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**(303) 652-2092  
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**www.datanortherncolorado.com**

**CATALOG  
Volume Number VIII, 2011-2012**

**Approved and Regulated by  
The Colorado Department of Higher Education,  
Private Occupational School Board**

“I hereby certify that this catalog is true and correct in content and policy”

*David A. Meisner DDS*

Date: November 8, 2011

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## **ADMINISTRATION AND OWNERSHIP**

Dental Assisting Training Academy of Northern Colorado is privately owned and operated by: David F. Meisner, D.D.S., owner of OnSite Dental Surgery.

Student services faculty member: David F. Meisner, D.D.S.  
Head Instructor: Mari Liestman  
Director: Amanda Nieser

## **ACADEMY CALENDAR**

Dental Assisting Training Academy is operated on a continuous basis throughout the year. Starting dates are determined at the time of enrollment and are included as a part of the enrollment contract.

Classes are not held on the following holidays:

New Years Eve	Labor Day
New Years Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day

## **ACADEMY OBJECTIVES**

Our Dental Assistant Training program is designed to give the student an introduction to the concepts and theories of dental assisting. DATA provides the knowledge, skills and practical work experience to become a competent entry-level professional in the dental field.

## **ACADEMY DESCRIPTION**

DATA offers the finest technology and equipment for student training. Students will learn the basics of dental assisting in an actual dental office with a certified teaching staff consisting of a licensed dentist, and a Certified Expanded Duties Dental Auxiliary.

The program features comprehensive classroom instruction along with hands-on experience in our fully equipped dental treatment rooms.

## **FACILITIES DESCRIPTION**

DATA conducts courses in working dental offices so that students are trained in the newest equipment and techniques. This also ensures that students are given ample opportunity to practice their skills in a realistic environment. Lectures are held in dedicated classrooms, and labs are held in the dental clinic spaces. Courses are always conducted outside the normal business hours of the campus dental office, allowing the dental clinic space to be dedicated to DATA students. All materials or equipment needed during the training will be provided by DATA.

## **ADMISSION POLICY/REQUIREMENTS**

From the moment your enrollment application is accepted, our qualified teaching staff is prepared to motivate you by creating an enthusiastic and positive attitude in which you can learn, progress, and become a successful DATA graduate!

DATA admits those who are at least 18 years of age. To determine if a candidate possesses the basic motivation, communication, and motor skills to benefit from the training at DATA, an on site interview with administrator or teaching staff is done at least 2 weeks prior to class start time.

DATA will evaluate and review any previous credits, training, education, experience, or certificates from prospective student. An authorized DATA official will or will not approve transfer of credits from former institutions.

Those students who are accepted will be notified immediately and tuition fees will then become due and payable within ten (10) working days unless other arrangements have been agreed upon. An enrollment agreement and student information form must be completed, dated, and signed by the student.

Students applying to the EDDA program must have one year of documented work experience. Students applying to the Nitrous Oxide Administration program must be currently employed as a dental team member.

## **ADMINISTRATIVE POLICIES**

Students must obey all rules of personal hygiene, sanitation, and sterilization while in the academy. Gum chewing and perfume are not permitted. No smoking or eating is ever permitted in the dental treatment rooms. Although no formal dress code exists at DATA, all students are expected to be well groomed and neatly dressed.

Students must adhere to the highest standards of conduct, which will reflect upon themselves and the school. Students must conduct themselves in a manner that will not in any way interfere with the learning process of other students, the instructor's classroom presentation, or the progress of the class in general. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds;

1. Non-conformity with the rules and regulations of the school.
2. Conduct that reflects unfavorably upon the school and /or its students.
3. Unsatisfactory academic progress.
4. Excessive absenteeism or tardiness (3 days or more).
5. Cheating.
6. Falsifying school records.
7. Demonstrating poor judgment or inability to function properly, which could put student's safety in jeopardy.

(continued on next page)

8. Entering the school under the influence of alcohol, drugs or narcotics of any kind.
9. Carrying a concealed or potentially dangerous weapon.
10. Abusive behavior towards instructors or other students.
11. Willful neglect, damage, abuse, or theft of school property.

### ATTENDANCE POLICIES

A 100% rate of classroom attendance and punctuality will be required and DATA reserves the right to dismiss those who do not abide by that standard. If a student is absent from a class, careful consideration will be given to the matter as to determine if the student can be excused (as in illness or death in the family).

The Chairside Dental Assisting program is a ten-week, 80-hour course. The EDDA program is a four-week, 32-hour course. Dental Radiology is a one-day, 8-hour course. CPR is a one-day, 5-hour course. Nitrous Oxide Administration is two-day, 16-hour course.

