



ADAPT

Academy of Dental Assisting and Professional Training, LLC

11311 Springfield Pike
Cincinnati, Ohio 45246

(1)

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Welcome

We at ADAPT wish to welcome you to our unique dental assisting program. Here you will receive individualized attention and training in our updated dental facility. Our goal is to ensure that you acquire the confidence and skills to begin your career at minimal time and cost. We offer this opportunity with the perspective of teaching all of the skills actually used in a dental practice on a daily basis. You will be exposed to the most current technology, materials, and procedures based on science and real life experience.

Dental assisting is a growing industry. We aim to provide you with opportunities for employment and interviews. While we will contribute to your job placement, we cannot guarantee employment. We will provide a team of specialists to instruct on interviewing and resume building. Your resume will stand out from the others because of the hands-on experience and verbiage obtained throughout the program. Welcome to ADAPT!
ADAPT your skills! ADAPT your career! ADAPT your Life!

Our Mission

Our mission for ADAPT is to provide the dental community with trained and qualified dental assistants who are confident to take their skills into a dental practice and make a difference to the team and every patient they contact. We developed this course with a deep understanding of the lack of training most dental assistants receive in the traditional 9 to 12 month programs. I came to realize we need a program where assistants will know how to be the dentist's right hand. Where they will understand to always be one step ahead of the dentist in procedures and thinking at all times. Where forward thinking is taught and expected. Over the 26 years of accumulative dental experience, we have picked up many tips and pointers along the way to share with all of you!

Legal Status

ADAPT-The Academy of Dental Assisting and Professional Training is a private school operating as a LLC. The school assumes full responsibility for any agreement reached between the student and the school.

ADAPT General Information

Course Information

Our course runs for ten consecutive weeks on Saturdays and Wednesdays from 8:00am to 5:00pm with an hour for lunch and also on two weeknights from 5:30pm to 9:30pm. The day/days will be split into sessions of clinical hands on training and lecture and testing. Breaks will be given for 15 minutes increments every 2 hours.

Program Costs

Tuition is due payable in advance if the student is paying in full. If the student has made arrangement to make weekly payments, the payments will be due on the Monday prior to attending that Saturday class. If the student is not current on their payments, they may not attend class until current. Payments must be completed by the 9th week of the program in order to receive their certificate of completion.

Mastering the Basics Tuition cost.....\$2885
Registration fee.....\$125
Book Fee.....\$165

Total Cost \$3175

Methods of Payment

Mastering the Basics-10 wk program

Option1:

A student may pay in full \$3175 due before the first day of class. Cash or financing.

Option 2:

Pay \$1000 down, \$238.89 every week for 9 weeks after the program start date. Total paid in full by week 9 of the program. \$100 fee for the administration of the payment plan.

Option 3: Pay \$750.00 down, \$272.22 per week for 9 weeks after the program start date. Total paid in full by week 9 of the program. \$150 fee for administration of the payment plan.

Option 4: Financing through an outside financing company

No fees will be updated or changed during the length of the program.

This agreement made and entered into between ADAPT, here and after referred to as College and student, whose name appears on page one of this agreement.

The college agrees to provide 80- hours of instruction. At the conclusion of the program, provided all requirements have been met, the student will be awarded an certificate of completion from the Academy of Dental Assisting and Professional Training.

Entrance Requirements

Student Attire and immunization requirements

Students are required to purchase black scrubs, with a white lab jacket. Our training will take place in the actual dental facility, at 11311 Springfield Pike. We will be required to adhere to the osha rules and regulations for Dental assistants. Students must wear comfortable clean, tennis shoes or nursing shoes.

Students must bring proof of Hepatitis B immunizations prior to your first class. We will keep this in your student file.

Student must be a high school graduate with a diploma or equivalent GED.

Graduation Requirements

Graduation requirements- student must complete the program with a minimum grade average of 70% GPA and 70% clinical proficiencies. Student must also be in attendance of at least 90% of program attendance. Student must also successfully complete the radiology course provide by the Cincinnati Dental Society and be able to fulfill the requirements set forth in the Ohio state dental board regulations for the radiology license.

The college reserves the right to alter hours of attendance and curriculum content or class starting dates when deemed necessary. Such changes will not alter the program costs or refund policy stated in this agreement. Students who have enrolled but have not started yet, will upon request, be issued a refund of monies paid if postponement of classes extends beyond the next class starting date.

