



Course Catalog

Custom Dental Assisting School, LLC

West OKC Location
4425 Grant Blvd
Yukon, OK 73099

Purcell Location
700 Chandler Rd
Purcell, OK 73080

Cushing Location
3200 E. Main St.
Cushing, OK 74023

Guthrie Location
2001 S Division St
Guthrie, OK 73044

(405) 245-2576
assist@customdentalusa.com

EFFECTIVE Oct 1, 2020



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Contact Hours

Monday-Saturday

8 a.m. – 7 p.m.

(Hours that we can be contacted)

Dental Practice Hours of Operation

Monday-Thursday

8 a.m.-6 p.m.

(Full dental practice hours in which the student will complete their weekly, 4 hr on-the-job training)

School Hours of Operation

Friday or Saturday

8 a.m. - 5 p.m.

(During offered course dates, when lecture and lab will take place)

Holiday Schedule

- Classes will *not* be held on the following holidays:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

- Classes *are* held on the following days:

-Fridays or Saturdays 8 a.m.- 5 p.m. during Course Dates specified on application.

-Lectures will take place in the Dr.'s office.

-One Saturday during the course for Radiology Certification. Date and location for certification will be given on the first day of class due to the certification being offered by the Oklahoma Dental Foundation, NOT Custom Dental Assisting School.

-Radiology Certification Course dates can be found at www.okdf.org

- Students also required to complete 4 hrs of on-the-job training at a Custom Dental location every week until the course has concluded. Students will be graded on appearance, attitude, attendance, and performance. Students will choose their day and time at the end of each class from a sign-up sheet to best accommodate schedules.

-On-the-job training hours are not the same as and do not count towards the 40 hour externship.

- *Transportation will not be provided for Radiology Certification or on-the-job training.**



History

Custom Dental Assisting School was established in 2011 by Dr. Nathan Brown. Dr. Brown is the CEO of Custom Dental, a series of 10 dental offices in multiple states, which began over 30 years ago. He practices general dentistry with emphasis in crown and bridge, removable prosthetics, oral surgery, Endodontics, periodontology, implants and orthodontics.

Dr. Brown, as an author, mentor, and dental speaker, felt that after expanding Custom Dental to 10 offices, in just 3 years, growing at 63,000 new patients a year, their system is worth opening up a school and giving opportunities to share the unique education Custom Dental's Assistants have experienced.

Philosophy

Custom Dental Assisting School proudly presents a 10 week dental assisting program providing and focusing on "hands-on" training with a practicing dentist along with classroom and lab education. We are dedicated to providing real life experiences in the dental field to give our students the best possible training on procedures and techniques to jump start their passion and career in dentistry. We are driven by the understanding that our success is dependent upon the success of our students.

Mission

Our mission is to equip and prepare students to achieve a professional status as competent dental assistants who have graduated with the skills and credentials required performing and working towards a career and passion to help others through dentistry.



List of School Administration and Faculty

School Administration

Dr. Nathan Brown, D.D.S.....Director of Education and Owner
Mandi Danker.....Course Director, Instructor, and Owner
Jessica Bond.....Assistant Course Director, Instructor, and Marketing Director

Books, Tools, and Major Supplies

Our enrollment contract states that our tuition for our students includes:

- One set of scrubs
- All educational and dental materials
- Dental Assisting Permit in the State of Oklahoma
- CPR Certification(*must pass CPR test*)
- OSHA Certification(*must pass OSHA test*)
- Radiation Certification Test(*must pass Radiology test provided by the Oklahoma Dental Foundation*)
- Letter of Recommendation(*must attain a 70% or greater*)

Admission Requirements

1. Graduation from an approved High School Program
2. Successful completion of a GED (Certification of Equivalency).
3. Must possess a desire to learn and an attitude encouraging success.
4. Must be able to communicate effectively, using proper English and Grammar.
5. Applicants must submit your completed application packet to the dental assisting program with down payment on or before the course deadline for consideration to the program.
6. Must present themselves professionally in behavior and appearance.
7. Custom Dental Assisting School does not give any credit for prior training or work experience.

