



**DENTAL TRAINING**  
*for you*

# INSTITUTION CATALOG

**VOL. I**

**2024 - 2025**



**DENTAL TRAINING**  
*for you*

**Licensed by the Florida Commission  
of Independent Education, Florida  
Department of Education  
License No. 12533**

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Hours of Operation  
Monday – Friday: 9:00 am - 4:00 pm  
Saturday and Sunday: Closed

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## **Institution Overview**

We are thrilled to welcome you to Dental Training for You, where we are dedicated to supporting you in achieving your most ambitious goals and dreams. Our program is designed to provide you with the knowledge and skills you need to excel in the dental assistant field.

Our mission is to offer the highest quality, up-to-date dental education in a positive learning environment, ensuring that every student has the opportunity to achieve a better future.

This General Catalog contains all the information you need to navigate this journey with us, including details about our programs. If you have any further questions, please don't hesitate to visit our office, where our talented and passionate staff will be delighted to assist you.

### **History**

Dental Training for You is an institution that provides dental assistant training programs. While we may be a new school in the United States of America, our founders and board members have been developing and delivering dental training programs to the dental industry for over 30 years. In fact, our first Dental Training School location was established in Venezuela in 2006.

With extensive experience teaching at the Universidad de Carabobo Dentistry Program, the Hoffmann Family has a passion for dentistry and is committed to sharing their knowledge and expertise with future dental assistants.

### **Mission Statement**

**Mission:** Our mission is to be a leader and highly qualified institution for the development and implementation of dental health and continued education programs to strengthen the skills and knowledge of the dental team to offer a better dental health service to the population and contribute with everybody's life quality.

**Vision:** It is our vision to be a renowned institution at a regional, national, and international level because of the academic excellence of the continued education programs being offered as well as its services. We are focused on updating and providing knowledge on dentistry field addressed to all members of the dental team and who are interested in formation with broad, updated criteria, with a social and ethical approach towards the solution of issues affecting the population's dental health, the promotion of equal opportunities, effective dental health care and high-quality education.

### **The Facility**

Dental Training for you is located at 515 Semoran boulevard, unit #1014. Casselberry, Florida 32707. Website [www.dentaltrainingforyou.com](http://www.dentaltrainingforyou.com). Phone: (407) 743-4802. The office hours are Monday to Friday 9:00 am – 4:00 pm. On Saturdays and Sundays, we are open only for classes.

Our institution is OSHA and HIPAA compliant and comprised of 1,200 sq ft, which includes a business office equipped with computers, phones, and a reception area. We also have five treatment rooms, one laboratory, a sterilization area, two private conference rooms, one administrative office, a break room, and two restrooms. Our spacious facility provides the perfect environment for students to develop their dental skills in the various programs we offer. We also provide each student with all the disposable equipment and supplies they need to perform their tasks.

## Library Resources

The Institution offers LIRN, the Library and Information Resources Network, a hosted on-line service featuring academic search capabilities. The LIRN® collection provides students with access to peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies.

Students will also have the opportunity to find material from a variety of libraries along with the assistance of our librarian.

The librarian is available to help students with their research strategies and offer helpful tips for locating sources needed to complete projects. To access the library, students will be emailed a login and password for the library after they have been successfully enrolled in a program of study.



## Learning Management System

The institute will provide online education utilizing the Moodle LMS system, which has become one of the top LMS companies delivering online education to students. Moodle LMS is an easy to- use cloud-based platform that delivers its educational programs.

Moodle allows interaction between students and faculty, course assignment posting, interaction in both synchronous and asynchronous learning models, testing, grading and attendance tracking. The unique design of Moodle LMS promotes state of the art audio, video in high definition and streaming without interruption or pauses at all internet bandwidths.





## **Nondiscrimination Statement**

**This institution is committed to providing equal opportunities to all students and employment applicants. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Any such acts are unacceptable and strictly prohibited by Dental Training for You.**



## **Dental Assistant with Expanded Functions**

The program provides comprehensive education to prepare students to become Dental Assistant with Expanded Functions certification. To prepare students with knowledge of sterilization and disinfection procedures as stated in Rule Chapter 64B5-25, F.A.C and the dental practice act and administrative code. Through didactic, laboratory, repetition through hand-on instruction and clinical experience. The program will prepare the student for employment in a variety of opportunities available in the dental field. Upon successful completion of the program, students will receive a Certificate.

**Program Hours:** 600 hours

**Credential Awarded:** Certificate

**Program Delivery:** Hybrid - Didactic courses online, lab hours On-Campus

### Program Objectives

The primary objective of the Dental Assistants with expanded functions curriculum is to prepare the student to have a certification and training in Expanded Functions for dental auxiliaries in Florida and Georgia per Florida Statutes, Section 466.024(6) and Board of Dentistry Rule 64B5-16.005.

### Program Curriculum

Course Code	Title	Hours
EFDA 101	The Dental Assistant Profession	3 (didactic - online)
EFDA 102	Science in Dentistry	3 (didactic - online)
EFDA 103	Oral Health and Prevention of Dental Disease	6 (didactic - online)
EFDA 104	Infection Prevention in Dentistry	8 (laboratory – campus) 8 (didactic - online)
EFDA 105	Occupational Health and Safety	8 (didactic - online)
EFDA 106	Patient information and Assessment	8 (laboratory – campus) 14 (didactic - online)
EFDA 107	Foundation of Clinical Dentistry	8 (laboratory – campus) 16 (didactic - online)
EFDA 108	Radiographic Imaging	16 (laboratory – campus) 80 (didactic - online)
EFDA 109	Dental Materials	8 (didactic - online)
EFDA 110	Assisting in Comprehensive Dental Care	40 (laboratory – campus) 116 (didactic - online)
EFDA 111	Dental Administration and Communication Skills	8 (laboratory – campus) 2 (didactic - online)
EFDA 112	Review and Final Exam	8 (laboratory – campus)
EFDA Inter	Externship in General Dentistry	240 (Externship)
<b>600 Hours</b>		

## **Clinical Externship**

The institution will provide clinical experiences to complete the externship hours. The clinical practicum helps students gain experience that prepares them for entry level positions and real-world experiences. Students will be placed in clinical sites and may need to travel up to 50 miles distance to fulfill this obligation.

