior that a student feels is unjust or creates an unnecessary hardship. Students may file complaints with the program director. You may contact the director in person, via phone, email, or certified mail. This institution is not accredited by a US Department of Education recognized accrediting body. DENTAL ACADEMY of CHICAGO is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

### **Program Director**

Monicah Johnson RDH

25 E Washington Suite 510

Chicago, Illinois 60602

312-465-2718

director@mydaac.com

**Students may register a complaint against this school at any time with IBHE.**

Illinois Board of Higher Education

1 N. Old State Capitol Plaza, Suite 333

Springfield, Illinois 62701

Complaint Call Line: (217)557-7359

Complaint email: [complaints@ibhe.org](mailto:complaints@ibhe.org)

IBHE website: [www.ibhe.org](http://www.ibhe.org)

**NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE FOR  
INSTITUTIONS APPLYING FOR ACCET ACCREDITATION**

This institution is seeking initial accreditation with the Accrediting Council for Continuing Education & Training (ACCET). To this end, the institution has submitted an Application for Accreditation to ACCET and will subsequently submit a self-study and have an on-site team visit to determine whether the institution meets ACCET's Standards for Accreditation. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required by ACCET and frequently involves the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

**In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:**

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented; however, the complainant will be requested to subsequently submit the complaint in writing.
2. The written complaint must contain the following information:
  - a) Name and location of the institution;
  - b) A detailed description of the alleged problem(s);
  - c) The approximate date(s) that the problem(s) occurred;
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the written complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

#### 4. SEND TO: ACCET

##### **CHAIR, COMPLAINT REVIEW COMMITTEE**

1722 N Street, NW

Washington, DC 20036

Telephone: (202) 955-1113

Email: [complaints@accet.org](mailto:complaints@accet.org)

Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

### **Dental Assistant Academy of Chicago Chairside Dental Assistant Program**

#### **CONSUMER INFORMATION**

**All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:** The number of students who were admitted in the program as of January 1, 2021- December 1, 2021.

- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts(107), re-enrollments (1), and transfers into the program from other programs at the school(0).
- The total number of students admitted in the program during the 12-month reporting period. (108 students were admitted)
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program (87), withdrew from the school (3), and are still enrolled. (0)
- The number of students enrolled in the program who were: placed in their field of study(70), placed in a related field(4), placed out of the field(0), not available for placement due to personal reasons(3), and not employed(?).
- The number of students who took a State licensing exam or professional certification exam(0), if any, during the reporting period, as well as the number who passed(0).
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates)(0).

- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates)(\$16).

## **About the Field**

Dental assistants are responsible for a wide variety of tasks, both clerical and clinical, such as providing assistance with patient care, office duties, and laboratory procedures. Working as a dental assistant can be challenging and fast-paced work because of the diversity of job responsibilities. The dental assisting field generally requires physical work, moving throughout the office, and standing on one's feet for long periods of time. Successful candidates should be in good physical health because they are in close contact with the public. Dental assistants are in charge of setting up for exams by sterilizing or disinfecting instruments and preparing tray setups for each exam. They get the patient ready for the exam and help to make him/her comfortable, retrieve patient files, and prepare the patient for treatment. Dental assistants are responsible for taking and developing x-rays, making teeth impressions, and mixing the substances needed to clean the teeth or for fillings. During the exam, the assistant works chair side with the dentist, handing them instruments as needed and using suction to clear the patient's mouth of excess saliva as the dentist works. Upon completion of the exam the assistant will instruct the patient on postoperative and general oral health care. Finally, the assistant will re-sterilize and maintain all the equipment and material after the examination. Additionally the assistant may be required to make additional appointments for patients, maintain patient records, accept payments, keep inventory of supplies used within the practice, and to reorder supplies as necessary. According to the U.S. Department of Labor, because of rapid employment growth and substantial replacement needs, there should be good job opportunities for dental assistants nationally. Dental assistants can seek certification as provided by the "Dental Assistant National Board" (DANB), a membership organization, as a Certified Dental Assistant after meeting work experience requirements. For more information on certification, contact DANB directly by visiting their website ([www.danb.org](http://www.danb.org)) or by calling 1-800-FOR-DANB. No state licensing or certification is required for an entry-level dental assistant to work in the state of Illinois. This chairside assistant program allows the student any graduate of the program to sit and take the DANB exam using Pathway IV.

## **Goals and Objectives**

Dental Assistant Academy realizes that there is a high demand for dental assistants. Practitioners are often forced to hire individuals with little or no training and experience and then provide them with on-the-job training. Dental Assistant Academy has created a training program to meet the demands of the dental community. Our goal is to prepare students to go from the classroom to the workplace quickly by providing them with the hands-on training needed to work in a dental practice. It is the objective of Dental Assistant Academy to provide training that focuses solely on the fundamental skills and knowledge required to work in a dental office. We strive to offer dental assistant training that allows an individual to complete training and seek employment in the shortest amount of time possible. Students are instructed in an actual dental office so they become familiar with the work environment before their first day of work as a dental assistant.

## **Admission Requirements for Chairside Dental Assistant Program**

There are no additional admission requirements beyond the Academy admission at this time.

To start the admission process, log into the website online at [www.mydaac.com](http://www.mydaac.com). You will be given a student ID and password to log into the academy student portal. Once you log into the student portal, you must complete the online application and then upload the following documents to your student portal:

1. Copy of government-issued ID
2. Copy of minimal High School Diploma or GED (high school or college transcripts are acceptable).
3. Resume of your work history. When sending your work history, please include the employer name and location of the employer, dates of employment, and reasons for leaving. If you have no employment history, please submit a letter explaining why.