***Requirement #'s 1 & 2 are *NOT* requirements BUT are strongly encouraged.**



School Policies

- A 70% GPA is required for certificate. Failure to maintain grade point average will result in student being placed on probation.
- Student must maintain an 80% attendance record. Failure to maintain attendance will result in student being placed on probation.
 - Attendance is calculated by the number of days a student attends class and on-the-job training out of the total possible days of class and on-the-job training.
- Absences, tardiness, or leave cannot be made up.
- ONLY EXCUSABLE ABSENCES***-Previous week's quiz or test can be made up in addition to the following week's quiz or test and will be due promptly at 8:30am.
- Student will be responsible for signing up for an open on-the-job training shift for that week.
- 2 Tardies (arriving more than 5 min late) equal 1 absence.
- Conduct of each student must be cordial. Students must be respectful to instructor and each other by not talking to one another, use of phone, or any other distractions during class. Failure to comply will result in student being asked to leave the class and accept an absence for the day.
- Professional behavior and appearance is expected from students when training in clinical area. Uniform/Scrubs will be worn to class or on-the-job training shift.
- Exceptions to policies and rules must be approved in advance by the schools director.
- ****Once Students are placed on probation, they will remain on probation until completing the course due to our 80% attendance record policy. (see second bullet point)***



Student Grievance Procedure

Should a student have a complaint with Custom Dental Assisting School, then the following steps shall be taken by him/her.

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Students may state the grievance in writing to Mandi Danker, or designee. Please submit the written request within 60 days of the occurrence to Mandi Danker at mdanker@customdentalusa.com, and she will assist you in resolving your concerns. She will investigate the grievance within 5 business days of receiving the complaint by contacting the student vial email or phone to set up a meeting. In the meeting, Mrs. Danker will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. Written notification via email of the resolution will be sent to the student within 10 days after the student meeting.
3. In her absence you can contact, Jessica Bond at jbond@cutomdentalusa.com. She will contact the student within 5 business days or receiving the complaint via email or phone to set up a meeting. In the meeting Jessica will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. She will consult with the Director and written notification via email of the resolution will be sent to the student within 10 days after the student meeting.
4. Should The Director or designee fail to or give unacceptable address the grievance, the Student may file a complaint with the OBPVS. The complaint shall be in writing and shall contain at least the following information:
 - (1) The name, address and telephone number of the person making the complaint;
 - (2) The name and address of the school;
 - (3) The course enrolled and starting date of class;
 - (4) A brief, clear description of the complaint(s) including detailed information regarding names of instructors, school personnel, type of equipment, class involved, or the specific part of catalog or enrollment agreement which may be involved in the complaint;
 - (5) Documents supporting the complaint, such as copies of the contract and enrollment agreement, receipts of payments made, letters or other correspondence relating to the complaint, or copies of electronic communications;
 - (6) The remedy, if any, that the person is seeking;
 - (7) A statement authorizing the release of whatever information may be necessary to investigate the complaint;
 - (8) The signature of the person making the complaint and the date of the complaint.

Mail to:

OBPVS

3700 N. Classen Blvd., Ste. 250

Oklahoma City, OK 73118

(405) 528-3370

<http://obpvs.ok.gov/>



Grading Scale

A	100-90%
B	89-80%
C	79-70% Passing
D	69-60% <u>Not</u> Passing
F	59- 0%

Course Objective

Upon completion of this course, the student will be equipped and prepared to achieve a professional status as a competent dental assistant who has graduated with the skills and credentials required performing and working towards a career and passion to help others through dentistry.

The following subjects are covered in depth from both an academic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our *state-of-the-art* practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive opportunities to be certified in CPR, OSHA, and Radiology-one of four expanded duties that are offered to dental assistants by the Oklahoma State Board of Dentistry. As for the other 3 expanded duties (Nitrous Oxide Application, Coronal Polishing, and Placing Sealants) our students will have most of the prerequisites to accomplish those duties and have been trained in these by completing this course of study. Details of the student's extensive clinical training are outlined below.