Students will not be accommodated for travel to clinical locations. It is the student's responsibility for their own accommodations. Clinical sites will be assigned based on a 50 miles radius from the students' address that is listed on the Enrollment Agreement. It is the responsibility of the institution to make prior arrangements for each student enrolled in the program to participate in the necessary experience within the agreed and documented length of time required for completion of and graduation from the program; and the institution's enrollments shall be based upon the availability of qualified clinical experiences to serve all students.

## **Course Access and Participation**

Instruction takes place online in an asynchronous manner – this means students are not required to be logged into the LMS at any particular time of the week. Students have the freedom to select the most convenient days and times to participate in the weekly required assignments.

Discussion boards, quizzes and other assignments will close at the end of each week - after 11:59 p.m. EST on Saturday evenings, students will be able to view all posts after that time but will not have the ability to make additional posts. Our faculty offers live faculty calls each week.

We request that students attend and if unable to attend, the faculty calls will be recorded for viewing purposes. Only substantive comments made in the discussion boards will contribute towards a student's participation grade.

## **New Student Orientation**

First-time students are provided with orientation materials to assist them with getting started with their first online course. The orientation material introduces the institutions policies and procedures, the online platform, the standards for academic conduct in the online environment, and some tips and practices for being successful in the distance-learning format. The New Student Orientation is mandatory to complete by all new students.

The mandatory orientation session will be conducted through Zoom and will review the following:

- Who We Are.
- History
- Faculty Staff
- Grading Policy
- Course Grading
- Computer Requirements
- Textbooks
- Course Structure
- Technical Requirements
- Communication
- Being On Time
- Billing
- Professionalism
- Student Checklist

## **Course Numbering System**

Dental Training for You has adopted the following numbering system for courses offered in the program:

- First three letters represent the program e.g. **EDFA** 101
- Last three digits are used for the course sequencing e.g. EDFA **101**, EDFA **102**, etc.

## **Clock Hour and Credit Hour Definition**

A credit hour is typically defined by one hour per week of in class instruction, plus another two hours of study outside of class for 15 weeks. A credit hour consists of a minimum of fifteen (15) hours of instruction during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects. Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study, which must be a minimum of 50 minutes in the presence of an instructor.

## Course Description

### EFDA 101: The dental assistant Profession

3 (didactic - online)

This course offers an introduction to the ethical principles and regulations that govern the dental profession. Students will gain an understanding of HIPAA, which focuses on patient privacy and confidentiality. The course will cover patient confidentiality, informed consent, professional boundaries, and trust. Additionally, students will learn about dental assistants' legal responsibilities and obligations, including expanded functions in Florida states, effective communication, and teamwork within the dental office.

Students will participate in case studies, discussions, and role-playing exercises to apply their knowledge to real-world scenarios. Experienced dental professionals will offer guidance and support throughout the course, helping students navigate ethical and legal challenges.

Upon completion, students will have the knowledge and skills to make informed ethical decisions, comply with legal requirements, and contribute to ethical dental practice. This course will prepare dental assistants to uphold the highest professionalism, ethics, and legal compliance standards.

### EFDA 102: Science in Dentistry

3 (didactic - online)

Throughout this course, individuals can delve into various dentistry-related scientific disciplines. They will better understand teeth, the oral cavity, surrounding tissues, and the microbial components that may impact oral health.

In addition, the curriculum may encompass prosthodontics, orthodontics, pediatric dentistry, periodontics, oral surgery, endodontics, and other dentistry-related sciences. This will equip participants with a comprehensive understanding of various dental specialties and their scientific underpinnings.

Upon completing the program, individuals will have a solid scientific foundation that will enable them to provide valuable assistance to dentists in caring for their patients. Well-prepared dental assistants can empower dentists to provide optimal patient care using the latest techniques. Additionally, they can contribute to the ongoing progress of the dental field through research and innovation.

### EFDA 103: Oral Health and Prevention of Dental Disease

6 (didactic - online)

During this course, students will gain knowledge of the most common dental diseases and conditions that impact oral health, including gum disease, tooth decay, and oral cancer. They will also learn about the critical roles of dental hygienists and dentists in diagnosing dental diseases, assessing oral health, and providing preventative treatments such as dental sealants and fluoride applications.

Furthermore, students will learn how to communicate effectively with patients about the significance of regular dental care, dietary choices, and oral hygiene practices. They will also be taught about the significance of community oral health programs and initiatives that promote oral health and prevent dental disease.

Throughout the course, students can engage in hands-on activities, case studies, and discussions to apply their knowledge of oral health and disease prevention to real-life scenarios. They will also have access to experienced dental professionals who can provide guidance and support in promoting oral health.

By the end of this course, students will be equipped with the skills and knowledge to promote good oral hygiene practices, prevent dental diseases, and educate patients on the importance of maintaining oral health. By contributing to the overall health and well-being of individuals and communities, this course prepares individuals to impact oral health positively.

### EFDA 104: Infection Prevention in Dentistry

8 (laboratory – campus)

8 (didactic - online)

This course aims to equip participants with the knowledge and skills to create a safe and hygienic environment for patients and dental staff. Throughout the course, students will learn about the critical components of

infection prevention, such as microorganisms and pathogens that can cause infections in the oral cavity. They will also be introduced to the latest infection control guidelines and recommendations from reputable organizations like the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO).

Participants will also learn how to select and use Personal Protective Equipment (PPE) like gloves, masks, gowns, and eyewear to minimize the risk of cross-contamination. They will also gain an understanding of different sterilization and disinfection techniques for dental instruments, equipment, and surfaces to ensure the elimination of harmful microorganisms. The course will emphasize the importance of frequent and effective handwashing as a fundamental infection control measure.

Proper disposal methods for medical waste, such as sharps and used materials, will also be covered to prevent potential contamination. Participants will learn how to create protocols for patient screening to identify potential infectious conditions and assess risks before dental procedures. Standardized protocols for infection prevention during routine dental treatments and emergency procedures will be developed and followed.