You will receive an approval or denial letter within five business days of completing the application requirements. Once you receive your acceptance letter, you must determine your funding. If you have questions on funding, please contact the school administrator at [director@mydaac.com](mailto:director@mydaac.com) or call (312) 465-2718.

### **Enrollment Requirements for Chairside Dental Assistant Program**

Congratulations on being accepted into the dental assisting program. The next steps will help you complete the enrollment process.

1. Decide your method of payment. (prior to the program start date, WIOA, GI Bill, Loan, payment plan) Fill out the payment plan agreement. This will be sent to you after you talk to the director of your program and come to an agreement on your choice of payment.
2. Log in to the student portal fill out your Enrollment Agreement and Payment agreement.
3. Schedule a time to pick up your Enrollment box
4. Get ready for your journey in becoming a qualified dental professional.

### **Classroom Format & Training Facility**

Lectures are held in classroom A or Classroom B on Wednesday's 10 a.m. until 6 p.m., Thursdays from 9 a.m. until 5 p.m. You choose one day of lecture for the entire course. There is a total of 88 classroom hours (lecture). There will be no more than 20 students in each lecture classroom

Students are required to complete a minimum of 112 clinical training hours. The clinical training hours are to be scheduled and completed at the Academy Monday through Thursday 8:30 a.m. until 5:15 p.m and on Friday and Saturday 8:30 a.m. until 3:15 p.m. You are required to schedule clinical training hours 1 week in advance. Days and times are optional. Students may choose the morning shift 8:30 a.m. – 12:30 p.m. or the afternoon 1:00 p. m—5:00 p.m.

Classes are held in a modern and state-of-the-art, functioning dental practice as well as a traditional classroom. This gives the student hands-on experience in all areas of dental assisting. Lecture portions of the course are held in the administrative areas which are equipped with multimedia equipment and seat 16-24 comfortably. Students will review slides and ask questions as needed. Clinical/lab portions of each class will be held in a clinical/laboratory setting in an actual dental practice near the school, giving the student hands-on instruction in a functioning dental practice. Instructors will divide students into groups and rotate those groups in operatories, sterilization, laboratory, or treatment rooms as necessary.

### **Learning Materials**

The following text is loaned for the course.

## **Essentials of Dental Assisting 6<sup>th</sup> Edition**

**By Debbie S. Robinson, CDA, MS and Doni L. Bird, CDA, RDH, MA**

The student will receive worksheets and handouts to study from and keep in a folder for future references.

### **Equipment Provided**

Classes are held in a modern facility with the latest equipment.

The school provides the following to each student in their enrollment box:

- text book
- face shield
- typodonts of human dentition
- dental exam instrument kit.
- PPE including but not limited to: gloves, masks, hair bonnets
- Each student receives all disposable equipment and supplies needed to perform tasks.

Students work in treatment or specialty rooms in small groups so that each student has the opportunity to use the required tools and equipment in each room. Once a student opens their enrollment box with all of their equipment and supplies, we can not take it back and give it to another student. Supplies are given as needed throughout the program.

### **Teaching Devices**

- Fully equipped dental operatories and/or treatment rooms
- X-ray technology (wallmounts, panoramic machine, nomad xray gun)
- Sterilization equipment
- Fully equipped dental laboratory
- Fully equipped office and library including computers, tablets, photocopy machine, fax, multiple phone lines, reference books and magazines, and various mouth models.

### **Audio/Visual Aids**

- DVD presentations of over 750 training images
- Power Point Presentations
- Jeopardy Games
- Individual Projects
- Group Projects

### **Tuition**

The total cost of the course is \$6000.00, including texts and all required course materials. Of that cost,

\$200.00 is a registration fee, due at the time of Enrollment Agreement and is non-refundable three (3) business days after signing the Enrollment Agreement. Once the student receives their materials and supplies after the 6<sup>th</sup> week they can not be returned, no refund is available. Some of the items are labeled and special order for each student. Cost is subject to change with notice based on the cost of the supplies. There are no additional required fees for this course.

Optional NELDA ( National Entry Level Dental Assistant Exam) \$365

Free assistance scheduling this exam and tutoring are available by request.

There is no certification requirement for the state of Illinois, however, national certification is highly recommended.

## **REFUND / CANCELLATION POLICY**

### **BUYERS RIGHT TO CANCEL**

An applicant who provides notice of cancellation within three (3) business days of signing an enrollment agreement is entitled to a fund of all monies paid. Dental Academy of Chicago will provide a refund within 30 days of written notice (delivered in person or certified mail, no email accepted). The refund will be given in the same method the payment was made except cash. Cash will be returned with a check. Any checks will be returned to the person that wrote the check. Credit Cards payments will be returned to the card of the credit card owner. Credit card fees are forfeited.

### **APPLICANT REJECTION**

In cases of cancellation due to rejection of an applicant by the Academy, program cancellation by the Academy, a 100% refund will be provided within 30 days of the course start date.

