

***In just 10 weeks, you could start working***  
**in a new, rewarding career as a**  
**Dental Assistant**

A career of helping people improve their dental health will be rewarding and enormously satisfying for you. No two days will ever be the same and your job will continuously renew itself. Dental assisting is a career that will always be in demand and in need of enthusiastic, trained and caring individuals. This could be you, couldn't it!?

Dear Students:

Our course is designed to give our students maximum "hands-on" training in a real dental office. And the dental office is closed to the public to not put the students under great stress while in a learning phase. **There are no real patients to be harmed by just learning type mistakes and no demanding dentists to criticize lack of speed. This is a real school!** You are not expected to already know everything. You are just expected to work hard, study well and learn!

The teaching is stimulating, fast paced, and relies heavily on your participation. The largest size of each group will be one instructor per 10 students. An excellent textbook is used (yes, there are reading assignments and homework) so classroom time can be spent learning the "hands-on" stuff.

***Our next dental assisting class will begin on: to be announced....***

If you are thinking of entering the next class or are strongly thinking about it, come by my office to schedule a tour, which includes all the information you need to be comfortable with your decision. Please call 801-373-3150 to reserve your spot in the upcoming class. If you have any questions please call, we look forward to seeing you in our next class! (and working in as few as 10 weeks.).

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**Provo Dental Assisting**

**1355 N University Ave #330**  
**Provo, UT, 84604**  
**Office 377-6453**  
**Fax 370-4072**

## *About Our Course*

The Job opportunity for trained dental assistants is quite good in today's marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained assistants. If one examines the want ads there are many for Dental Assistants.

Following your training in this ten-week course (80 hours), you will have the confidence and skills necessary to apply for these positions. Along with your diploma, we will give you a summary of your training experience.

Part of your training will involve the *Job Interview* itself, how to prepare for it, how to dress, what to say, etc. So often jobs are lost during the first five minutes of the interview. WE feel it is important to train you in this area so that you will stand out from the rest of those competing for that position.

Additionally, many doctors call our office asking for a list of our recent student graduates. We also inform our current class of any doctors needing Dental Assistants so that they may apply directly for the position. Many of our students have obtained jobs as dental assistants even before finishing the course.

The starting pay scale for experienced dental assistants is considerably higher than non-experienced and most offices will not even consider anyone with no experience. We are often asked what can a graduate from our course expect to make in their first job. The answer depends on where the office is. Offices in a metropolitan area generally pay higher salaries than those in suburban areas. Graduates of our course can expect to start well above the pay scale of those with no experience, but less than experienced assistants. which is good news, as your experience and skills develop with time on the job your level should also rise).

## Course Outline

The following subjects are covered in depth from both a didactic and practical clinical experience. Hands on training with all the equipment, instrumentations and materials used in our state of the art practicing dental office. All students receive in excess of 8 hours of instruction in radiology.

### Graduation requirements:

A certificate of completion will be awarded to those students who have maintained a score of at least 210 points, have compiled a satisfactory y attendance record as outlined by the school and is in good standing financially with the school at the time of graduation.

### **I. Dental Theory and Terminology**

- A. Dental and oral anatomy, tooth-numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental Terminology
- D. Equipment operation, chair positioning, assistant equipment usage.

### **II. Four-handed Dental Assisting**

- A. Instrument transfer techniques, chair-side assisting and suctioning.
- B. Chair-side doctor-patient-assistant positioning.
- C. Tub and tray systems
- D. Use of instruments and materials in assisting for:
  - 1. Operative Dentistry
  - 2. Oral Surgery
  - 3. Crown and Bridge
  - 4. Endodontics
  - 5. Periodontics
  - 6. Pedodontics
  - 7. Orthodontics
- E. Hand piece care and maintenance

### **III. Radiology**

- A. X-ray theory and technique, use of Rinn Holders and other methods.
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Developing x-rays using the automatic processor
- D. X-ray safety and precautions.

### **IV. Impressions and Model Trimming**

- A. Impression materials and practice in their use: alginates, rubber base, etc.
  - B. Wax bites, counter impressions
- C. Model pouring and trimming

### **V. Sterilization Techniques**

- A. Sterilization theory and terminology, autoclave operation
- B. Instrument and equipment sterilization/disinfection
- C. Treatment room disinfection and asepsis techniques

### **VI Job Interview Techniques**

**Provo Dental Assisting: School Application**

I have selected the following payment plan for the dental assisting course:  
\_\_\_\_\_ \$2,000.00 on or before the first day of class.

\_\_\_\_\_ \$450.00 down payment then 155.00 at the beginning of each class (10 payments)

\_\_\_\_\_ \$250.00 down payment, then \$175.00 at the beginning of each class (10 payments)

A \$250.00 minimum down payment is required no later than one week prior to the start of each class with any of the above plans to guarantee your place in class. **But remember we do fill up quickly and we take students on a first come first serve basis.**

**Please complete the following to reserve a place in our next class:**

\_\_\_\_\_ payment in full \$2000.00      \_\_\_\_\_ Master Card      \_\_\_\_\_ Money Order

\$ \_\_\_\_\_ Down payment    \_\_\_\_\_ Check    \_\_\_\_\_ Visa    \_\_\_\_\_ Discover

Credit card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone Number; \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_

Birth date \_\_\_\_\_

I the undersigned, have read, understand and agree to abide by all the provisions set forth in the foregoing enrollment agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Cancellation Policy**

**You may cancel the enrollment agreement or contract by written or oral notice, without any penalty or obligation and receive a full refund of all monies paid within 72 hours until midnight of the third day, including Saturdays, excluding Sundays and legal holidays). After the enrollment, agreement or contract is signed and a tour of the facilities is made. The enrollment agreement is not binding until signed by the school director or designated school official.**

**An applicant who has not visited the school, toured the school facilities and inspected the equipment prior to signing an enrollment contract has an additional three days to withdraw without penalty and request a full refund of any monies paid.**

### **Grievance Procedure**

**Any grievances should be taken up with the program director and will be dealt with expeditiously.**

**How did you find out about our course?**

**Newspaper** \_\_\_\_\_

**Former Student** \_\_\_\_\_

**Other** \_\_\_\_\_

Registered under the Utah postsecondary proprietary school act (Title 13, Chapter 34, Utah Code).  
Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.  
The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.