The course will also cover the proper cleaning and disinfection of dental clinic surfaces and treatment areas to maintain a hygienic environment. The safety of dental staff will be addressed by promoting proper handling of hazardous materials and managing exposure risks.

The course emphasizes evidence-based practices and the latest advancements in infection control to ensure that dental professionals can apply the most effective measures in their daily practice. By completing this course, dental practitioners and support staff can enhance patient safety, reduce the risk of infection transmission, and contribute to maintaining high standards of dental care in their practice settings.

#### EFDA 105: Occupational Health and Safety

8 (didactic - online)

This course offers a comprehensive understanding of the potential hazards and risks in a dental workplace, along with necessary measures to prevent accidents, injuries, and the spread of infections.

Throughout the course, students will learn about various occupational hazards that dental professionals may encounter, including exposure to infectious diseases, chemical hazards, ergonomic issues, and radiation exposure. They will also learn how to use personal protective equipment (PPE) such as gloves, masks, goggles, and gowns to minimize the risk of infection transmission.

The course places significant emphasis on infection control protocols in dental practice, complying with OSHA standards.

Students will have the opportunity to engage in practical exercises, case studies, and discussions to apply their knowledge of occupational health and safety principles to real-life scenarios. They will also receive guidance and support from experienced dental professionals to implement safe practices in the dental workplace.

Graduates of this occupational health and safety in dentistry course will be equipped with the knowledge and skills to create a safe and healthy dental environment. They will understand the importance of infection control, ergonomic practices, and emergency preparedness in ensuring the well-being of dental professionals and patients. This course prepares individuals to contribute to a safe and secure dental practice, promoting the overall health and safety of everyone involved.

#### EFDA 106: Patient information and Assessment

8 (laboratory – campus)

14 (didactic - online)

This course aims to provide students with essential communication skills, efficient patient assessment techniques, and the ability to maintain accurate and confidential patient records.

Throughout the course, students will learn the significance of collecting comprehensive patient data, including their medical history, current medications, allergies, and lifestyle factors. They will also learn to connect with patients, actively listen to their concerns, and provide clear and straightforward information. The course emphasizes the importance of cultural sensitivity and respecting diversity in healthcare settings.

In addition to patient data gathering, the course covers assessing vital signs and conducting physical examinations. Students will learn how to measure and interpret vital signs such as blood pressure, heart rate,

respiratory rate, and temperature and how to perform physical examinations.

Students are encouraged to participate in practical exercises, case studies, and discussions. They will also have access to healthcare professionals with experience who can provide guidance and support in conducting comprehensive and accurate patient assessments.

Upon completing the course, students will have the skills and knowledge to gather and assess patient information efficiently. They will understand the importance of maintaining patient confidentiality, conducting thorough assessments, and communicating with patients professionally and compassionately. This course prepares individuals to contribute to delivering high-quality patient care, ensuring patients' overall well-being in healthcare settings.

#### EFDA 107: Foundation of Clinical Dentistry

8 (laboratory – campus)

16 (didactic - online)

Students will gain the foundational knowledge and skills necessary for clinical dentistry throughout this course. They will receive hands-on training in basic clinical skills, such as handling dental instruments and preparing materials for dental procedures.

Moreover, the course highlights the importance of effective communication between dental assistants, dentists, and patients in clinical dentistry. Students will participate in practical exercises, laboratory work, and simulated patient scenarios to apply their knowledge and skills in a clinical setting. Experienced dental professionals will provide guidance and feedback to help students develop their clinical competence and confidence.

Upon completing the Foundation of Clinical Dentistry course, students will have the essential knowledge and skills to start their careers as dental assistant professionals. They will thoroughly understand basic clinical procedures and effective communication between dental assistants and dentists.

#### EFDA 108: Radiographic Imaging

16 (laboratory – campus)

80 (didactic - online)

The dental radiographic imaging course is a specialized educational program that trains dental assistants to accurately capture and interpret dental radiographs (X-rays).

During the course, participants learn critical aspects of dental radiographic imaging, including radiation safety principles, minimizing radiation exposure to patients and dental staff, different types of dental X-ray machines and their applications, capturing diagnostic images, processing and developing radiographic films, and understanding anatomical structures visible on dental X-rays. They also learn the ethical and legal aspects of obtaining, using, and storing patient radiographic images.

The dental radiographic imaging course combines theoretical knowledge with practical hands-on training, enabling participants to gain confidence in acquiring high-quality dental X-rays.

Upon completion, students will acquire knowledge and proficiency in dental radiographic imaging, which is essential for accurate diagnosis and treatment planning for dentists. This course will contribute to improved patient outcomes and oral health care.

Additionally, this course emphasizes the importance of radiation safety, ensuring dental professionals prioritize the well-being of patients and themselves while utilizing radiographic imaging.

#### EFDA 109: Dental Materials

8 (didactic - online)

This course is designed to equip dental assistants with an in-depth understanding of the various materials used in dental practice. The course focuses on developing the skills and knowledge required to handle, manipulate, and assist with placing dental materials during dental procedures.

During the course, students will learn about commonly used dental materials, including restorative materials like amalgam, composite resin, and dental ceramics. They will also learn about impression materials, dental cement, and materials used in other specializations in dentistry.

The course emphasizes the significance of accurate record-keeping and documentation related to dental

materials. Students will learn how to maintain inventory, track material usage, and ensure proper storage and disposal of materials. Additionally, they will understand the importance of following manufacturer instructions and guidelines for using dental materials.

Practical exercises, laboratory work, and simulated patient scenarios allow students to apply their knowledge and skills in handling and manipulating dental materials. They will learn to mix and dispense materials, prepare dental trays, and assist the dentist during restorative procedures. Students will also learn about proper infection control protocols and safety measures when handling dental materials.

After completing the Dental Materials Dental Assistant course, students will possess the knowledge and skills necessary to handle and assist with the placement of dental materials effectively. They will understand the properties and characteristics of different materials and the proper techniques for manipulation and placement. This course prepares dental assistants to contribute to delivering high-quality dental care and ensure the success of dental procedures through the proper use of dental materials.