Full tuition and fees are due by the end of 6<sup>th</sup> week of the course (Friday) by 5:00 pm. **To withdraw from DENTAL ACADEMY OF CHICAGO, the student may submit a request letter in writing, via phone, via email, or verbally in person request to withdraw before the first day of class to receive a full refund. If class has begun, please refer to DENTAL ACADEMY OF CHICAGO cancellation policy.**

### **STUDENT WITHDRAWAL OR TERMINATION AFTER COURSE START DATE**

The Dental Academy will retain the non-refundable registration fee of \$200.00 dollars. **An applicant not requesting cancellation by his/her specified starting date will be considered a student.**

1. If a credit card was run to pay for the course, the fees associated with that transaction will be forfeited. The money will be returned to the same card. Checks will be written and returned to the person that owns the check once its cleared. We do not give cash refunds. The student will receive a check.
2. **Cancellations or Withdrawal** the student may submit a request letter in writing, via phone, via email, or verbally in person request to withdraw before the first day of class to receive a full refund.

3. Termination date for tuition refund computation purposes is the last date of actual attendance or when the last graded class assignment submitted by the student (whichever date is most recent), unless earlier written notice is received.
  4. After the 6<sup>th</sup> week of the class start date, no refund will be awarded, and full tuition is due.
  5. Refunds due will be made within 30 days of termination or receipt of cancellation notice.
- .
6. If the school cancels a course (12 weeks) for whatever reason (class size, etc.), the student will receive a full refund, or the student may apply the credit toward another class at a later date. The minimum number of enrollees will be ten (10) students.

Should an applicant/student cancel or is terminated for any reason all refunds will be given according to the following policy and schedule assuming the student paid in full:

Time of Withdrawal	Amount refunded
After attending 1 week	90% of tuition (\$5220)
After attending 2 weeks	80% of tuition (\$4640)
After attending 3 weeks	70 % of tuition (\$4060)
After attending 4 weeks	60% of tuition (\$3480)
After attending 5 weeks	50% of tuition (\$2900)
After attending 6 weeks	50% of tuition (\$2900)
Continuing class into the 7 <sup>th</sup> week	No Refund

### **Program Clock Hours (12 weeks)**

#### **200 Clock Hours Total**

Our classes provide an overview of, and introduction to the topics taught. The objective of each class is to provide students with the vocabulary used in the dental office, demonstrate the tasks performed in the office, and to allow students to practice these skills. These classes are short and are not intended to cover the subject matter in-depth. Examples of the classes are shown below. The pre-requisite for each class is satisfactory completion of the one preceding it. Students must complete a minimum of 112 clinical hours and 88 lecture hours. The ratio for the lecture is 1:20 student to teacher and 1:12 simulated clinical. A certificate of completion is awarded upon successful completion of the program.

### **Course Descriptions**

#### **❖ Intro to Dental Assisting**

- The student is introduced to the role of the dental assistant as part of the dental team and is oriented to the physical setup of a dental office. History of dentistry is reviewed, as well as members of the dental team. Approx. 4 hours

#### **❖ Dental and Oral Anatomy, and Patient Charts**

- The session includes an introduction to the anatomy of teeth and their surrounding structures and the names of individual teeth. The student is given an overview of selected anatomical structures

of and in the human skull as they relate to clinical dentistry. The component dental treatment disciplines and the types of patient dental insurance are defined and discussed. The student learns the descriptive terminology of tooth surfaces and the six classifications of cavities, and the use of and need for patient charts and charting. Approx. 8 hours

➤ **Dental Instruments Handpieces and Burs**

This session includes demonstration and student handling of most commonly used hand instruments and their variations. Included are: hand pieces, burs, excavators, mirrors and explorers, carvers and files, and operative dentistry instruments. Students are formally introduced to dental office rooms and equipment, treatment rooms, sterilization and supply areas, laboratory, reception, and other rooms including central vacuum and compressor. Approx. 8 hours.

❖ **Assistants Role in Dental Exam and Charting**

➤ The instructor demonstrates everything about charting and a dental exam. This includes all forms needed for an exam; plus how to use this information in a chart. Approx. 4 hours

❖ **OSHA, Sterilization**

➤ In this session students learn the definition of sterilization, methods, guidelines, patient medical history, infection control, prevention of contamination, the use of protective eyewear, masks, and gloves, and barriers to infection. In addition, verification of infection, disinfection, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, burs and water and air syringes are presented. Who, what, and why of OSHA is discussed. Students learn the purpose and types of cements. Approx 8 hours

❖ **Dental Materials**

➤ The session covers the types and uses of cavity liners and varnishes. Types and uses of waxes are also presented. Students will handle and mix the associated cements, cavity liners, varnishes and handle and manipulate the various waxes. Impression materials for various procedures and stone model pour ups The definition and reason for use of rubber dams is presented along with associated equipment and how to place and remove. Uses of impression materials used for fixed restorative procedures are presented. Students will handle and mix all associated materials.

Approx. 10 hours

❖ **Restorative Procedures**

➤ Fillings, Core, and crown procedures are studied. Porcelain/metal crowns, gold crowns, and inlays on articulators and on models are used for “touch and feel” demonstrations. Students learn about indications for the use of crowns and bridges and component parts. Bridges and crowns are presented, including types, the role of laboratory, protocol, and role of dental assistants in each step. Students role-play by rotating through each position, acting as the dentist, assistant, and patient and performing the procedures taught. Approx. 10 hours

❖ **Four-Handed Assisting & Moisture Control**

➤ Four-handed dentistry is presented, including operating zones, suction/evacuation, saliva ejectors, retractors, air and water syringes, exchanging of instruments (assistant to dentist and dentist to assistant), and bur replacement. Isolation techniques are presented and include use and placement of cotton rolls and gauze. The definition and reason for use of rubber dams is presented along with associated equipment and how to place and remove. Students role-play by rotating through each position acting as the dentist, assistant, and patient and performing the procedures taught.