Cancellation and Settlement Policy

An enrollment agreement may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and refundable fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

The college cannot guarantee employment. The student understands the absence from regular scheduled class does not relieve him/her of the tuition liability.

This enrollment agreement complies with the rules and regulations of the Ohio State Board of Career Colleges and Schools.

Refund Policy

If the student is not accepted into the program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made according to Ohio Administrative Code Section 3332-1-10.1. Each dental assisting program consists of one term comprised of 10 weeks of classes. Refunds for tuition and refundable fees shall be made according to the following provisions of the Ohio Administrative Code Section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
6. Refunds will be made within 30 days after the school has determined that a student has withdrawn or has been terminated from the program. If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn within 60 days of the student's last date of attendance or participation in an academic activity.

If a dispute arises with ADAPT, a student may also contact the State Board of Ohio Career Colleges and Schools. They may be reached via their toll free line 877-275-4219 or at their address of: 30 East Broad Street, Suite 248, Columbus, OH 43215

Program tuition and fees are subject to occasional changes at the school's discretion. Tuition or fee increases will only become effective for the school term beginning after student notification of the increase

Please note that all students must have a GED or high school diploma and proof of hepatitis immunization

*Start dates are January 11, 2020, January 13, 2020, March 11, 2020, April 18, 2020, April 27, 2020, June 24, 2020, August 10, 2020, September 30, 2020, and October 10, 2020. *Revised and Printed 2/12/2020

Prior to signing this agreement, I certify that all the information provided about me is accurate and that I have read all pages of this agreement. I am fully informed of my rights, responsibilities and obligations and accept its provisions. I have retained a completed and signed agreement.

Buyers right to cancel

You, the buyer, may cancel this sale any time prior to midnight of the 5th business day after the date of this transaction, even if instruction has begun. Failure to exercise this option, however, will not interfere with any other remedies against the retail seller you may possess.

This agreement is not binding until accepted in writing by the college and/or five days after signing by both parties.

ADAPT ATTENDANCE POLICY

Absences, Tardiness, Makeup work, and Leave of Absence Policies

Since excessive absences or tardiness may affect the quality of a student's academic performance, the College expects all students to attend classes regularly. Faculty members are free to determine their own policies regarding irregular class attendance.

Students must complete all assignments, examinations, and other requirements in all of their courses. Absence does not constitute exemption from such obligations, and it is the student's responsibility to take the initiative in making up any work missed.

Students must be aware, however, that the opportunity to make up an examination is not a student right, rather it is a privilege granted under special circumstances. Faculty members are free to determine their own policies regarding make-up examinations, except that examinations must be offered for absences due to religious observances, hazardous weather conditions, or due to verifiable medical reasons. In the event of hazardous driving conditions due to inclement weather when the college remains open, students should make their own determination whether to attempt to travel to class based on safety considerations. Where appropriate, faculty will allow students who miss class under these conditions an opportunity to make up work missed. Excessive absences, however, may make it not appropriate to continue in the course. Students must be informed, in writing, at the beginning of each semester of the make-up examination policy for each course.

Additionally, excessive absences may result in suspension or termination from the school.

Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course. Unless the student initiates a formal course withdrawal, non-attendance will result in an "F" grade.

The school will review request of leave of absence on a case by case basis.

The following grading system is used at ADAPT

Graduation requirements- student must complete the program with a minimum grade average of 70%. Student must also be in attendance of at least 100% of the externship and 90% of program attendance. Student must also successfully complete the radiology course provide by the Cincinnati Dental Society and be able to fulfill the requirements set forth in the Ohio state dental board regulations for the radiology license.

Grade	Quality	Grade Points	Numerical Equivalent
A	Excellent	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	Good/Above Average	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	Satisfactory/Average	2.00	70-76
D	Acceptable but below graduation standards. If received in a prerequisite course, the student may not qualify for the next course in sequence.	1.00	60-69
F	Failing	0.00	0-59
I	Incomplete, a temporary grade given in cases where students have not completed course requirements due to reasons beyond their control. The course requirements must be completed and a grade submitted within the first four weeks of the following semester (fall or spring) or the "I" automatically becomes an "F"		
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P	Passing (given only as a midterm grade with permission of the Dean of Academic Affairs)		
U	Audit (No Credit)		
W	Withdrawn		

ADAPT Code of Regulations

ADAPT enacts the following regulations for the care, preservation, and protection of the property governed by the College and for the control of the conduct of those on said property in order to assure the successful operation of the College, maintain good order, promote the objectives of the College, and to obviate unnecessary and improper interferences with College activities and with the lawful activities of those coming upon land governed by the College.