Each student shall commit to the following in order to receive their training certificate from Dental Assistant Training Academy:

1. Student CANNOT miss one day of any session.
2. If student misses one day with an excused absence, student may make up that day at no charge. Student must make arrangements with instructor for date and time of make-up class.
3. If student misses one day and does not have an excused absence, student may be allowed to make the day up at the discretion of the instructor for a fee of \$260.00.
4. If student misses two days: The first day missed with excused absence, student may make that day up at no charge. Makes ups must be completed before the 9th day of class of specified session at an agreed upon date and time by the instructor and student. The second day missed may be made up at the discretion of the instructor for a fee of \$260.00.
5. If student misses three or more classes there will be no make up available and certificate will not be issued. Tuition will be refunded according to the schedule of charges if applicable (see page 10).
6. Make up days are not available for Nitrous Oxide Administration, EDDA, CPR, or Dental Radiology courses. Full attendance is required in these stand-alone courses.

It is very, very important that the student makes the commitment to his/her goal of receiving the certificate of training. Every class is crucial!!!!

## **STUDENT PROGRESS SYSTEM**

The instructors will review each student's progress for all courses. Mid-term exam, final exam, Dental Radiology certification, and CPR examinations will be graded on a class curve to ensure the material taught is being fully understood. As part of the final examination and dental radiology certification, a clinical evaluation is used to assess understanding and skill level.

It is DATA's policy to assist each student in every possible way to enable her/him to complete the course. If a student is not able to pass examinations or achieve a satisfactory instructor review, she/he will be notified in writing, at which time possible withdrawal and refund will be considered.

NOTE: DATA does not guarantee transferability of credits to another institution without a written agreement between DATA and the receiving institution.

Satisfactory progress will be determined by a total of accumulated points. Students must maintain at least 70% of the total possible points. Should the student at the completion of the first grading fail to obtain at least 70% of possible points (70% of 100=70), the student will be placed on probation. A student on probation will be able to re-take an exam, which will be averaged with the original exam. If the student fails to bring his or her grade up to a 70% level at the end of a two-week period, the student will be terminated with the appropriate refund policy for that date. A terminated student may re-apply to repeat the course at the next available offering.

Students will receive a percentage grade for each written exam and scoring from 1-5 for clinical abilities, 1 being the best. Final grades will be the sum totals of all written and clinical exams.

## **SYSTEM OF REPORTING GRADES**

DATA gives grades on a pass/fail system. Students will receive notification of a passing or failing grade on the day of the test for mid-term and CPR examination, the following class for dental radiology certification, and when graduation packets are delivered for the final exam.

## **GRADUATION REQUIREMENTS**

### **Chairside Dental Assisting**

Upon passing all four (4) DATA examinations and observing three (3) specified dental procedures, a completion certificate will be issued to each student, providing all tuition payments have been made in accordance with the enrollment contract.

### **EDDA**

Upon passing a final exam (written and clinical), a completion certificate will be issued to each student, providing all tuition payments have been made in accordance with the enrollment contract.

## **Dental Radiology**

Upon passing a final exam (written and clinical), and demonstrating proficiency in completing a full series of x-rays, a completion certificate will be issued to each student, proving all tuition payments have been made in accordance with the enrollment contract.

## **CPR**

Upon attending all sessions (4 hours), completing a final exam, and demonstrating proficiency in the classroom setting, a completion certificate will be issued to each student, providing all tuition payments have been made in accordance with the enrollment contract.

## **Nitrous Oxide Administration**

Upon attending all sessions (12 hours), demonstrating proficiency in the classroom setting, and completing four (4) hours of patient contact under the supervision of the student's employing dentist, a completion certificate will be issued to each student, providing all tuition payments have been made in accordance with the enrollment contract.

### **PLACEMENT ASSISTANCE**

DATA maintains a placement assistance service for their students consisting of job lead referrals and job skills development. It is understood, however, that the academy cannot guarantee employment to any student or graduate.

### **COST OF THE PROGRAM**

#### **Chairside Dental Assisting**

Tuition:	\$2,250.00
Registration fee:	150.00
Books:	<u>350.00</u>
TOTAL COST:	\$2,750.00

The cost one DATA Chairside Dental Assisting Course includes all of the following:

- \* Textbook *Modern Dental Assisting, 9<sup>th</sup> Edition*.
- \* Dental radiology certification.
- \* On site CPR training and certification.
- \* All dental supplies used in the clinical training.
- \* Custom set of bleach trays.
- \* "Hands-on" training and experience using the latest instruments and techniques in a real dental office.
- \* Certificate of Achievement and a letter of recommendation outlining your training and experience.

## **EDDA**

Tuition:           \$1,400.00  
Materials:         150.00  
TOTAL COST:     \$1,550.00

The cost of one DATA EDDA Course includes all of the following:

- \* Textbook (subject to change each session).
- \* All dental supplies used in the clinical training.
- \* “Hands-on” training and experience using the latest instruments and techniques in a real dental office.
- \* Certificate of Achievement.