Approx. 8 hours

❖ **Radiology Theory, Safety, and Practice**

- Students learn the history and background of radiology and radiation physics. They are instructed on radiation and measurement. They also learn the purposes of x-rays as a diagnostic tool, with their risks and benefits. Detailed description of the effect of radiation exposure to the human body and the protocols for patient and dental assistant safety are stressed. Approx. 4 hours

❖ **Intraoral Radiography**

- Students learn the methods of intraoral film taking via the paralleling, bisecting angle, bitewing and occlusal techniques. They learn how to establish an exposure sequence and how to prepare the operatory before seating the patient and how to position the patient in the chair and how to position the patient with special needs. The students learn the anatomical landmarks of the upper and lower jaws and how to mount films after the developing process. Students learn the effects of film processing on the quality of a radiograph and they learn the most commonly used film holders. They learn the composition of the dental x-ray film, the film packet and how an image is created when the film is exposed by an x-ray beam. They learn about the effects of film speed and the types of dental film they learn dental x-ray film processing via the manual and automatic methodologies. Approx. 12 hours

❖ **People and Dentistry, Employment Skills, and Job Interview Techniques**

- Students learn how to deal with the people in the dental office. Includes understanding patient attitudes, reassuring the patient, personal appearance, dress codes, personal attitudes, and dental office do's and don'ts. Job interview techniques are presented including describing the type of job the dental assistant is seeking and what they offer the employer, locating employment opportunities, constructing a resume, interviewing skills, how to answer questions, and salary negotiation. Students practice a mock job interview from the telephone response to a one-on-one interview. Approx 8 hours.

**Start Dates for Chairside Dental Assistant Program**

<b>Program</b>	<b>Cost</b>	<b>Start Dates 2022</b>	<b>Max Class Per Cohort</b>	<b>Min Class Size Per Cohort</b>
Chairside Dental Assistant 12 weeks	\$6000	Jan 12- Mar 30 Jan 27-April 14 Apr 6- Jun 22 Apr 7 - Jun 23 July 13 -Sept 25 July 14 – Sept 26	20	10

# **Dental Academy of Chicago Dental Administrative Dental Assistant Program**

## **CONSUMER INFORMATION**

**All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:** The number of students who were admitted in the program as of January 1, 2021- December 31, 2021.

- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts(3), re-enrollments (0), and transfers into the program from other programs at the school(0).
- The total number of students admitted in the program during the 12-month reporting period. (3 students were admitted)
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled. (0)
- The number of students enrolled in the program who were: placed in their field of study(3), placed in a related field(0), placed out of the field(0), not available for placement due to personal reasons(0), and not employed(0).
- The number of students who took a State licensing exam or professional certification exam(0), if any, during the reporting period, as well as the number who passed(0).
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates)(0).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates)(\$40k).

### **About the Field**

Administrative dental assistants oversee patient service and office management and manage behind-the-scenes duties that keep dental offices running smoothly. Administrative Assistants interact with both patients and the dental team, perform administrative office duties, obtain health histories, and maintain records. They must have strong customer service, computer software, and telephone skills, and they must know the technicalities of dental insuring and billing. Dental administrative assistants must recognize the signs and symptoms of dental problems. Admin Assistants have to understand dental terminology and be able to use computer programs for dental offices. Dental administrative assistants need to master both recall and filing systems. Good communication skills and interpersonal skills are needed to work with nervous patients and dentists under stressful conditions. They also need to have great phone skills as they are the first interaction with a potential new patient.

No State or licensing Exams are required.

## **Goals and Objectives**

Dental Academy realizes that there is a high demand for Dental Administrators especially due to Covid-19. Healthcare facilities are often forced to hire individuals with little or no training and experience and then provide them with on-the-job training. Dental Academy has created a training program to meet the demands of the dental community. Our goal is to prepare students to go from the classroom to the workplace quickly by providing them with the hands-on training needed to work in a dental practice. It is the objective of Dental Academy to provide training that focuses solely on the fundamental skills and knowledge required to work in a healthcare setting.

## **Admission Requirements for Administrative Dental Assistant Program**

This is an introductory career course; there are no prerequisites beyond the general academy admission requirements. There are no requirements to take a state exam.

To start the admission process, log into the website online mydaac.com. You will receive a student ID and password to log into the academy student portal. Once you log into the student portal, you must complete the online application and then upload the following documents to your student portal:

1. Copy of government-issued ID
2. Copy of minimal High School Diploma or GED (high school or college transcripts are acceptable).
3. Resume of your work history. When sending your work history, please include the employer name and location of the employer, dates of employment, and reasons for leaving. If you have no employment history, please submit a letter explaining why.

You will receive an approval or denial letter within five business days of completing the application requirements. Once you receive your acceptance letter, you must determine your funding. If you have questions on funding, please contact the school administrator at [director@mydaac.com](mailto:director@mydaac.com) or call (312) 465-2718.

## **Enrollment Requirements for Administrative Dental Assistant Program**

Congratulations on being accepted into the Dental Administration program. The next steps will help you complete the enrollment process.

1. Decide your method of payment. (prior to your program start date, WIOA, GI Bill, Loan, payment plan) Fill out the payment plan agreement. This will be sent to you after you talk to the director of your program and come to an agreement on your choice of payment.
2. Log in to the student portal fill out your Enrollment Agreement and Payment agreement.
3. Schedule a time to pick up your Enrollment box
4. Get ready for your journey to becoming a qualified dental professional.

