

# STUDENT CATALOG

Vancouver Dental Assisting School

512 NE 81<sup>st</sup> Street, Suite G

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## Licensure:

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 – 10th Avenue Southwest

Olympia, Washington 98501

360-709-4600 [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)

Owners: Dr. Herma Ranola, DMD and Dr. Tai Trieu, DC

Co-Director/ Instructor: Nazira Shakhmanova, CDA

Clinical Co-Director/ Instructor: Jasmine Schuetze, CDA

## Our School

Vancouver Dental Assisting School (VDAS) is a private school providing a program of study which will enable a student with little or no experience to enjoy a new career in dental assisting in just ten weeks. The eighty-hour program combines classroom instruction with clinical training in an ultra modern state-of-the-art dental office. VDAS is proud to offer as part of its program training in advanced digital radiography, as well as instruction in a variety of topics in Cosmetic Dentistry. This will prepare the student for opportunities in quality oriented modern dental practices.

## The Facility

The school which is located in Vancouver, WA, is able to accommodate up to 15 students. Housed in fully operating modern dental office, instructors are able to teach students in one of five patient treatment rooms equipped with all necessary instrumentation so as to provide the student with a complete learning experience. Lecture sessions will be held on the upper floor classroom and can comfortably accommodate up to 15 students. There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. This is an ADA accessible facility with handicapped accessible lavatories and any reasonable accommodation will be provided at the request of the student.

## Instructors and Summary of Qualifications:

Nazira Shakhmanova, CDA is a certified dental assistant in the state of Washington and has been working in the dental field for over 5 years and continues to practice as a dental assistant when she is not instructing at VDAS. Her emphasis at the school will be hands on training and the lab portion.

Jasmine Schuetze, CDA is a certified dental assistant in the State of Washington and has been working in the dental field for 12 years. She is the Lead Dental Assistant at Ranieu Family Dental when she is not instructing at VDAS. Her emphasis will be both Lecture and hands on training in the lab portion.

### Dental Assisting Program -Outline:

**The Dental Assisting Program** will include courses on the following subjects, with both classroom and clinical training;

Course #1: Introduction to Dentistry and Dental Assisting

Course #2: Basic Dental Assisting Theory – Part 1

Course #3: Basic Dental Assisting Theory – Part 2

Course #4: Assisting for Operative Dentistry

Course #5: Radiology – Part 1

Course #6: Radiology – Part 2

Course #7: Assisting for Prosthodontics

Course #8: Dental Specialties

Course #9: Cosmetic Dentistry – Introduction to Administrative Techniques

Course #10: Administrative Techniques (cont.), Interview Techniques, CPR Certification and Graduation

Necessary AIDs/HIV training and CPR will be included in the Course work.

### Academic Policies:

- Attendance is imperative; if a student must miss a course, they must contact the school. It will be the student's responsibility to make arrangements with the instructor to review the course material missed during normal office hours\*. The student will then take a written quiz and receive a clinical evaluation. If the student receives a passing grade in accordance with the grading policy, the student is given credit for passing that course. No charge will be made for make-up classes during these times.
- Exams - There will be a mid-term and final written exam, as well as weekly quizzes and clinical evaluations.
- Students must achieve a 75% or above on each course to receive a diploma.
- Please refer to the application / enrollment agreement for additional school policies.

\*Office hours are 9am-5pm Monday- Friday, by appointment only

### Dress Code:

Students are expected to follow the prescribed dress code. This includes a scrub type uniform and clean white sneakers or white uniform shoe. Alternatives to scrubs are a generally accepted Business Casual Dress Code.

### Behavior Policy:

**Class cuts;** Class cuts are not permitted and shall be recorded as an absence.

**Tardiness;** Any student not physically present at the start of the scheduled class period will be considered tardy, and the time out of class will be recorded.

**Student Conduct;** Since students are being prepared for a work environment, they are expected to dress and conduct themselves in a responsible manner conforming with generally accepted standards of employment. The student is also expected to abide by all of the school's policies in the Student Enrollment Agreement. Violation of school policy may result in termination, suspension, or other appropriate action. In the event of termination, a refund will be given in accordance to the refund policy set forth in the Student Enrollment Agreement.

**Smoke-free School;** VDAS is a smoke free facility. No smoking will be permitted on the VDAS premises.

**Appeal of Determination;** Students may appeal a determination by submitting a letter to the school director. The appeal must be based on the existence of extenuating circumstances.