#### EFDA 110: Assisting in Comprehensive Dental Care

40 (laboratory – campus)

116 (didactic - online)

This comprehensive course is designed to equip students with the necessary knowledge and skills to excel in dental assisting. It covers all aspects of dental care, ensuring students are well-prepared to assist dentists in providing high-quality oral healthcare.

Throughout the course, students will learn about various dental procedures and treatments, such as assisting in dental cleanings, X-rays, fillings, and extractions. The course also covers essential topics such as patient communication, dental office management, and dental ethics.

Hands-on training is a crucial component of this dental assistant course. Students can practice their skills using state-of-the-art dental equipment and tools in a simulated dental office setting. Under the guidance of experienced instructors, they will learn how to assist dentists during procedures, prepare dental materials, take impressions, and perform dental radiographs.

In addition to technical skills, this course emphasizes the importance of professionalism and patient care. Students will learn how to communicate effectively with patients, address their concerns, and provide them with a comfortable and positive dental experience. They will also be trained in infection control protocols to ensure patients and dental staff's safety and well-being.

Upon completing the course, students will be well-prepared to assist dentists in providing comprehensive dental care to patients of all ages, contributing to their oral health and well-being.

#### EFDA 111: Dental Administration and communication skills

8 (laboratory – campus)

2 (didactic - online)

This course aims to equip students with the necessary administrative and communication skills to efficiently manage a dental practice's basic front office operations and provide top-notch customer service to patients.

Throughout the course, students will learn the primary administrative tasks of running a dental office. These include appointment scheduling, patient registration, insurance billing and coding, managing patient records, and handling financial transactions. Students will also thoroughly understand dental practice management software and how to utilize it to simplify administrative processes.

Aside from administrative skills, this course emphasizes effective communication in a dental environment. Students will learn to communicate professionally and empathetically with patients, address their concerns, and provide clear instructions and information. They will also develop strong interpersonal skills to interact effectively with dental professionals, colleagues, and other healthcare providers.

The course includes hands-on training, where students can hone their basic administrative skills by utilizing industry-standard software and tools in a simulated dental office environment. They will also engage in role-playing exercises to enhance their communication skills and learn to handle challenging situations professionally and empathetically.

Upon completion of the course, students will be well-equipped to manage the primary administrative

responsibilities of a dental office, communicate effectively with patients, and contribute to the overall success of the dental practice.

#### EFDA 112: Review and Final Exam

8 (laboratory – campus)

This course is designed to thoroughly review the key concepts and skills taught in the dental assistant program to prepare students to pass their final exam confidently. Throughout the course, students can revisit and reinforce their understanding of various dental topics, including dental anatomy, oral health assessment, dental procedures, infection control protocols, dental materials, and patient care. The review component of the course will include lectures, interactive discussions, and hands-on activities to help students refresh their knowledge. Experienced instructors will be available to guide students through the review process, answer questions, and provide additional clarification on complex topics.

In addition to the review sessions, the course will include a final exam to evaluate students' knowledge and understanding of the material. The exam will cover multiple-choice questions, practical assessments, and written assignments.

Students will receive a letter of completion upon completing the course and passing the final exam. This letter will enable them to take their externship and earn a certificate as a dental assistant with expanded functions. This certificate will demonstrate their dedication and proficiency in dental assisting, enhancing their career prospects in the dental field.

#### EFDA Inter: Externship in General Dentistry

240 (Externship)

This course allows dental assistant students to gain practical experience in a professional dental environment. They will work alongside experienced dental professionals and apply their knowledge and skills to observe and actively participate in various dental procedures and treatments.

During the externship, students will assist dentists, dental hygienists, and other dental team members in caring for patients, preparing dental materials, taking impressions, and performing dental radiographs. This hands-on experience will help students develop their technical skills, enhance their understanding of dental procedures, and gain confidence in their abilities.

In addition to clinical aspects, the externship course emphasizes professionalism and effective communication in a dental setting. Students will interact with patients, provide information, and ensure their comfort and well-being. They will also learn about the administrative tasks of a dental practice, such as appointment scheduling, patient registration, and managing patient records.

Experienced dental professionals will supervise and guide students throughout the externship, providing mentorship and support. Students will receive feedback on their performance, allowing them to improve and refine their skills continuously. This real-world experience will provide valuable insights into the day-to-day operations of a dental practice and enhance their technical abilities.

The duration of the externship may vary depending on the program, ranging from a few weeks to several months. This extended period allows students to comprehensively understand the dental field and develop a strong foundation for future dental assistant careers.

Upon completion of the externship, students will receive a certificate of completion, validating their practical experience and readiness to work as dental assistants. This certificate will enhance their employability and give them a competitive edge in the job market.

The Externship Dental Assistant Course is an excellent opportunity for dental assistant students to bridge the gap between classroom learning and real-world practice. By participating in this course, students will gain invaluable hands-on experience, develop their technical skills, and build a strong foundation for a successful career in dental assisting.



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[www.dentaltrainingforyou.com](http://www.dentaltrainingforyou.com)



(407) 728-5563



## **Application**

To be admitted to the program, students must meet the below requirements and need to follow the steps outlined below to provide evidence of such eligibility. An orientation course must be completed before an admitted student can enroll in the first course of the program.

Soon after receiving the application, the Admissions Department will contact the student to assist throughout the enrollment process. Essential documents, including transcripts, enrollment agreement, and payment method are required to be fulfilled by the applicant. Please note that to speed the admission process, Dental Training for You will accept unofficial transcripts for the application process, however, admitted students are required to order official transcripts, which must be sent directly to Dental Training for You from the institution or sent by student as long as the official transcript is sealed from the originating institution. Official transcripts must be submitted before the end of the first course in the program.

## **Admissions Requirements**

Prospective students may apply at any time during the year, and if accepted, may begin in any term during the year of acceptance or the following year.

- Applicants must be at least eighteen (18) years of age.
- \$150.00, non-refundable application fee paid online via credit, debit card or e-check.
- Applicants must review and sign the Enrollment Agreement.
- Applicants must provide a copy of High School Diploma or GED.