## **Classroom Format & Training Facility**

The Dental Administration program is ten weeks long (200 clock hours). Lectures are one day a week

and are held in classroom A or Classroom B on Fridays from 9:00 a.m. until 5:00 p.m. There is a total of 80 classroom hours (lecture). There will be no more than ten students in each lecture classroom. The ratio for the lecture is 1:10 student to teacher and 1:4 simulated front desk. A certificate of completion is awarded upon successful completion of the program.

Students are required to complete a minimum of 120 training hours. The training hours are to be scheduled and completed at the Academy Tuesday through Thursday 8:30 a.m. until 5:15 p.m and on Saturday 8:30 a.m. until 3:15 p.m. You are required to schedule training hours 1 week in advance. Days and times are optional. Students may choose the morning shift 8:30 a.m. – 12:30 p.m. or the afternoon 1:00 p. m—5:00 p.m.

Classes are held in a modern, functioning dental practice and a traditional classroom. This gives the student hands-on experience in all areas of dental assisting. Lecture portions of the course are held in the administrative areas which are equipped with multimedia equipment and seat 16 -24 comfortably. Students will review slides and ask questions as needed. Hands-on training portions of each class will be held in a front dental office setting in actual dental practice in the school, giving the student hands-on instruction in a functioning dental practice. Instructors will divide students into groups and rotate those groups to role-play various roles of the administrative dental assistant.

### **Learning Materials**

The following text is loaned for the course.

The Administrative Dental Assistant, 5<sup>th</sup> Edition by Linda Gaylor

Student Workbook to Accompany the Administrative Dental Assistant, by Linda Gaylor (reference)

### **Equipment / Supplies Provided**

Classes are held in a modern, state-of-the-art dental office with the latest equipment.

The school provides the following to each student in their enrollment box:

- textbook and workbook
- (1) personalized name tag
- Personalized Binder for Portfolio
- Personalized Face Shield
- Hand sanitizer
- Personalized Pen

Students will work in the classroom and the dental reception area. **Once a student opens their enrollment box with all of their equipment and supplies, we can not take it back and give it to another student. Supplies are handed out throughout the program as needed.**

## Teaching Devices

- Various modern dental office software including, Dentrix, Dentimax, Open Dental, and Eagle Soft
- Live and Simulated Dental Office Reception Area
- Fully equipped office and library including computers, tablets, photocopy machine, fax, multiple phone lines, reference books and magazines, various mouth models,

## Audio/Visual Aids

- PowerPoint Presentations
- Jeopardy Games
- Individual Projects
- Group Projects

## Tuition

The total cost of the course is \$4500.00, including texts and all required course materials. Of that cost, \$200.00 is a registration fee, due at the time of the Enrollment Agreement, and is non-refundable three (3) business days after signing the Enrollment Agreement. It is required that the payment for materials and supplies be made in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. The materials and supplies are required to start the course. **Once the student receives their materials and supplies, they can not be returned.** Some of the items are labeled and in a special order for each student. Cost is subject to change with notice based on the cost of the supplies. There are no additional fees for this course.

## REFUND / CANCELLATION POLICY

### **BUYERS RIGHT TO CANCEL**

An applicant who provides notice of cancellation within three (3) business days of signing an enrollment agreement is entitled to a fund of all monies paid. Dental Academy of Chicago will provide a refund within 30 days of written notice (delivered in person or certified mail, no email accepted). The refund will be given in the same method the payment was made except cash. Cash will be returned with a check. Any checks will be returned to the person that wrote the check. Credit Cards payments will be returned to the card of the credit card owner. Credit card fees are forfeited.

### **APPLICANT REJECTION**

In cases of cancellation due to rejection of an applicant by the Academy, program cancellation by the Academy, a 100% refund will be provided within 30 days of the course start date.

## STUDENT WITHDRAWAL TERMINATION AFTER COURSE START DATE

7. The Dental Academy will retain the non-refundable registration fee of \$200.00 dollars. **An applicant not requesting cancellation by his/her specified starting date will be considered a student.**
8. If a credit card was run to pay for the course, the fees associated with that transaction will be forfeited. The money will be returned to the same card. Checks will be written and returned to the person that owns the check once its cleared. We do not give cash refunds. The student will receive a check.
9. **Cancellations or Withdrawal** Withdrawal the student may submit a request letter in writing, via phone, via email, or verbally in person request to withdraw before the first day of class to receive a full refund.
10. Termination date for tuition refund computation purposes is the last date of actual attendance or when the last graded class assignment submitted by the student (whichever date is most recent), unless earlier written notice is received.
11. After the 5<sup>th</sup> week of the class start date, no refund will be awarded, and full tuition is due.
12. Refunds due will be made within 30 days of termination or receipt of cancellation notice.
13. If the school cancels a course (10 weeks) for whatever reason (class size, etc.), the student will receive a full refund, or the student may apply the credit toward another class at a later date. The minimum number of enrollees will be ten (10) students.

Should an applicant/student cancel or is terminated for any reason, all refunds will be given according to the following policy and schedule, assuming the student paid in full (\$3800):

Time of Withdrawal	Amount refunded
After attending one week	90% of tuition (\$3870)
After attending two weeks	80% of tuition (\$3440)
After attending three weeks	70 % of tuition (\$3010)
After attending four weeks	60% of tuition (\$2580)
After attending five weeks	50% of tuition (\$2150)
Continuing class into the 6 <sup>th</sup> week	No Refund

### Program Clock Hours

#### **200 Clock Hours Total (10 weeks)**

Our classes provide an overview of and introduction to the topics taught. The objective of each class is to provide students with the vocabulary used in the dental office, demonstrate the tasks performed in the office, and to allow students to practice these skills. These classes are short and are not intended to cover

the subject matter in-depth. Examples of the classes are shown below. The pre-requisite for each class is satisfactory completion of the one preceding it. Students must complete a minimum of 120 training hours and 80 lecture hours.