Course Descriptions

Students Will Perform the Following Essential Skills on LIVE Patients:

1. Take a full FMX (18 films) + Panoramic x-ray
2. Rubber dam placement Instruction
3. Upper and lower alginate impressions, model pouring and trimming
4. Fabricating upper and lower bleaching trays
5. HVE Suctioning
6. Instruction on Monitoring patient nitrous oxide administration and calculating nitrous percentages
7. Instruction on Coronal Polishing and Topical Fluoride
8. Instruction on placing Sealants on teeth
9. Basic setup, procedure setup, and breakdown of operatory room
10. Instrument passing to doctor

All students will receive training in the following areas:

I. Dental Terminology and the Dental Assistant Profession

- A. Preferred traits, qualities, and duties of a Dental Assistant
- B. Brief overview of medicine and health questionnaire
- C. Dental and oral anatomy, tooth identification and numbering system on models as well as live patients
- D. Dental terminology
- E. Equipment operation, chair positioning, assistant equipment usage

II. Radiology, Charting, Dentrix

- A. Brief navigation of Dentrix
- B. Seating the patient, new patient experience
- C. X-ray theory and technique, digital x-rays and other methods
- D. Intraoral, bitewing, periapical, and panoramic exposure methods
- E. X-ray identification, interpretation, safety and precautions
- F. Oral exam and dental charting

III. Oral Surgery and Implantology

- A. Familiarity and use of instruments, materials and procedures in assisting for Oral Surgery:
- B. Topical anesthetic placement
- C. Local anesthetic types and properties
- D. Preparing tx room, anesthetic syringe, patient
- E. Instruction on monitoring patient nitrous oxide administration and calculating nitrous percentages
- F. Oral Surgery - instruments, procedures and post-op protocols
- G. Implants- one piece, two piece, and o-ball

IV. Four Handed Dentistry, Restorative, and Endodontics

- A. Instrument transfer techniques, chair-side assisting and patient HVE suctioning techniques
- B. Chair-side doctor-patient-assistant positioning
- C. Familiarity and use of Instrument transfer techniques, materials, chair-side assisting and patient HVE suctioning techniques for restorative and other procedures
 1. Burs-uses and properties
 2. Rubber dam placement
 3. Toffelmeir/Matrix band placement
- D. Amalgam/Composite fillings: processes
- E. Inlays, Onlays, and Endodontics - instruments, medicaments and materials: how and why they are used

V. OSHA Training and CPR Certification

- A. Sterilization process and importance, autoclave operation, Handpiece care and maintenance



- B. Instrument and equipment sterilization / disinfection
- C. Treatment room disinfection and asepsis techniques
- D. OSHA (Occupational Safety & Health Act) Certification
- E. CPR (Cardiopulmonary Resuscitation) Certification

VI. Fixed and Removable Prosthodontics

- A. Types of Crowns & Bridges
- B. Core Materials & their uses
- C. Polyvinyl "gun type" impression taking
- D. Temporary acrylic crown fabrication
- E. Types of permanent and temporary cement used in dentistry
- F. Practice mixing cements and liners
- G. Types of Oral Prosthetics: Dentures, Partials, Flippers etc.
 - 1. reline materials and uses
 - 2. denture stabilization

VII. Introduction to Periodontics

- A. Intro to Periodontics
 - 1. Stages of periodontal disease
 - 2. Perio Charting
- B. Introduction to Coronal Polishing
- C. Introduction to placing Sealants
- D. Alginate Impressions and practice in their uses
- E. Model pouring and trimming
- F. Fabrication and delivery of bleaching trays
- G. Dental Specialties Overview: Oral Surgery, Orthodontist, Pedodontist, Periodontist, Prosthodontist

VIII. Orthodontics and Resume

- A. Straight wire Orthodontics
- B. Invisalign
- C. Orthodontic numbering, instruments, and terminology
- D. Changing elastics
- E. Resume Instruction

IX. Job Interview and Placement Assistance

- A. Proper image, dress, resume, and how to prepare for the job interview itself.
- B. Difficult questions you may face during an interview - how to answer them.
- C. Do's and don'ts during the interview, what to expect.