## **International Students**

### TOEFL Test

International students who have completed their education outside of the United States should submit an official, certified, translated transcript. International students whose native language is not English, and who did not receive a degree from an institution within the United States, are required to take the TOEFL and have official scores submitted directly to the institution as part of the application. Minimum scores of 80 on the Internet-based, 213 on the computer-based, and 550 on the paper-based TOEFL test are required. Students can register for the TOEFL test at (<https://www.ets.org>). TOEFL scores must be mailed directly to the institution.

### Foreign Transcript Evaluations

Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)). The agencies recommended by Dental Training for You are: Educational Perspectives (<http://www.edperspective.org>) and Josef Silny & Associates (<http://www.jsilny.org>). Students are encouraged to check directly with the agencies for current prices and requirements.

## Insurance Policy

Students are required to have their own health insurance and accident insurance. Additionally, they must provide proof of liability insurance, which can usually be obtained for a nominal cost from online insurance providers such as [www.proliability.com](http://www.proliability.com) or [www.hps.com](http://www.hps.com).

## Charges: Tuition & Fees

### Dental Assistant with Expanded Functions Program

Program Tuition	\$2,215.00
Application Fee	\$150.00 (non-refundable)
Books & Supplies	\$500.00
<b>Total Charges</b>	<b>\$2,865.00</b>

Please note that tuition and fees are subject to change at the discretion of Dental Training for You; however, any student tuition and/or fee increases that occur after a student has enrolled and/or started courses will not be charged to any student.

## Graduation Requirements

To receive a Certificate from Dental Training for You, a student must satisfy the requirements related to semester credits, grade point average and courses.

- Complete the required clock hours by completing all the required courses.
- Maintain an institutional GPA of 2.0 (on a 4.0 system).
- Earn a minimum course grade of 2.0 (on a 4.0 system) for each course in the program.

## Technology Requirements

For students, the following system configuration and software are recommended for optimal performance:

- Platforms: Mac OS X 10.12+ (Sierra) or higher or Windows 8.1+, 10+) or higher or \*Linux-Chrome OS- chrome not compatible nor are tablets or phones for testing through Canvas
- Hardware: 2 GB of RAM, Intel Quad-core 1.8GHz CPU or AMD Quad-core 2.0 GHz CPU, and 50 Gb free disk space, 1 GB available disk space
- Productivity Software: Microsoft Word, PowerPoint, and Excel 2007 or higher; Adobe Reader 10.0 or higher
- Web Browser: Firefox 3.0 or higher, Internet Explorer 11.0 or higher, Safari 4.0 or higher, or Chrome \*Microsoft Edge is not supported for macOS at this time.
- Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Gmail
- Internet Speed: 512 kbps, Upload: 1 Mbps ↑, Download: 2 Mbps ↓,
- Web Camera and microphone: We suggest students use the embedded web camera in their laptop or any standard web cam purchased and manufactured within the last 5 years, \*3D Webcams are not supported at this time.



# ACADEMIC POLICIES

## **Attendance Policy**

Students are expected to participate and actively contribute to class assignments (including discussions), demonstrating knowledge of the concepts and theories studied, and the ability to apply that knowledge when analyzing current events, assigned case studies, or real business questions from their own organizations and communities.

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, the instructor will respond to each assignment submissions or exam submissions within 5 days. To further assure this timely communication, students must respond to each of the instructor's inquiries within 5 days as well.

A student must demonstrate regular and substantive interaction with the instructor. Regular and substantive interaction is defined as completing one of the following academically related activities once a week in order to be marked as having attended and actively participating:

- Post to the course discussion board substantive comments relevant to the subject
- Substantive exchanges with the instructor about course content, concepts, and assignments
- Submit a graded unit assignment or exercise
- Attempt a final exam
- Students are required to login to Canvas, check e-mail and review any messages or notification every other day to remain up to date on institutional and course announcements.

Assignments should be completed timely and within the posted deadlines. Limited extensions of time may only be granted for unexpected business, health, or personal emergencies, whenever those are communicated in advance of missing a due date. Emergencies require a written proof. In the rare occurrence of a technical issue preventing students from submitting assignments on time, the late penalty will not be applied, provided the technical issue is outside of the control of individual students.

Students who are inactive for seven (7) consecutive days in a course will receive a warning notification and must immediately respond to the notification or demonstrate a substantive interaction in the course as stated above. Students who are inactive in a course for fourteen (14) consecutive days will be administratively removed from the course and must submit an appeal to the faculty and the Program Director to be reinstated in the course.

## **Grading Policy**

Questions about grades sent via the course messaging system or email will be answered within 48 hours. Personal information and questions related to grading must be handled via private communications in order to protect students' privacy rights. Discussion board grades and Individual and Written Assignment grades will be posted within 5 calendar days after the end of each week, i.e. by end of day on Friday after the week they are due.

Letter Grade	Percent	Quality Points
A	90%-100%	4.0
B	80%-89%	3.0
C	70%-79%	2.0
D	65%-69%	1.0
F	64% and below	0.0

### **Discussions and Participation**

Each Week there will be discussion activities, written assignments, quizzes and/or case studies, which require critical thinking and responses that are based in theory, readings, current events, and personal experiences. Students should plan their weeks accordingly for maximum academic success. Quizzes are meant for practicing of the concepts and theories studied in class and can be in any format the instructor sees fit, i.e., multiple choice, short answer, etc.

### **Mid-Term Exam**

Many courses will have a mid-term exam. The mid-term exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered over the first half of the term.

### **Final Exam**

There is a final exam during the final week of each term. The final exam may include a variety of question types, including definitions, calculation problems, or analysis from all topics covered throughout the term.

### **Satisfactory Academic Progress**

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at Dental Training for You. There are two standards that must be met at the end of each semester: a Quantitative Standard and a Qualitative Standard. The Quantitative Standards measures the completion rate and the maximum time frame to complete the program, while the Qualitative Standard is a Grade Point Average (GPA) requirement.

