

DuPage Dental Careers



DENTAL ASSISTANT TRAINING PROGRAM

Course Catalogue

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DuPage Dental Careers is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education

DuPage Dental Careers is not accredited by a US Department of Education recognized accrediting body.

Dental Assistant Training Program

DuPage Dental Careers has created an exceptional dental assistant training program. After years of being frustrated with hiring dental assistants, Dr. Shah is excited to offer this course. Dr. Shah's goal is to create assistants who have the kind of knowledge and skills needed to be proficient in the field. This course is offered in a practicing dental office with state of the art equipment. The opportunity to be taught by dental professionals with decades of experience is the perfect environment. Small classes help ensure great results.

A career in Dental Assisting is an exciting and challenging one. It is a job that is never the same from one day to the next. If you are a people person and enjoy meeting and helping people with their dental health care and making beautiful smiles, then this is the profession for you.

When you have completed the 10-week course, you will be ahead of graduates from other programs. You will have knowledge and training with hands on skills in:

Suctioning	X-Rays (digital & film)	Instrument Transfer	Impressions
Plaster Models	Interview Skills	Sterilization	Terminology
Instrument ID	Materials	Cements	Patient Vital Signs
Oral Anatomy	Dental Specialties	New Technologies	Blood Borne Pathogens

Classes meet every week on Tuesdays and Thursdays from 9 a.m. to 4 p.m. for 10 weeks.

You will need to be a high school graduate and show proof of receiving Hep. B vaccine.

Check Craigslist for Dental Assistant postings, there are new postings daily. Entry level assistants are sought after by some dental offices, they sometimes prefer someone they can train to fit the needs of their office. DuPage Dental Careers will provide support and help in job placement by letting area dentists know of our available graduates and keeping in touch when dentists are inquiring about available graduates.

We know you have choices of other Dental Assisting programs in the Chicagoland area. We are one of the few programs taught in a practicing dental office. In addition to 80 hours of classroom time we have 80 hours of hands on training, you will have the opportunity to work on real people; developing skills you will use in a position as a dental assistant. Our goal is to instill information you will use on a daily basis and to give you the knowledge to be exceptional. Which program do you think would be a better learning experience?

Don't miss out on the opportunity to change your life for the better! Start your career as a dental Assistant and join fellow health care professionals in the exciting, challenging, ever changing field of dentistry.

Let us help you start a new chapter in your life, with a profession in DENTAL ASSISTING!

- Limited seats
- Practical hand-on training
- Taught in a practicing dental office
- 10-week course
- Certificate upon completion
- Looks great on your resume
- Learn from experts in this field

Fee Structure

Tuition Fee: \$3,950

Includes the following:

- All visual aids, equipment and materials used in either classroom or clinical training.
- "Modern Dental Assisting" Torres & Ehrlich, 11th Edition (Saunders) Textbook
- Job referral and placement assistance.
- Students who achieve a 70% or above grade average will receive Certificate of completion, and a letter of recommendation describing your training and experience. Final Grade will be pass or fail after averaging all grades of quizzes, tests and exams both written and practical.
- Extra clinical experience through our optional training program in our dental office included in tuition.

Transferable Credit:

The school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, DuPage Dental Careers must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

After taking the class any student who does not pass has an option of retaking the class at a discounted tuition of \$2450.

Refund Policies

Week Withdrawal Occurred	% of term enrolled	Institution Refund Policy	Federal Refund Policy
1	10%	100%	N/A
2	20%	80%	N/A
3	30%	60%	N/A
4	40%	40%	N/A
5	50%	20%	N/A
6	60%	0%	N/A
7	70%	0%	N/A
8	80%	0%	N/A
9	90%	0%	N/A
10	100%	0%	N/A

Tuition Refund Policy:

1. DuPage Dental Careers shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student
 - b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less
2. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

3. become part of the tuition.
4. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
5. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
6. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 3 school Days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
7. A school shall refund all monies paid to it in any of the following circumstances:
 - a) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b) the school cancels or discontinues the course of instruction in which the student has enrolled;

the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.