Course Externship

Custom Dental Assisting School (CDAS) does *NOT* arrange the Externship, however, will provide assistance if needed. The Externship will be evaluated, within the guidelines of a CDAS score sheet, by the dental office where student chooses. The Externship may begin to take place after Midterms, but is strongly encouraged not to begin until after the course is over to have a more expanded knowledge of dental assisting. There is **ONE MONTH DEADLINE** from the end of the course to have the 40 hr Externship **COMPLETED**. The Externship score sheets will need to be completed and faxed every Friday following a day of externship from that week. The Dental Assisting Completion Certificate will be awarded on the last day of the course (if student achieves a 70% or greater), on the other hand, the Letter of Recommendation will *NOT* be awarded until the Externship is completed. CDAS is *NOT* responsible for transportation to the Externship location.



Refund Policy

A graduation certificate and letter of recommendation will be only awarded to those students attaining a 70% or above grade average. Those students whose grade average is below 70% will not receive a certificate but will be allowed to retake the entire course at a reduced fee of \$1500.

An applicant rejected by the school shall be entitled to a refund of all monies paid minus any stated application fee. All monies paid by student will be refunded if requested within three days after signing enrollment agreement and making an initial payment. For a student requesting a refund after three days of enrollment but prior to entering school and starting the course of training, all monies will be refunded except for a \$150 enrollment fee. For a student terminating training after entering school and starting the course of training, but within the first week, the tuition will be refunded minus \$350 plus any outside certification fees. After the first week but within week 3 of the course, 75% of the tuition will be refunded minus the \$150 enrollment fee plus any outside certification fees. Between weeks 3-5, 50% of the tuition will be refunded minus the \$150 enrollment fee plus any outside certification fees. No refunds will be given if terminating the course after week 5 has been completed. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both. If a class is discontinued by a school while students are still enrolled in that class, and the school is still offering training in other areas, all monies (student loan, grant, and etc.) paid the school for students enrolled in the class at the time it is discontinued will be refunded to the entity legally entitled to the refund.

This policy applies to students who drop out or who are dismissed.

Records

Copies of certificates and enrollment agreement will be kept on permanent file at the school office address:

***Custom Dental Assisting School, LLC
10800 S. May Avenue
Edmond, Oklahoma 73025
(405) 245-2576***

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10800 S. May Ave • Edmond, OK 73025 • (405) 245-2576 • assist@customdentalusa.com



Custom Dental Assisting School (CDAS) is designed is to equip and prepare students to achieve a professional status as competent dental assistants who have graduated with the skills and credentials required performing and working towards a career and passion to help others through dentistry.

Dental Assisting

Daytime School

Length in Months	2.5
Number of Weeks	10.0
Contact Hours	160.0

Tuition Cost \$ 3,697.00

Items provided/prepaid for student:

1 set of scrubs, all educational and dental materials, CPR Certification,
OSHA Certification, Radiology Certification Test, Dental Assisting Certificate,
Letter of Recommendation. \$ 150.00

Enrollment Fee..... \$ 150.00

TOTAL COST..... **\$ 3,997.00**

The Class Schedule is as Follows
Fridays or Saturdays of Course Dates
8 a.m. - 5 p.m.
On-the-Job Training
4 hrs every week during Course

This Catalog is certified to be true and correct

 Date 10/1/20

Dr. Nathan Brown, Owner and Administrative Official

Effective date of Catalog – 10-01-2019

Custom Dental Assisting School, LLC

10800 S. May Ave
Edmond, Ok 73025
(405) 245-2576



Custom Dental Assisting School

Emergency Contact Form

Contact One

Name _____

Address _____

Home # _____ Work # _____

Relationship _____

Contact Two

Name _____

Address _____

Home # _____ Work # _____

Relationship _____

Contact Three

Name _____

Address _____

Home # _____ Work # _____

Relationship _____