- a) The Quantitative Standard: Students must complete their degree program of study within 150% of the normal timeframe allotted for completion of the program. Failure to complete a program within the time frame specified will result in the student being dismissed by the Institution. A student is also required to complete at least 67% of the credits attempted each semester and cumulative to ensure an acceptable pace of progression toward completion of their selected educational goal within a maximum time frame. Pace is defined as Completed credits divided by Attempted credits.
- b) The Qualitative Standard: Once grades post at the end of the semester, the overall GPA is calculated. A student is required to maintain a Grade Point Average (GPA) of at least 2.0 in each term attempted and the overall cumulative GPA.

## **Academic Probation and Dismissal Policies**

A student enrolled at the Dental Training for You must maintain a minimum cumulative GPA of 2.0 in order to remain in good academic standing. A student failing to maintain such GPA is subject to being placed on Academic Probation or Dismissal as defined below.

**Academic Probation:** A student whose GPA falls below 2.0 will be placed on Academic Probation for one 15-week course term, subject to approval from the Campus President. Students placed on academic probation will be informed of this in writing. A student who shows satisfactory improvement will be allowed to remain on academic probation until the minimum cumulative GPA of 2.0 is achieved.

**Academic Dismissal and Appeals:** Students who fail to show improvement or achieve the minimum cumulative GPA of 2.0 while on Academic Probation will be subject to Academic Dismissal from the institution. The Campus President will make the decision on placing students on Academic Dismissal and will notify the affected students in writing. A student who is placed on Academic Dismissal will have a permanent record of the dismissal in the transcripts.

A student who is academically dismissed is not allowed to continue enrollment. Such a student can be readmitted to the program after at least one 15-week course term has passed. When readmitted after a dismissal, a student is required to be on academic probation while repeating courses to raise the cumulative GPA to the minimum guideline for good academic standing. Students who have been placed on Academic Dismissal can appeal the decision based on mitigating personal circumstances. The appeal has to be submitted in writing to the Campus President, who will make the final determination. If the appeal is approved, the student will be permitted to continue coursework at Dental Training for You under academic probation status.

## **Leaves of Absence**

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic leave due to individual circumstances. The LOA allows a student to skip a term of 15 weeks at a time, depending on the program. Students may take up to (2) LOA per year. A student may not begin a Leave of Absence while an active course is in progress, rather a withdrawal procedure must be initiated by the student. A leave of absence can begin upon the completion of the active course term. Students must contact the Student Services Office to request the LOA form.

## **Withdrawal Procedure**

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Campus President. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted by electronic transmission.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses 30 consecutive days by not participating in any of the online courses.

4. All refunds will be issued within 30 days of the date of determination of the withdrawal date.
5. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
6. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
7. A student's last date of attendance is the last day a student attended a course or lab or had online academically related activity. The last date of attendance is the date that the institution has determined that a student is no longer in school.

### **Course Retake Policy**

Students who do not demonstrate minimum competencies assume the obligation and responsibility to make up academic failures:

- A course in which a letter grade of "D" or "F" has been earned may be repeated to improve the grade point average.
- If a student receives a failing grade, that grade is recorded on the transcript as a letter grade of "F". Upon repetition of a failed course, the original grade of "F" remains on the transcript but is not counted towards GPA calculation. The repeated course and new grade are entered on the transcript.
- Students who fail a course may be placed on academic probation or recommended for dismissal. If not dismissed, students are required to retake the course and must earn a C or better in order to proceed in the program.
- No course may be repeated more than two (2) times.
- The Program Director will counsel students to determine if a course retake will be approved. If approved, the Program Director will submit the Course Repeat Request Form to the Registrar who will enroll the student.
- Students will be responsible for paying the tuition costs associated with a course retake.

### **Transfer of Credits**

Dental Training for You will not accept credits from another program from another post-secondary institution. Students will enroll from the beginning of a course or program.

The transferability of credits you earn at Dental Training for You is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the credits you earn in the educational program from Dental Training for You is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Dental Training for You to determine if your credits will transfer.



# **NON-ACADEMIC POLICIES**

## **Student's Right to Cancel and Refund Policy**

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received or the third business day after enrollment, whichever is later. Cancellation is effective on the date the written notice of cancellation is made by the student. The withdrawal date is determined with the student providing a written notification to the school. The institution shall make the refund as per the calculation consistent with the Florida Administrative Code. Refunds shall be made within 30 days of the date that the institution determines the date of determination that the student has canceled or withdrawn (regardless if the institution delivered the first lesson and materials before an effective cancellation notice was received).

In the event the institution does not accept the enrollment, a full refund of all monies will be made to the applicant. An applicant may cancel his/her enrollment within three (3) business days from the student signing of this enrollment agreement and all monies paid by an applicant (less non-refundable fees paid) will be refunded within three (3) business days after the student signed the enrollment agreement. An applicant subsequently requesting cancellation of enrollment prior to the class starting date shall be entitled to a refund of all monies paid (less non-refundable fees paid). All monies due the applicant will be refunded within 30 days of the date of determination from the cancellation.

The refund policy for students who have started attending and who have completed up to sixty (60) percent of the period of attendance (semester) will result in a pro rata refund computed on the number of hours completed to the total semester hours. The institution shall pay or credit refunds within 30 days of the date of determination of a student's cancellation or withdrawal.

No refunds are due once the student has attended sixty (60) percent or more of their semester credit hours in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn by the date of determination and in accordance with the withdrawal policy stated in the institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 30 days of the date of determination of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 30 days of the date of determination after the date of the student's completion by means of completing all courses required in the student's program of study, or by withdrawal from, the educational program in which the student was enrolled.

## **Financial Aid Policy**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. Dental Training for You does not provide financial assistance.

