

## Course Catalog January 1, 2016 through December 31, 2016

The tuition for the DENTAL ASSISTING course of study offered by this institution is \$2895.00. The tuition covers all costs for the course. Lunch is not provided, however numerous eating establishments are nearby. The course will run ten (10) consecutive Saturdays, eight classroom hours per week for a total of eighty (80) classroom hours of instruction plus an additional clinical session ( for a total of 88 hours) producing radiographs on four patients provided by the student for their CA Dental X-Ray Certification. This program includes lecture material as well as clinical "hands on" training. In addition, there is approximately 80 hours of home study for a total of approximately 168 course work hours. The extra clinical day is offered during week number nine with each student selecting a Weekday or Sunday for bringing their four clinical patients to our dental office for radiographs.

OCDC trains students for entry level "**Dental Assistant**" or sometimes referred to as "**Dental Auxiliary**" positions. This program does **not** have a list of requirements for eligibility for licensure since the previously mentioned employment positions in California require Dental Board Certification in Radiation Safety and 8 hour Infection Control. OCDC is an approved California Dental Board provider of these two certifications.

You graduate with a Certificate in Dental Assisting, a letter of recommendation outlining your experience and training and your State Dental Radiation Safety including 8 hour Infection Control Certificates, the only certification needed to work as a dental assistant in California; after 6 months of employment or interning you are required to obtain a CPR card. The main objective at OCDC is to prepare graduates for immediate employment or internship in the dental field without quitting their present job. The dental board grants 3 months of internship credit to the graduates of our 10 week program. Students take 6 quizzes, a midterm, final exam and a clinical practical exam. A combined score of 70% is required for passing this program. The tuition fee includes all of the following:

- Syllabus: "Concepts in Dental Assisting", Richard Erickson, DDS, 4th, Ed (2012); DCI Publishing.
- Textbook: "Modern Dental Assisting", Torres & Ehrlich; 9th.Ed (2009); Elsevier Publishing.
- All training and visual aids, materials and dental supplies used throughout the course.
- Dental Radiology X-ray plus 8 hour Infection Control **Certification** for compliance with the California Dental Board
- Scrub Uniforms.
- Complimentary cosmetic bleaching treatment.
- Job Interview preparation and coaching.
- Digital radiology and intra oral imaging
- Free Job Placement assistance and referral service. When a dentist calls, asking for our students we will refer you to them.
- Use of all dental equipment and instrumentation with actual "hands on" training during the course of study. There NO hidden or additional expenses.
- Training in ALL aspects of General Dental assisting.
- A Certificate in Dental Assisting and a letter of recommendation outlining your training and experience will be awarded to students attaining a 70% or above grade average.
- All training is done by Dr. Eliades and Nick Eliades, R.D.A. in their actual practicing **dental office**, not a classroom at 15541 Beach Blvd Suite D Westminster, CA 92683

Your instructors are Dr. George Eliades and Nick Eliades, R.D.A.

Dr. Eliades is a practicing general dentist who has served Orange County since 1987. He is a member of the American, California and Orange County Dental Societies and has directed and instructed dental assisting at OCDC since 2007.

Nick Eliades, R.D.A. has been an assistant to Dr. Eliades for over 20 years. He has instructed dental assisting since 2007.

- Admission Requirements:
- 1) High School Diploma or equivalent
  - 2) 18 years of age
  - 3) Read, write and speak **English**  
OCDC does not provide **English** as a second language  
We accept a TOEFL score of 60 or greater  
Visit [www.ets.org](http://www.ets.org) for testing information
  - 4) Being able to clearly understand the terms and conditions of the Enrollment Agreement written in **English** without help from others
  - 5) Being in adequate health to perform physical tasks in the dental office
  - 6) Present with a clean and orderly appearance
  - 7) Attendance and tardiness records are kept and are part of the student evaluation for prospective employers

We **do not** accept any credits earned at any other dental assisting institution; this institution has **not** entered into an articulation or transfer agreement with any other college or university.

**Student records (Transcripts)** are organized according to the student's name, class start date and the last four digits of their social security (or E.I.N. #). Financial and academic records shall be stored and maintained in the same file. Attendance, test/quiz scores, final grade and payment history documents are included. The records are maintained at OCDC for a minimum of five years.

**Attendance** is not mandated but is recorded on the student's transcript that is given to prospective employers. Low attendance is a poor reflection of the student's reliability, which hurts one's chances of future employment.

**Probation policy:** students that score below 70% on the XRay identification quiz in week five are placed on academic probation with a written warning notice; these students are given another xray quiz to repeat in the 6<sup>th</sup> week; students that achieve a combined score of 70% or higher on the remedial quiz plus the midterm exam are removed from academic probation; if not the student remains on probation and are given written notice stating they are unlikely to graduate from OCDC and will be dismissed.

Students are given a written warning before **dismissal** from our program. Reasons for dismissal are chronic tardiness, not paying their tuition as agreed, being disruptive to others or not capable of getting off of academic probation.

**Library facilities** are not provided; instead students borrow all reference material including an expensive textbook that contains useful interactive DVDs. Additionally an intensive course manual is provided. This academic work is done daily, at home (minus Saturdays).