**Dental Administration Program Course Descriptions**

**Orientation to the Dental Profession** -Students will learn the roles of the members of the dental healthcare team. The roles of the administrative assistant, HIPPA, basic dental terminology and dental procedures. 16 hours

**Communication and Telephone Technique** - Identify elements of communication including: verbal and nonverbal messages, interpersonal communication, barriers to effective communication, basic letter writing styles, ways to present the office in a positive image, problem-solving techniques with patients. 16 hours

**Managing Dental Office Systems** – This unit will discuss basic and advanced functions of dental practice management software, daily computer tasks performed by administrative dental assistants, key elements in record keeping patient records, methods of collecting information to complete dental records, risk management of situations that leave patients unsatisfied, patient scheduling, recall systems, and inventory management. 18 hours

**Managing Dental Office Finances** – This unit goes into the following: various financial policies and how they should be communicated to the patient, managing accounts receivable, collection process, classification of dental insurances, methods to file insurance claims, insurance information required to determine coverage, tracking insurance payments, completing claim forms, insurance codes, fraudulent billing, payroll calculations and reporting, financial records organization, financial reports used in a dental office. 30 hours

<b>Program</b>	<b>Cost</b>	<b>Start Dates July 2021 until June 2022</b>	<b>2022</b>	<b>Max Class Per Cohort</b>	<b>Min Class Size Per Cohort</b>
Administrative Dental Assistant	\$4500	Sept 7 -Nov 9	Feb 18 – April 15	15	5

**Dental Academy of Chicago Dermatology Clinical Assistant Program**

**CONSUMER INFORMATION**

All schools are required to make available, at a minimum, the following disclosure

**information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:** The number of students who were admitted in the program as of January 1, 2021- December 31, 2021.

- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts(0), re-enrollments (0), and transfers into the program from other programs at the school(0).
- The total number of students admitted in the program during the 12-month reporting period. (0 students were admitted)
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled. (0)
- The number of students enrolled in the program who were: placed in their field of study(0), placed in a related field(0), placed out of the field(0), not available for placement due to personal reasons(0), and not employed(0).
- The number of students who took a State licensing exam or professional certification exam(0), if any, during the reporting period, as well as the number who passed(0).
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates)(0).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates)(\$40k)

## **Dermatology Clinical Assistant    Specializing Mohs Surgery**

(CERTIFICATE PROGRAM)

CIP CODE 51.0711      SOC CODE 31-9099

CLOCK HOURS – 200, LENGTH OF PROGRAM – 14 WEEKS

84 lecture hours 116 clinical hours

**DESCRIPTION OF PROGRAM / COURSE:** 14-week training program designed to meet the demands of a Dermatology Clinical Assistant. Our goal is to prepare students to go from the classroom to the workplace quickly by providing them with the hands-on training needed to work in a simulated dermatology clinical setting. It is the objective of the Academy to provide training that focuses solely on the fundamental skills and knowledge required to work in a healthcare setting.

**PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:** Student must be at least 18 years old or older. All students must have a high school diploma or GED.

**PROGRAM / COURSE OBJECTIVES:** Prepare students to go from classroom to the workplace quickly and efficiently by providing them with hands on training on basic dermatology terminology. Greeting and welcoming patients to the practice. Students will learn duties that include how to take vitals scheduling, rescheduling, or canceling appointments as needed. Assisting patients to fill out information forms. Preparing patients' charts and daily schedules for the derm staff. Updating patient records and documenting recent treatments and procedures. Scheduling follow-up appointments. The ratio for lecture is 1:10 student to teacher and 1:6 simulated clinical. A certificate of completion is awarded upon successful completion of the program.

**Admission:** Proof of High School graduation or GED or other equivalent and an interview. Must be age 18 or older.

**Dermatology Clinical Assistant:** After completion the course of Dermatology Clinical Assistant students will have experience and understanding in the following: providing excellent patient service and hospitality to our patients and guests through the smooth and efficient operations of the clinical services. Greet patients, always with a smile, and provide them your full attention. In a tranquil, personable demeanor coordinate clinical flow and provide assisting services to general and cosmetic dermatology providers by gathering health histories, scribing encounters, answering queries, educating patients, managing pharmacy and physician requests, and triaging phone calls.

Students will practice the following:

- Managing a multi-line telephone system and scheduling appointments
- Providing basic patient care under direction of a dermatologist and helping patients prepare for examinations and other office procedures
- Taking the medical history, assisting in admission, discharge, and/or transfer of patient to another unit or facility
- Assisting the doctor when requested to do so and communicating with other health care professionals using appropriate terminology
- Cleaning, sterilizing instruments and setting up equipment to be used by the patient
- Instructing patients regarding preparation for laboratory examinations
- Keeping patient area clean and the supply cabinet well stocked
- Principles of CPR and First aid

Dermatology Clinical Assistants work in medical offices for Dermatologists.

### **TUITION & FEES for Dermatology Clinical Assistant**

NON-REFUNDABLE REGISTRATION FEE: \$200

TUITION: \$6,800

BOOKS & SUPPLIES: (included) thermometer, stethoscope, blood pressure cuff, textbook nonrefundable once materials are taken from the facility.