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Code of Conduct**

The Student Code of Conduct provides information about policies, procedures and regulations for students in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. Cheating includes but is not limited to:

1. Plagiarism as explained below
2. Submission of work that is not the student's own for papers, assignments or exams
3. Submission or use of falsified data
4. Theft of or unauthorized access to an exam
5. The use of an alternate, stand-in or proxy during an examination
6. The use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination
8. Collaboration in the preparation of an assignment, unless specifically permitted or required by the instructor. Collaboration will usually be viewed by the school as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:
  1. A phrase, written or musical
  2. A graphic element
  3. A proof
  4. Specific language
  5. An idea derived from the work, published or unpublished, of another person

### **Procedures in case of cheating or plagiarism:**

Incidents of suspected academic disciplinary violations shall be handled initially at the level at which the incident occurs (e.g., course or research/creative project) and at the department level. It will be reported immediately to designate parties where appropriate. It shall receive second-level review(s) in the manner outlined in the following section.

### **Initial Review, Decision and Action(s)**

Initial review, decision and action(s) shall remain within the academic team. It will involve the

instructor(s) or academic supervisor(s) and, if desired, consultation with a third party from the faculty. Instructors are free to discuss alleged violations informally with the student(s) thought to be involved, without revealing the identity of any other students involved. Suspected violations that would result in a penalty should be handled by the instructor(s), in direct communication with the student(s) involved, within one week of the discovery of the suspected infraction and before the imposition of a penalty.

After discussion with the student(s) involved and their response, the instructor(s) shall conclude, within a reasonable period of time and based on available evidence, whether the suspected violation(s) occurred. Instructors are encouraged to consult with their department/ program head about the nature of the suspected violations, the nature of the evidence of these violations and the range of penalties under consideration. If the conclusion is that the suspected violation(s) did occur, the instructor(s) shall choose an appropriate penalty.

The most severe penalty available at this level of review and action shall be failure in the course or dismissal from a project although instructors may also recommend a more severe penalty, which retains the option to impose more severe penalties (e.g., suspension or dismissal from the program). Elements to consider include prior incidents of academic disciplinary action can be found in a student's record which is readily available from the Program Director. The department/program head may discuss the issue with a student and choose to convene a disciplinary hearing according to the procedures of the department/program.

The student shall be notified immediately, in writing, of this decision, the basis for this decision and the penalty imposed. This notification will come from the instructor and/or department/program head depending on the penalty involved. Students whose penalty is failure in the course in question will not be allowed to drop the course and will be informed. Students should also be informed at this time of their right (and attendant procedures) for an appeal.

### **Reporting of Initial Action(s)**

A copy of the letter outlining the initial decision and action to the student(s) involved in cases of academic disciplinary violations should also be directed to the following parties:

- Program Director
- Director of Student Services

The Program Director will maintain the central record of academic disciplinary violations and actions. If the head of student affairs is aware of information on prior incidents of academic disciplinary actions in the student's record, he or she will communicate that information to the department/program head and give the department/program head the opportunity to impose an appropriate sanction.

### **Second-level Review and Action(s)**

A second-level review of an initial decision and action follows from at least one of two sources: (1) appeal by the student(s) involved because the student deems the penalty inappropriate and/or believes that improper procedure has been followed, (2) recommendation by the instructor, that the student be permanently expelled from the school.

If an appeal is made or a second-level action appears warranted, the Program Director will determine what action should be taken. The Program Director may decide to deny the appeal or waive the opportunity for a second-level action. They can also forward the case to the department/program head

for additional consideration, order a new or different penalty or convene a Review Committee meeting for additional investigation of facts and/or determination of appropriate sanctions.

## **Harassment Policy**

Dental Training for You is committed to creating and maintaining an atmosphere for students and faculty free of all forms of harassment. This includes exploitation, intimidation, sexual harassment and/or any form of harassment based on sex, race, gender, age, disability, sexual orientation, political or religious beliefs, etc. Dental Training for You strongly opposes all forms of harassment as such behavior is prohibited by law and this Institute. Dental Training for You will take whatever action necessary to prevent, correct, and/or discipline behavior that violates this policy.

This statement applies to all students in all educational areas including online and hybrid courses as well as in the clinical educational setting. A student will be withdrawn from the Program for violating this Sexual Harassment Policy.

## **Substance Abuse Policy**

Dental Training for You adopts a Drug free policy for all students. Dental Training for You has established this substance abuse policy for its students with the intent to protect the health and safety of all students as well as the patients and workers of all clinical education sites. The use or possession of illegal substances or paraphernalia or alcoholic beverages while at a clinical education site will result in the dismissal of the student from the program and Institute.

## **Non-Academic Disciplinary Action**

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Campus President per the Grievances policy.

## **Student Grievance Procedures**

Dental Training for You is responsible to uphold its students' rights and ensure that the non-discrimination policy is applied for students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of a policy, or other.

Students must use the following procedure to file a grievance:

1. Students should first attempt to address the issue with the responsible party in writing. A copy of the communication shall be preserved in the course messaging system.
2. If a satisfactory solution cannot be found, the student may submit a grievance form to the Campus President within 21 calendar days of the alleged incident. The grievance form is available upon request from the Student Services Office.
3. The Campus President shall issue a decision within 2 weeks of the grievance submission.

4. The student may appeal the decision within 2 weeks of receiving the committee's decision, and a final decision will be made by the Campus President within 2 weeks of the student appeal.

NOTE: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Commission for Independent Education, Florida Department of Education.

## **Complaints**

A student or any member of the public may file a complaint about this institution with the Commission for Independent Education, Florida Department of Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free or by completing a complaint form, which can be obtained on the Commission's Internet web site <http://www.fldoe.org/policy/cie/>.

## **Student Records and Transcripts**

Student records for all students are maintained indefinitely. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find upon review that records are inaccurate or misleading; the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter.

Each student's file will contain student's records, including a transcript of grades earned. Upon graduation, the first two copies of the official transcript are provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$10.00 per transcript. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current. Students must contact the Student Services Office to request a Transcript Request Form.

## **Personal appearance and dress code**

We provide guidelines on personal appearance and dress code policy to our students based on dental practices. Cleanliness is crucial to our adherence to infection control procedures. We recommend daily showers, clean hair, deodorant, and mouthwash for all employees. Makeup should be subdued to avoid causing discomfort or allergies to patients and colleagues.

