

ADMISSION REQUIREMENTS

Students with felonies or recent criminal charges are HIGHLY encouraged to contact the Ohio Dental Board for potential barriers to certification. Employment options may also be limited for persons with felonies and recent criminal charges.

1. Schedule/pass WorkKeys Assessments. (Required scores are 4 or better on Applied Mathematics, and on Locating Information.) There is no fee for initial testing (retests are \$10 each).
2. Complete & return Admission Form; Photo ID; proof of high school diploma/GED; both sides of the Enrollment Questionnaire/Advisement Form to the Madison Adult Career Center Office.
3. **Once above requirements are met, submit \$100 non-refundable enrollment deposit to secure enrollment.**
4. Students must have proof of 1st of 3 Hepatitis B vaccinations, (*before first day of class or forfeit his/her seat*) – **MUST HAVE ALL THREE Hepatitis B vaccinations prior to Radiography Certification.**

FEES

Tuition	\$3,900
Estimated Fees*	\$ 908
TOTAL	\$ 4,808

**Estimated Fees include books, lab fees, typodont, Radiography Certification, CODA Certification Testing, and personal/career counseling services. Fees may change before class begins.*

PROGRAM INFORMATION

Students learn hands-on chair-side assisting in an equipped lab. Students sit for Radiography Certification and, the Commission on Ohio Dental Assistants (CODA) certification exam. First Aid and CPR certification are included in the course.

Students complete Radiography Clinical Experience at the practice of Dr. Freeman, DDS in Ashland, a modern dental practice with state-of-the-art equipment.

SCHEDULE

5:30 – 9:00 pm, Monday through Thursday

MODULE 1 8/9/11 – 11/10/11

- Dental Assisting Profession/Sciences
- Oral Health/Disease Prevention
- Infection Control
- Occupational Health & Safety
- Patient Information/Assessment
- CPR/First Aid
- Professionalism

MODULE 2 11/14/11 – 3/1/12

- Delivering Dental Care
- Instrumentation/Dental Materials
- Assisting in Comprehensive Dental Care
- Professionalism/Externship

MODULE 3 3/5/12 – 6/28/12

- Intra/Extra Oral, Digital Radiography
- Dental Film & Processing Radiographs
- Business Operating Systems
- Dental Office Financial Management
- CODA Certification Review
- Professionalism/Externship

EXPECTATIONS

- **Course prepares students for Radiography Certification.** (must complete 3 Hepatitis B vaccines and CPR/First Aid prior!)
- **Upon completion of this 600 hour program, students may sit for the Commission on Ohio Dental Assistants (CODA) certification exam.**
- **Students must maintain 90% attendance and a 2.0 (C or better) Grade Point Average.** A student who misses beyond 60 hours or drops below a C average will be dismissed.
- **Students must complete ALL hours** of Radiography classroom/clinical time.
- **A professional attitude** must be demonstrated throughout the program and in clinical/externship settings!
- **Students are required to wear scrubs and a lab coat** on lab/externship days.

GRADUATION

All students completing this program will be invited to participate in the Madison Adult Career Center Graduation Ceremony to be held **Friday evening, June 22, 2012.**

FINANCIAL AID INFORMATION

To complete the financial aid process:

1. Complete FAFSA financial aid application (Go to www.fafsa.ed.gov. Our school code is 030237)
2. If you need assistance with FAFSA, call the Adult Career Center office to schedule an appointment
3. Check on additional financial aid resources (WIA, BVR, GI Bill, etc.)

****Funding sources that require FAFSA application)**

****Workforce Investment Act Funding (WIA)**

Each county has Workforce Investment Act (WIA) training funds. Students should start the application process ASAP! WIA funding is a process that takes time. To begin the process, **visit** your county's Department of Job & Family Services:

Ashland County	(419) 282-5000
Crawford County	(419) 562-8066
Huron County	(800) 668-5175
Morrow County	(419) 946-8480
Richland County	(419) 774-5300

****Pell Grant** – A federal grant for approved Adult Career Center programs 600 hours in length or longer. This grant does not need to be repaid unless a student withdraws from a program. Note: Students who are currently in default on a federal student loan are not eligible for a Pell Grant until their loan is in good standing.

****TAA** – A state grant available for a company closing/downsizing, for employees who were approved for TRA. An application must be submitted for training approval about two months before training begins.

****Veterans' Training Benefits** – Veterans may use their VA benefits (*Montgomery GI Bill, etc.*) to attend Career Development programs.

continued

FINANCIAL AID *(continued)*

****Bureau of Vocational Rehabilitation**

Persons with a documented disability may be eligible for assistance through the Mansfield BVR office. Call 419.747.3000 for more information.

****Stafford Student Loans** – Can be applied to approved programs 375 hours or greater. Students must complete a Master Promissory Note (MPN) and entrance/exit counseling. Student loans need to be repaid after a student leaves a program.

Student Payment Plan – For programs 375 hours or greater. Payment must be made in full by program completion. Students are required to sign a payment contract and make the first payment before class. Payments are interest free, but late fees are charged for delinquent payments.

Delinquent Payment Policy – Delinquent payments are charged a late fee of \$5.00. Once payment is over 30 days delinquent, a letter will be sent notifying student of the upcoming date the account will be sent to collections. If payment is not received by collection deadline, the account will be submitted to collections. The student will be dismissed and billed any additional charges that may occur due to financial aid that could not be collected because of dismissal date.

Madison Adult Career Center offers:

Administrative Office Technology
Automotive Technology
Clinical Care Specialist
Cosmetology
Dental Assisting/Radiography
Nurse Aide Training (*STNA*)
Precision Machining/CNC Programming
Phlebotomy/EKG Training
Welding Technology (*AWS Certification*)

DENTAL ASSISTING

Program Information 2011-12

Instructors

Celeste Russell, CDA
Miriam Troyer, CDA

***.Microsoft Office Specialist
Test Center***

***.A.APC Certification
Test Site***

***.ASE Certification
Test Center***

***.American Welding Society
Certification Testing***

***.ACT WorkKeys
Test Site***

***.NLMS Test Site
STNA Test Site***