## **CPR**

Tuition:           \$65.00  
TOTAL COST:     \$65.00

The cost of one DATA Red Cross CPR Course includes all of the following:

- \*On-site CPR training and certification.

## **Dental Radiology**

Tuition:           \$450.00  
TOTAL COST:     \$450.00

The cost of one DATA Dental Radiology Course includes all of the following:

- \*Textbook, *Dental Radiography, Third Edition*
- \*Dental Radiology Certificate of Completion

## **Nitrous Oxide Administration**

Tuition:           \$395.00  
TOTAL COST:     \$395.00

The cost one DATA Nitrous Oxide Administration Course includes all of the following:

- \* Textbook *Handbook of Nitrous Oxide and Oxygen Sedation.*
- \* Certificate to Administer Nitrous Oxide.

## **REFUND AND CANCELLATION POLICIES**

DATA will provide a full refund if student is not accepted to the program.

After a student enrolls in the academy, she/he may voluntarily cancel or terminate for any reason by notifying DATA in writing.

All cancellations before DATA session starts must be made within three (3) working days of signing the enrollment agreement and will result in a refund of all monies paid.

An enrollee who cancels after the three (3) day cancellation period but before classes begin will receive a refund of monies paid excluding book and registration fee.

The termination date, for refund computation purposes, is the last date of actual attendance by the student (this also applies should student be dismissed by DATA) unless earlier written notice is received.

Reasons for termination by DATA are: unsatisfactory academic progress, excessive (more than 20%) absenteeism/tardiness, and failure to comply with academy policies and regulations.

A student will receive a full refund if educational services are discontinued by the school, except if DATA ceases operation.

Credit granted by an authorized DATA official for previous credits, training, education, experience, or certificates does not impact the refund policy.

All refunds will be made within thirty (30) days of the effective date of termination.

The schedule of charges will apply to all cancellations after student has attended at least one class.

## VETERANS REFUND POLICY

Students not accepted by the school and students who cancel the contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. If any students withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the registration fee.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

### **Refund Table for Veteran Student(s)**

<b>Student entitled upon withdrawal/termination</b>	<b>Refund</b>
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

- The student may cancel this contract at any time prior to the close of the third business day after signing the enrollment agreement.
- The official date of termination for refund purposes is the last day of recorded attendance. All refunds will be made within thirty (30) days from the date of termination.
- The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- Complaints, which cannot be resolved by direction negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues is/her training at the school.

## SCHEDULE OF CHARGES

This schedule of charges applies to students who terminate the program after DATA classes begin. Registration fees and book costs are non-refundable.

### **Chairside Dental Assisting**

<u>Day</u>	<u>Tuition Retained</u>	<u>Amount Refunded</u>
1	10% (\$225.00)	\$2025.00
2	25% (\$562.50)	\$1687.50
3	50% (\$1125.00)	\$1125.00
4	50% (\$1125.00)	\$1125.00
5	50% (\$1125.00)	\$1125.00
6	75% (\$1687.50)	\$562.50
7	75% (\$1687.50)	\$562.50
8	100%	\$0
9	100%	\$0
10	100%	\$0

### **EDDA**

<u>Day</u>	<u>Tuition Retained</u>	<u>Amount Refunded</u>
1	25% (\$337.50)	\$1012.50
2	25% (\$337.50)	\$1012.50
3	50% (\$675.00)	\$675.00
4	50% (\$675.00)	\$675.00
5	75% (\$1012.50)	\$337.50
6	75% (\$1012.50)	\$337.50
7	100%	\$0
8	100%	\$0

### **CPR, Dental Radiology, and Nitrous Oxide Administration**

25% of the tuition payment (per registrant) is NON-REFUNDABLE unless the course is full when the application is received or the course is cancelled by DATA. Refund of the remainder of tuition will be allowed only if the refund request is received in writing TWO WEEKS PRIOR to the course start date. DATA reserves the right to cancel a course if the need arises. A full refund will be made automatically if the course is not held, except in the event that DATA ceases operation. NO refunds will be made for non-attendance

## **LEAVES OF ABSENCE**

Since DATA sessions are ten (10) weeks or less, DATA does not permit leaves of absence by students.

If a student needs to leave a DATA session for any reason, the student will be refunded tuition according to the schedule of charges.

The student can reapply for a future session, but will be subject to pay entire tuition and registration costs for the new session.

## **PROBATION POLICY**

Should a Chairside Dental Assisting student, at the completion of the first grading fail to obtain at least 70% of possible points (70% of 100=70), the student will be placed on probation. A student on probation will be able to re-take an exam, which will be averaged with the original exam. If the student fails to bring his or her grade up to a 70% level at the end of a two-week period, the student will be terminated in writing with the appropriate refund policy for that date. A terminated student may re-apply to repeat the course at the next available offering.