All school, clinical, and office staff are required to wear uniforms. Shoes should be comfortable, clean, close-toed, and soft-soled, and tennis shoes are allowed. To ensure patient comfort and personal safety, hair should be groomed to stay off the face and out of the way of work. Fingernails should be free of polish, clean, and neatly trimmed. In general, we recommend not wearing jewelry that makes noise or dislodges easily, or body piercings other than earrings. Visible tattoos are not permitted, and political buttons or symbols should not be worn in the office. Name badges must be always worn.

Please refrain from eating or chewing gum in areas where you may meet patients and note that the entire office is a smoke-free environment for employees, students, and visitors.

If the Personal Appearance and Dress Code Policy conflicts with your religious beliefs or practices, you may request an exception to the policy as reasonable accommodation. We will make every effort to accommodate employees who are required to maintain a particular physical appearance or manner of dress in accordance with their religion, provided the accommodation does not impose undue hardship on the practice or present safety concerns.

## **Academic Services**

Earning a degree can help students to develop the skills that improve professional opportunities after graduation. At Dental Training for You, the Academic Services and Student Support departments strive to provide students with the tools and support needed to succeed both while attending and post-graduation. We offer a variety of services, including:

- Serving as the representative office of the Director of Student Services for the Institution in assisting students in the steps and milestones required to achieve degree completion
- Maintaining records for Dental Training for You of all enrolled and graduated students
- Working with the Campus President in preparing and enhancing the program for the benefit of the students
- Student Accounts is available to help students address any questions related to fees related to enrollment at Dental Training for You

## **Student Services**

The office of Student Services is the central point of contact for assisting students with enrollment and course registration, new student orientation, updated textbook list, and guidance on the various policies and procedures. Student services are provided three ways: electronically, telephonically or in person.

## **Career Services**

One of the most valuable services provided by Dental Training for You is career assistance for its students and graduates. The purpose of this service is to advise students concerning their careers and to assist every graduate in obtaining employment in the field in which the student has received training. Students will work directly with the Career Services staff who will assist students with resume development, interview preparation and job search assistance. While Dental Training for You offers assistance to its alumni with managing his/her job search efforts, it does not and cannot guarantee job placement or employment or salary ranges to expect after graduation.

## **Advising & Mental Health Counseling**

Our team of instructors and staff is always available to provide support and assistance to our students' academic and professional endeavors. For those who require academic assistance, we offer guidance and resources to help them with program or dental professional related problems or questions. Students who may require mental health counseling will be referred to Orange Blossom Family Health, where they can receive various behavioral health services including:

- Mental health counseling

- Substance use disorder counseling.
- Referrals for detoxification.
- Medication management.

## Technical Support

The Technical Support Office at Dental Training for You maintains a computing help desk that may be contacted for assistance with any academic computing problems. They can be contacted online at [Help@dentaltrainingforyou.com](mailto:Help@dentaltrainingforyou.com).

## Academic Calendar and Holidays

Monday	January 16	Closed for Dr. Martin Luther King, Jr. holiday
Monday	January 9	Official beginning of term 1 Start new registrations for term 2
Monday - Friday	March 13-19	Spring break; closed
Monday - Friday	April 3 – 7	Final exam week Close registrations for term 2
Monday	April 10	Official beginning of term 2 Start new registration for term 3
Monday	May 29	closed for Memorial Day holiday
Tuesday	July 4	closed for Independence Day holiday
Monday - Friday	June 26 – 30	Final exam week Close registrations for term 3
Monday	July 3	Official beginning of term 3 Start new registration for term 4
Monday	September 5	closed for Labor Day holiday
Monday - Friday	September 18 - 22	Final exam week Close registrations for term 4
Monday	September 25	Official beginning of term 4 Start new registration for term 1
Monday - Friday	November 21 – 27	closed for Thanksgiving holiday
Monday - Friday	December 18 – 22	Final exam week Close new registration for term 1
	December 23 – January 7	Winter session: closed

## Faculty and Staff

<b>Administrative Staff</b>
<b>Heidy Hoffmann</b> - President
<b>Ingrid Hoffmann</b> - Program Director
<b>Corina Rincon</b> - Director of Student Services
<b>Ingrid Hoffmann</b> - Program Director
<b>Corina Rincon</b> - Director of Admissions
<b>Heidy Hoffmann</b> - Director of Finance and Student Accounts
<b>Dayana Tomich, DDS</b> - Clinical Coordinator

<b>Faculty</b>
Maria Carolina Fernandez - Universidad de Carabobo
Eorys Flores - Universidad de Carabobo
Dolores Corina Lopez de Hoffmann - Universidad de Los Andres
Heidy Hoffmann - Universidad de Carabobo
Ingrid Hoffmann - Universidad de Carabobo
Ingrid Maria Hoffman - Universidad de Carabobo
Otto Hoffmann - Universidad de Los Andres
Diane Patrizio - Anthem College
Linda Pulgar - Universidad del Zulia
Corina Rincon - Private University Rafael Belloso Chacin
Dayana Tomich, DDS - Universidad de Carabobo

## Required Disclosures

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution that is approved to operate by the Commission for Independent Education. (CIE) "Approved" means the school operates in compliance with state standards as set forth in Rule 6E-2.002, 6E-1.0032 (Fair Consumer Practices) and 6E-2.004 (Standards and Procedures for Licensure), F.A.C.
- This institution is licensed by the Commission for Independent Education, Florida Department of Education. Additional Information regarding this institution may be obtained by contacting the Commission, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are required to receive and review this catalog prior to signing an enrollment agreement. You are also required to receive and review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- The Institution does not guarantee job placement to graduates upon program completion or upon graduation.
- Any questions or additional information a student may have that have not been satisfactorily answered by the institution may be directed to the Commission for Independent Education, Florida Department of Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.
- A student or any member of the public may file a complaint about this institution with the Commission for Independent Education, Florida Department of Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in Florida or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of Florida. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- "Dental Training for You" is a fictitious name Advanced Dental Training Center, INC. and has been approved by the state of Florida. Advanced Dental Training Center, INC. is owned by Dr. Francis Hoffmann, Heidi Hoffmann, and Ingrid Hoffmann.
- All images included in the catalog are owned or purchased by the institution.