Extenuating circumstances may include, but are not limited to, severe medical problems and an extended period of illness.

**Term Scheduling / Term Sequence;** The sequence in which a student progresses through the program is determined by the school administrator and may not coincide with the sequence listed in the catalog.

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons: Not adhering to the school's rules, regulations, policies, and code of conduct.

1. Missing more than 20 percent of instruction time
2. Not maintaining the minimum grade point average
3. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

## Grading System/Standards of Progress

### Grading Scale:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59 and under

### Distribution Method for the Courses:

#### Classroom and clinical instruction:

- Attendance 30%
- Clinical Evaluation 35%
- Written Quiz 35%

#### Midterm and Final Exams:

- Attendance 10%
- Clinical Exam 45%
- Written Exam 45%

## Student Evaluation Techniques

A quiz will be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status.

## Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

## Probation for Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

## Attendance Requirements

VDAS records the daily attendance of each student. Records are available for student review. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

## Make-up Work

Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program.

### Tardiness

Developing a good work ethic is an important part of the training at VDAS. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- \* 1 to 15 minutes late will be counted as 15 minutes late
- \* 16 to 30 minutes late will be counted as 30 minutes late
- \* 31 to 60 minutes late will be counted as 1 hour late

### Enrollment Procedure:

Individuals interested in the dental assisting program at VDAS are invited for a tour of the facility as well as a brief interview during which time any questions they may have will be answered. Following verification of a high school diploma or GED, completion of the application / enrollment agreement, and the submission of a \$150 non-refundable processing fee to VDAS, the student will be admitted into the program.

### Entrance/Admission Requirements

The ability to benefit policy/admission standards (See WAC 490-105-140).

Students must possess a High School Diploma, a General Education Development (GED) Diploma. Criminal offenses either past or present do not exclude students from VDAS dental assisting program but may preclude a student from obtaining licensure with the state boards. Please check with local state boards and licensing prior to enrollment. VDAS is not responsible for a student's personal history that may affect licensure and subsequently employment as a dental assistant.

VDAS does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

A student with a disability must make request for a reasonable accommodation in writing and allow a reasonable time to the school to produce the accommodation or a comparable alternative.

### Credit for Previous Training

VDAS is committed to helping students reach their educational goals as quickly as possible.

However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we recognize the benefits of previous training but require students to complete our course in its entirety.

### Payment Options:

Tuition for the full 10 classes is \$6,495. This payment can be made using any of the following options:

- ✓ \$6,495 after acceptance to the program has been authorized
- ✓ \$150 following acceptance, \$6,345 at the first class
- ✓ \$150 following acceptance, \$1269 payable at each of the first four classes and \$869 at the fifth class.
  - VDAS accepts Visa, MasterCard, Discover, and American Express. Financing arrangements can be made for those who qualify. VDAS will be glad to assist you in obtaining this information. Tuition and Additional Costs

Total cost of training including tuition, fees, deposits, and other charges necessary to complete the program.

- Tuition (based on class hours): \$6,495

- Registration fee: \$150 (Included in \$6,495)
- Student Handbook, 1 pair of scrubs (top and bottom) (Included in \$6,495)
- Textbook: Modern Dental Assisting, 11<sup>th</sup> Edition (Student responsibility)
- Licensing/testing fees: Washington State DOH application fee and Sealant Endorsement are \$90 at the time of this publication and will vary from state to state. Oregon State requires: \$250 for Radiology application and \$475 for Certification exam fees with Dental Assisting National Board at the time of this publication.

It should be noted that student loans with the bank or other financial obligations must be satisfied regardless of the success or lack of success at VDAS. When a student is given a loan, he or she signs a promissory note. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

VDAS does not currently offer financial aid.

Cancellation and Refund Policy (Compliance with WAC 490-105-130)

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training: The school may keep this percentage of the tuition cost:

One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
  - a. When the school receives notice of the student’s intention to discontinue the training program;
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student’s official termination date.

Graduation/ Educational Credential

Following successful completion of all academic and tuition requirements, and receipt of a passing grade in all ten courses, each student will be awarded a diploma for the program and a letter of recommendation from VDAS. Students will receive assistance and guidance in filing and submitting applications for state board certification or registration, but are responsible for the application and testing fees as well as submission of applications.

Student Grievance-Complaint/Appeal Process

***Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.***

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director.