The following regulations as well as all applicable Township, City, County, State, and Federal laws, statutes, ordinances, and regulations shall apply on all College property and all College sponsored events. All crimes, accidents, and civil infractions occurring on College property must be promptly reported to the College Police.

I. Alcoholic Beverages & Drugs

A. Students, employees, and visitors of ADAPT are expected to observe all federal, state and local laws and College regulations governing the use and possession of alcoholic beverages or drugs. All persons are prohibited from furnishing, using, or possessing alcoholic beverages or drugs on College property or to be under the influence of alcohol or drugs while on College property. Offenders may be subject to criminal charges and /or disciplinary action by the College.

B. Possession shall consist of having the substance on the person, or in the vehicle of occupancy, immediately before challenge by an enforcing official.

II. Buildings, Physical Facilities, Equipment and Supplies

A. The use of College buildings, physical facilities, equipment and supplies is limited to the purposes designated by the College, and must be approved by the appropriate College authority.

B. It is unlawful for any person to misuse, mutilate or destroy any building, physical facility or equipment under the governance of the College.

C. It is unlawful for any person to dislocate or remove equipment or property owned by the College unless properly authorized.

D. No person shall deposit, dump or otherwise dispose of refuse of any kind on College property.

E. No person owning or having under his control a dog, cat or any other animal shall permit such animal to be upon the property of the College unless a service animal.

F. It shall be unlawful for any person to trespass on College property that is posted.

III. Student Conduct

A student's behavior at the College must comport with educational processes and should not disrupt teaching, learning, or the orderly conduct of business. Any misconduct that interferes with the educational mission of the College is a serious offense for which the student will be subject to disciplinary action by his/her teacher and/or other College personnel.

- A. No person shall conduct themselves in such a way as to deprive others of an orderly atmosphere for study.
- B. Each student is expected to comply with reasonable classroom regulations established in writing by an individual teacher and made available to students at the beginning of the term.

IV. Integrity of Academic Work

Any violation of academic integrity is a serious offense for which the student will be subject to grading sanctions up to and including failure in the class involved or expulsion. Grading sanctions will be administered by his/her teacher. In addition, the student may be subject to additional disciplinary action by the College.

- A. No student shall cheat on an examination or other academic assignment.
- B. No person or persons shall procure or furnish in any unauthorized manner any piece or pieces of writing, which can be shown by competent authority to contain the questions and/or answers to an examination scheduled for some subsequent date to any individual or group enrolled in any course of study offered by the College.
- C. The unauthorized possession of any of the aforesaid writings shall be considered prima facie evidence of an attempt to violate the provisions of Section A.
- D. No person shall allow another to take an examination or complete any other academic work on his/her behalf.
- E. A person is guilty of plagiarism who fails to give credit for any ideas or material taken from another for either written or oral presentation. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism.
- F. No person shall gain entry to any records or information stored in the College's computer system(s) other than those records specifically registered to that person's user identification code. This includes, but is not limited to, official College records as well as information stored by another student. Tampering shall be defined as unauthorized access to records as well as the altering of information.

V. Fires and Fire Alarms

- A. It shall be unlawful for any person or persons to set a fire upon the lands governed by the College except under circumstances approved by appropriate College officials.
- B. No person shall willfully sound or cause to be communicated any false alarm or other emergency signal.

VI. Financial Responsibility

- A. No persons shall owe money to the College such as tuition, fees, loans, library fines, bookstore accounts, or facility fees or charges for food or refreshments unless satisfactory arrangements have been made for repayment.
- B. Restitution for services rendered, or for property misused, destroyed or damaged, may be required by the College.

VII. Theft or Damage of Property

No person or persons shall steal or damage property belonging to another person, organization, or institution. This includes tampering with coin operated machines. Violations may be handled by the local police, the College disciplinary process, or both.