TOTAL COST FOR: Dermatology Clinical Assistant: \$7,000

## REFUND / CANCELLATION POLICY

### BUYERS RIGHT TO CANCEL

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### APPLICANT REJECTION

In cases of cancellation due to rejection of an applicant by the Academy, program cancellation by the Academy, a 100% refund will be provided within 30 days of the course start date.

### STUDENT WITHDRAWAL TERMINATION AFTER COURSE START DATE

1. The Dental Academy will retain the non-refundable registration fee of \$200.00 dollars. **An applicant not requesting cancellation by his/her specified starting date will be considered a student.**
2. If a credit card was run to pay for the course, the fees associated with that transaction will be forfeited. The money will be returned to the same card. Checks will be written and returned to the person that owns the check once its cleared. We do not give cash refunds. The student will receive a check.
3. **Cancellations or Withdrawal** Withdrawal the student may submit a request letter in writing, via phone, via email, or verbally in person request to withdraw before the first day of class to receive a full refund.
4. Termination date for tuition refund computation purposes is the last date of actual attendance or when the last graded class assignment submitted by the student (whichever date is most recent), unless earlier written notice is received.
5. After the 7<sup>th</sup> week of the class start date, no refund will be awarded, and full tuition is due.
6. Refunds due will be made within 30 days of termination or receipt of cancellation notice.
7. If the school cancels a course (14 weeks) for whatever reason (class size, etc.), the student will receive a full refund, or the student may apply the credit toward another class at a later date. The minimum number of enrollees will be ten (10) students.

Should an applicant/student cancel or is terminated for any reason all refunds will be given according to the following policy and schedule assuming the student paid in full and has materials (\$6300) :

Time of Withdrawal	Amount refunded
After attending 1 week	90% of tuition (\$5670)
After attending 2 weeks	80% of tuition (\$5040)
After attending 3 weeks	70 % of tuition (\$4410)
After attending 4 weeks	60% of tuition (\$3780)
After attending 5 weeks	50% of tuition (\$3150)
After attending 6 weeks	50% of tuition (\$3150)
After attending 7 weeks	50% of tuition (\$3150)
Continuing class into the 8 <sup>th</sup> week	NO REFUND

<u>Saturday Lectures</u>	<u>Hands on Clinical and Lab Training</u>
Jan 27 -April 28, 2022	Optional Days Tuesday Thru Friday 8-5
February 19 – May 21 , 2022	Optional Days Tuesday Thru Friday 8-5

## **Dermatology Clinical Assistant Course Descriptions**

### **14 Weeks**

**Intro to Dermatology and Anatomy-** The class goes into various anatomic landmarks and the history behind the study of dermatology and cosmetic dermatology. 8 hours

**Reviewing Patient Medical History intro to medical assisting** – reviews the importance of properly collecting and documenting patient data. Students learn how to properly address patient concerns as well as chief reason for visit. Students will understand and practice taking vitals. 8 hours

**Functions of the Skin** - Layers of the skin are presented in this course as well as the purpose. 8 hours

**Common Skin Conditions and How to Protect the Skin** – Students will learn how to identify various skin rashes and skin conditions including acne, psoriasis, rosacea, and eczema. Education will be provided on proper skin moisturizers, sunscreen, and UV light. 8 hours

**Common Skin Lesions and Skin Cancer** – The student will be able to define and describe skin lesions. Students will be able to differentiate between common types of skin cancer, identify risk factors and common treatment options. 20 hours

**Medications and Prescription Orders** – Common medications and their purposes are learned. The students also learn the components of a prescription order, common prescription entry errors and how to prevent them. 8 hours

**OSHA, Clinical Instruments and Sterilization** – Class will cover the most instruments used in a dermatology office as well as proper ways to sterilization instruments equipment and room turnover. Students will learn OSHA guidelines to protect themselves in the clinic. 16 hours

**Routine Procedures and Labs** – Students learn scenarios and reasons various labs and biopsies are requested. This class reviews common procedural methods and techniques including excision, shave, cryosurgery, and Mohs surgery. 24 hours

## **Esthetics in Dermatology**

Cosmetics including process/procedure for the following: Injectables (for Rhytides and Volume Loss), Lasers (IPL, Hair removal etc) Extractions, Peels, Facials, Microneedling, PRP, Coolsculpting

**Role Play and Hands-on Training** - In this course students will role-play various scenarios that happen in a dermatology office. The students will use most of the equipment that is used by the Dermatology Clinical Assistant and mannequins in the office. 100 hours.

## **Policies for Students Receiving GI Bill® Benefits**

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

## **Dental Academy of Chicago**

**These policies are provided to you in case you do not have any of the policies in your catalog OR the policies that you do have is significantly different from VA requirements. Policies must be adopted directly into your catalog or handbook. Please resubmit updated catalog or handbook.**

### **SATISFACTORY PROGRESS POLICY FOR VETERANS**

The Satisfactory Progress Policy found in this Catalog applies to all students who are receiving federal veterans’ education benefits (GI Bill®), except that these veterans must adhere to more stringent requirements as defined in this Addendum.

### **Evaluation Time Frames**

The Dental Assistant Academy of Chicago will evaluate veterans for attendance and grades at the end of biweekly for all approved programs.

### **Attendance Progress**

**A student must maintain a minimum of 90% attendance average biweekly in order to be considered making satisfactory progress. Any student absent for 14 consecutive days will be terminated from the GI Bill program.**

### **Academic Progress**

The minimum grade average required, for theory and practical combined, is 75%.