These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

To ensure proper explanation and documentation of these rules, regulations, policies, and codes of conduct, student will receive a copy of the student catalog during enrollment.

#### Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

#### Externship Policy:

Externship is not required for graduation but is highly recommended by VDAS for students to experience different types of dental practices and dental specialties. In addition to "real world" experience, externships are an excellent way to get to know future employers and market yourself.

#### Placement Assistance:

VDAS does not offer placement assistance at this time.

#### Class Calendar:

Classes will be run on Wednesday Course (2018-2019), and Sunday Course (available 2018-2019), from 9 am until 5.30 pm, with a 30-minute break being given in the afternoon between the lecture and lab portion. The calendar for the next three programs in 2018-2019 is as follows.

Course Calendar 2019:

**Dental Assisting Program #1**

Wednesday 05/29/2019 Course #1: Introduction to Dentistry and Dental Assisting  
Wednesday 06/05/2019 Course #2: Basic Dental Assisting Theory – Part 1  
Wednesday 06/12/2019 Course #3: Basic Dental Assisting Theory – Part 2  
Wednesday 06/19/2019 Course #4: Assisting for Operative Dentistry  
Wednesday 06/26/2019 Course #5: Radiology – Part 1  
Wednesday 07/03/2019 Course #6: Radiology – Part 2  
Wednesday 07/10/2019 Course #7: Assisting for Prosthodontics  
Wednesday 07/17/2019 Course #8: Dental Specialties  
Wednesday 07/24/2019 Course #9: Cosmetic Dentistry – Intro. to Administrative Techniques  
Wednesday 08/31/2019 Course #10: Administrative Techniques (cont.), Interview Techniques, CPR Certification and Graduation

**Dental Assisting Program #2**

Sunday 07/07/2019 Course #1: Introduction to Dentistry and Dental Assisting  
Sunday 07/14/2019 Course #2: Basic Dental Assisting Theory – Part 1  
Sunday 07/21/2019 Course #3: Basic Dental Assisting Theory – Part 2  
Sunday 07/28/2019 Course #4: Assisting for Operative Dentistry  
Sunday 08/04/2019 Course #5: Radiology – Part 1  
Sunday 08/11/2019 Course #6: Radiology – Part 2  
Sunday 08/18/2019 Course #7: Assisting for Prosthodontics  
Sunday 08/25/2019 Course #8: Dental Specialties  
Sunday 09/01/2019 Course #9: Cosmetic Dentistry – Introduction to Administrative Techniques  
Sunday 09/08/2019 Course #10: Administrative Techniques (cont.), Interview Techniques, CPR Certification and Graduation

**Dental Assisting Program #3**

Wednesday 08/21/2019 Course #1: Introduction to Dentistry and Dental Assisting  
Wednesday 08/28/2019 Course #2: Basic Dental Assisting Theory – Part 1  
Wednesday 09/04/2019 Course #3: Basic Dental Assisting Theory – Part 2  
Wednesday 09/11/2019 Course #4: Assisting for Operative Dentistry  
Wednesday 09/18/2019 Course #5: Radiology – Part 1  
Wednesday 09/25/2019 Course #6: Radiology – Part 2  
Wednesday 10/02/2019 Course #7: Assisting for Prosthodontics  
Wednesday 10/09/2019 Course #8: Dental Specialties  
Wednesday 10/16/2019 Course #9: Cosmetic Dentistry – Intro. to Administrative Techniques  
Wednesday 10/23/2019 Course #10: Administrative Techniques (cont.), Interview Techniques, CPR Certification and Graduation

**Dental Assisting Program #4**

Sunday 09/22/2019 Course #1: Introduction to Dentistry and Dental Assisting  
Sunday 09/29/2019 Course #2: Basic Dental Assisting Theory – Part 1  
Sunday 10/06/2019 Course #3: Basic Dental Assisting Theory – Part 2  
Sunday 10/13/2019 Course #4: Assisting for Operative Dentistry  
Sunday 10/20/2019 Course #5: Radiology – Part 1  
Sunday 10/27/2019 Course #6: Radiology – Part 2  
Sunday 11/03/2019 Course #7: Assisting for Prosthodontics  
Sunday 11/10/2019 Course #8: Dental Specialties  
Sunday 11/17/2019 Course #9: Cosmetic Dentistry – Introduction to Administrative Techniques  
Sunday 11/24/2019 Course #10: Administrative Techniques (cont.), Interview Techniques, CPR Certification and Graduation