All **Learning Resources** such as dental text books, clinical DVD's, models and all academic assets are available to students as additional reference material in the dental office by verbally asking Dr. Eliades or Nick Eliades, R.D.A. for permission.

OCDC's sole **facility** is the Dental Office of George Eliades, D.D.S. The office has been modified to instruct a maximum of 8 students per session.

**This Facility** is a modern dental office with a comfortable lecture room.

**Training equipment** consists of everything utilized in a modern dental office including x-ray machines, masks, gloves, protective eyewear, hanpieces, computers, dental instruments and supplies, manikins, dental chairs, overhead lights, aspiration, air water deliveries, sterilization equipment, learning CD's, intra oral cameras, digital sensors, analog film, manual and automatic processing machines and dental laboratory equipment and tools. Morning lecture utilizes digital projection to deliver a power point presentation including clinical videos.

### **Placement Services**

While no guarantee of job placement is made, Dr. Eliades will advertise to other practicing dentists in Orange County the availability of trained dental assistants from OCDC at no charge to the dentists or graduates.

### **OCDC's standards for academic achievement**

Students must complete the program within ten weeks with a minimum academic average of 70%. The final grade is based on the performance on quiz, practicals and written exams on a scale of 1% to 100%.

X-ray Quiz worth 40 points is given in week # five.

Midterm Exam worth 100 points is given in week # six.

Technique Practical worth 100 points is given in week # ten.

X-Ray Practical worth 20 points is given in week # ten.

Final Exam worth 100 points is given in week # ten.

Total raw score of 360 points is possible which is converted to a % grade.

A final score below 70% scholastically is a failure. The student does not receive a certificate but is invited to retake the entire course with half off of the cost of tuition.

### **Policies on student rights and procedure for addressing student grievances**

Students are entitled to having a safe and comfortable learning experience in the dental office, our school. Students shall be respectful and courteous to others in order to maintain a friendly and fun atmosphere where students are eager to attend and learn.

If a student has a grievance they will request a "Report of Complaint" form from Dr. Eliades or Nick Eliades, R.D.A. After completing and returning the form to Dr. Eliades, the complaint will be investigated quickly and corrective action will be implemented.

The tuition may be paid using one of the following payment options:

1. **\$2895.00** at the time of registration
2. **\$695.00** down payment, then **\$220.00** at the **beginning of each class** (10 payments)

**If a student obtains a loan to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.**

### ***Cancellation, Withdraw and Refund Policies***

## **“STUDENT’S RIGHT TO CANCEL”**

Students have the right to cancel their enrollment and obtain a refund of all charges paid through attendance at the first class, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later, minus \$250.00 (non refundable fees). No refunds will be given after the completion of the sixth week (60%). See page six of the enrollment agreement for a description of these charges. If the student has received federal student financial aid program funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refunds are calculated by subtracting what the student owes O.C.D.C. from what the student has paid. The amount owed to O.C.D.C. is calculated by multiplying the total hours attended by \$33/hr and then adding \$250.00(non refundable fee); subtract this sum from what you have already paid to reveal your refund.

The student requesting, completing, signing and submitting to Dr. Eliades a “Withdrawal or Leave of Absence” form initiates the Refund procedure. The student will receive the “O.C.D.C. Notice of Refund” document from Dr. Eliades within five (5) working days.

Example: Mary Brown paid O.C.D.C. \$2895. Mary decides to withdraw after the first class and before the start of the second session. She requests and submits a “Withdrawal or Leave of Absence” form. Mary is sent a check for \$2,381.00 from Orange County Dental Careers; the check will be issued within forty-five working days after receiving the completed and signed “Withdrawal or Leave of Absence” form from Mary.

### ***Leave of Absence Policy***

Those wishing to cancel for illness or personal reasons may resume their course of study in the next class series with **no** penalty and may repeat the already completed sessions if desired at no cost. The **“Withdrawal or Leave of Absence”** form is requested, completed and returned to Dr. Eliades.

OCDC does not offer **financial aid** and does not participate in any State or Federal financial aid programs. A student enrolled in this unaccredited institution is not eligible for federal financial aid programs; federal aid is for programs greater than 9 months.

OCDC does not have a pending petition in bankruptcy, is not operating as a debtor in possession and has never filed any form of bankruptcy.

OCDC does not admit students from other countries.

OCDC DOES NOT HAVE ANY RESPONSIBILITY TO FIND OR ASSIST STUDENTS IN FINDING HOUSING.

OCDC does not have dormitory facilities under its control.

Reasonably priced housing is not located near OCDC.

It is a State requirement for students paying his or her tuition is required to pay a state-imposed assessment to the Student Tuition Recovery Fund

**STRF**

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, pre-paid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTE: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) , toll free telephone number (888) 370-7589 or by fax (916) 263-1897.”

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone 888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at OCDC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in dental assisting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending OCDC to determine if your certificate will transfer.

“Approval means compliance with state standards as set forth in this chapter”

In February of 2007 this private institution (OCDC) was issued a one year approval from the former Bureau for Private Postsecondary and Vocational Education. Subsequently this Bureau closed with a “Sunset” date of July 1, 2007; the “new” Bureau for Private Postsecondary Education replaced the former Bureau in 2010 and has approved operation of this Dental Assisting Program through December, 14, 2015.