Because of the short lengths of the courses, students will not be put on probation for the following stand-alone courses: EDDA, Dental Radiology, CPR, Nitrous Oxide Administration.

## **RE-ADMITTANCE**

Students will not be re-admitted in the middle of a session.

Student can reapply for a future session, but will be subject to pay entire tuition and registration costs for the new session.

Students dismissed for not adhering to DATA policies and regulations will not be allowed to reapply.

## **POSTPONEMENT OF STARTING DATE**

Whether at the request of DATA or the student, requires a written agreement signed by the student and DATA to postpone a start date. The agreement must set forth:

- a. Whether the postponement is for the convenience of DATA or the student, and:
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within thirty (30) days of the deadline of the new start date set forth in the agreement, determined in accordance with DATA's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

## DATA CURRICULUM

### Chairside Dental Assisting Program

**Course Objective:** Our Dental Assistant Training program is designed to give the student an introduction to the concepts and theories of dental assisting. DATA provides the knowledge, skills and practical work experience to become a competent entry-level professional in the dental field.

**Course Description:** DATA offers the finest technology and equipment for student training. Students will learn the basics of dental assisting in an actual dental office with a certified teaching staff consisting of a licensed dentist and a Certified Expanded Duties Dental Auxiliary. The program features comprehensive classroom instruction along with hands-on experience in our fully equipped dental treatment rooms.

	HOURS	
	<u>LECTURE</u>	<u>LAB</u>
Introduction to dentistry, sciences in dentistry	2	2
Introduction to clinical dentistry	1	3
Infection control & charting in dentistry	2	2
Dental instrumentation (alginiate impression)	1	3
Radiology	3	5
Dental Materials (cements & liners)	1	3
Comprehensive dental care		
Amalgam and composite restorations	0	4
<b>Midterm Exam</b> (Written & Clinical)	1	1
Pharmacology and pain control	1	1
Crown and bridge procedure, mixing of materials	1	3
Dental specialties	1	2
Sealants and coronal polishing	1	3
HIPAA	2	0
Charting practice	1	1
Grade for composite procedure & dental models	0	4
CPR	0	4
Business operating systems, resumes and cover letters	4	0
Computer lab (appointment scheduling)	4	0
<b>Final Exam</b> (Written & Clinical)	1	3
<b>---TOTAL HOURS</b>	<b>28</b>	<b>52</b>

### **EDDA (Expanded Duties Dental Auxiliary)**

**Course objective:** This course allows dental assistants a hands-on learning experience to develop skills and knowledge in placing a rubber dam, temporization techniques, and preliminary and final impressions.

**Course Description:** This course features comprehensive classroom and clinic instruction on making preliminary impressions, rubber dam placement, placing retraction cord, final impressions, and fabrication and cementation of temporary crowns.

### **Nitrous Oxide Administration**

**Course Objective:** This course is designed to educate the student in the theory and practice of nitrous oxide administration on dental patients. Students gain knowledge in the areas of proper administration techniques, history, advantages and disadvantages, physiology and pharmacology, complications, and environmental hygiene.

**Course Description:** This 16-hour course includes 12 hours of lecture time and 4 hours of actual patient contact. Actual nitrous oxide tanks, flowmeters, and nosehoods will be used, visual aids will be employed, and each student will have access to "hands-on" learning techniques.

	HOURS	
	<u>LECTURE</u>	<u>LAB</u>
Technique of administration.	0	4
Understanding anxiety, history of analgesia/anesthesia, advantages/disadvantages of nitrous oxide, physiology and pharmacology, complications and environmental hygiene.	12	0
---TOTAL HOURS	12	4

### **Red Cross Cardiopulmonary Resuscitation**

**Course Objective:** This course is designed to teach the basics of CPR, including how to recognize an emergency, how to develop an emergency action plan, and how to assist an emergency victim.

**Course Description:** This interactive 4-hour (lab only) course provides hands-on instruction for dealing with emergency situations. Students will have the opportunity to practice their skills with a certified emergency services provider.

## **Dental Radiology**

**Course Objective:** This 16-hour course (8 hours lecture, 8 hours lab), equips the student with the knowledge to take dental x-rays competently and safely, and satisfies the requirements for a certificate in dental radiology in the state of Colorado.

**Course Description:** Textbooks, visual aids, and hands-on learning techniques will be used. Students will have the opportunity to practice dental radiology prior to completion of the course.

## **COMPLAINTS**

Complaints that cannot be resolved through direct negotiation between the student and DATA may be filed with:

Division of Private Occupational Schools  
of the Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver CO 80202  
(303) 866 2723  
[highered.colorado.gov/dpos](http://highered.colorado.gov/dpos)

The DPOS has a two (2) year limitation for action on student's complaints.