### **Probation and Dismissal**

Dental Assistant Academy of Chicago will place students failing to meet either the attendance or the academic progress requirements on probation for a period of two weeks.

Dental Assistant Academy of Chicago will reevaluate a student's progress at the conclusion of the probationary period. If Dental Assistant Academy of Chicago determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if Dental Assistant Academy of Chicago determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, Dental Assistant Academy of Chicago will terminate the student from the GI Bill program.

Dental Assistant Academy of Chicago, however, may grant a second probationary period of two weeks if extenuating circumstances warrant such action. Dental Assistant Academy of Chicago will reevaluate a student's progress at the conclusion of this second probationary period. If Dental Assistant Academy of Chicago determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if Dental Assistant Academy of Chicago determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, Dental Assistant Academy of Chicago will terminate the student from the GI Bill program.

### **Reinstatement of Students Dismissed for Unsatisfactory Progress**

Students dismissed for failing to meet standards of academic progress may not be re-admitted.

### **STATEMENT ON ATTENDANCE FOR VA CERTIFICATION**

The Dental Assistant Academy of Chicago will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). **Clock hour schools:** This certification, in part, requires the Dental Assistant Academy of Chicago to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, the Dental Assistant Academy of Chicago must report this issue to the USDVA. The Dental Assistant Academy of Chicago strongly advises veterans to pursue their training as specified in the Enrollment Contract. The school is required to terminate the GI Bill® benefits once the student successfully completes the approved program in which they are certified.

### **Graduation Requirements**

A student will graduate upon successful completion of each course of their program of education. Successful completion requires a passing grade of the minimum 70% in each course of study, minimum of 90% attendance, and completion of each course of study within the specified time period for the program. Upon successful completion of the program a student will receive a certificate of completion from Dental Assistant Academy of Chicago.

### **Credit for Previous Education and Training for Students receiving GI Bill Benefits**

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of Dental Assistant Academy of Chicago. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a

written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation. Students need to present appropriate documentation to Dental Assistant Academy of Chicago prior to the start of class to receive credit for prior education and training.

**Refund policy for Students receiving GI Bill benefits (For Non-Accredited facilities your Refund Policy MUST follow the increments below. Accredited facilities are not required to follow the below increments and their refund policies may be acceptable as published in their catalogs.)**

All tuition is subject to the following pro-rata refund policy and will be paid no later than 40 days from date of cancellation. In case of non-refundable deposits, all deposits are refundable for students receiving G. I. Bill benefits:

**Registration fees are refundable to VA students**

<b>Percentage of days in class completed At notice of cancellation</b>	<b>Percentage of tuition and instructional charges that school may retain</b>
In excess to 5% to 10%	15%
In excess to 10% to 15%	20%
In excess to 15% to 20%	25%
In excess to 20% to 25%	30%
In excess to 25% to 30%	35%
In excess to 30% to 35%	40%
In excess to 35% to 40%	45%
In excess to 40% to 45%	50%
In excess to 45% to 50%	55%
In excess to 50% to 55%	60%
In excess to 55% to 60%	65%
In excess to 60% to 65%	70%
In excess to 65% to 70%	75%
In excess to 70% to 75%	80%
In excess to 75% to 80%	85%
In excess to 80% to 85%	90%
In excess to 85% to 90%	95%
In excess to 90%	100%

**Students Records**

Student records and transcripts are maintained by Dental Assistant Academy of Chicago and are available to students by calling or writing:

Dental Assistant Academy of Chicago  
25 East Washington Suite 510  
(312) 465-2718

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

These policies apply to all approved programs offered by Dental Assistant Academy of Chicago.

**Statement of Assurance of Compliance of Equal Opportunity Laws**

Dental Assistant Academy of Chicago does comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination

Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, to be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs),

the ED (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Signatory by VA or ED, this assurance shall obligate the Signatory, or in the case of transfer of such property, any transferee, for the period during which the real property or structure is used for the purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In all cases, this assurance shall obligate the Signatory for the period during which the Federal financial assistance is extended to any of its programs by VA, ED or any other Federal agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance, including facilities furnished or payments made under sections 104 and 244(1) of Title 38, U.S.C. Also, sections 1713, 1720, 1720a, 1741-1743, 2408, 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620a, 641-643, 1008, 1008, 3402(a)(2), 5031-5037, 5051-5056 respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapter 106. Under the terms of an agreement between VA and ED, this assurance also includes Federal financial assistance given by ED through programs administered by that agency. Federal financial assistance is understood to include benefits paid directly to the Signatory and/or benefits paid to a beneficiary contingent upon the beneficiary's enrollment in a program or using services offered by the Signatory.

THIS ASSURANCE is binding on the Signatory, its successors, transferees, and assignees for the period during which assistance is provided. The Signatory assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to its students or trainees in connection with the Signatory's programs or services are not discriminating against those students or trainees in violation of the above statutes.

Addendum to Catalog Compliance with 38 USC 3679(e) VA Pending Payment Compliance Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution: • Prevent their enrollment; • Assess a late penalty fee to; • Require they secure alternative or additional funding; • Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: • Produce the VA's Certificate of Eligibility by the first day of class; • Provide written request to be certified; • Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements). I hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, or one of similar import, in the next revision of our catalog.

Facility Name: Dental Academy of Chicago

Facility Code: 25819013

Person Certifying Addendum First Name: Monicah Last Name: Johnson

Title Director of Operations

Signature: Monicah Johnson

Date:11/30/2021

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