VIII. Records

No person shall give false or incomplete replies to questions, verbal or written, on applications, forms or other documents required by properly authorized representatives of the College.

IX. Selling, Soliciting, and Advertising

- A. Selling, soliciting, and advertising is prohibited unless properly authorized by the school
- B. All materials to be posted or distributed or sold on College property must be approved by the the school.
- C. Distribution of hand bills on vehicles on College property is prohibited.

X. Smoking and Use of Tobacco

No person shall smoke, chew or otherwise use tobacco, tobacco products, or smoking simulation products or devices, on, in or upon property owned or leased by the College, except in in non-college vehicles.

XI. Weapons

No person, other than law enforcement personnel or a person authorized by the Director of the College Police Department or his or her designee, shall possess a weapon on property owned, leased or otherwise in the possession of the College.

As used in this policy, the term "weapon" shall mean: (1) firearms; (2) explosives or explosive devices including, but not limited to, fireworks, firecrackers or firearm ammunition; (3) knife, stabbing instrument, brass knuckles, blackjack, club, or other object specifically designed or customarily possessed for use as a weapon; or (4) an object or substance, not normally considered a weapon, that is used in a threatening or harmful manner likely to cause bodily injury or death.

XII. When Policies of Other Organizations Apply

When students are involved in clinicals or other related academic experiences, their conduct is governed by the policies, rules and regulations of the host organization and those of the College. Violations of the host organization's policies, rules or regulations may subject a student to immediate course or program dismissal or other appropriate College discipline.

XIII. Enforcement of Rules and Regulations

- A. College Administrators and teachers shall be charged with the responsibility and authority to enforce these rules and regulations as well as applicable federal, state, and local laws, statutes, and ordinances.
- B. Persons accused of violating these rules may be reported to the law enforcement agency having jurisdiction. Students and College employees may be subject to discipline.

ADAPT Student Discipline

The following principles and procedures shall govern cases in which a student is alleged to have violated the ADAPT Code of Regulations.

I. Procedural Due Process

Procedural due process appropriate to the specific case must be followed. Prior to the imposition of discipline for violation of the ADAPT Code of Regulations. Some elements of due process, such as timely and specific notice of charges, are almost always appropriate regardless of the gravity of the violation alleged. Other elements, such as a written transcript to the hearing or representation by a lawyer, are only appropriate in cases where the discipline is severe (dismissal from the College and criminal charges, for example). Prior to hearing, the student shall be informed of the elements of due process to be followed in the case. Among the elements of due process that may be provided are:

- A. Timely and specific notice of the charges
- B. Right to a hearing before the Dean of Student Success
- C. Right to appeal the decision of the Dean of Student Success to the College Disciplinary Panel
- D. Right to present evidence on the student's behalf
- E. Right to rebut adverse testimony
- F. Right to a written transcript of the hearing
- G. Right to representation by a lawyer

Other procedural safeguards may be followed as required by the circumstances.

II. Burden and Standard of Proof

The burden shall be on the College to show by a preponderance of the evidence, that the student violated the ADAPT Code of Regulations.

III. Status of Student Pending Hearing

A student's status shall not be changed prior to hearing unless there is reasonable cause to believe that the student's status (for example, his or her continued presence in the classroom or on campus) poses a danger to persons or property or will disrupt the educational process. The decision to alter a student's status pending hearing will be made by the Owner of Adapt or his/her designee.

IV. Forms of Discipline

Disciplinary action must be proportionate to the violation and, depending on the nature of the violation, may take the form of a reprimand; restrictions on activities or privileges; restitution; denial of honors, certificate or degree; probation; temporary or permanent suspension from a class or program; dismissal from the College; or other measures appropriate under the circumstances of the case.

V. Procedures for Classroom Misconduct

The following procedures shall govern cases wherein violation of any rule or regulation regarding classroom conduct is alleged.

Immediate Removal From Class

If misconduct warrants an immediate removal from the class for the remainder of the class period, the teacher may do so without a prior hearing. The teacher shall provide written certification that the student has violated “College Rules and Regulations”.

Additional or Different Discipline

If a teacher believes misconduct warrants additional or different discipline, the teacher may consult with the Owner of ADAPT or his/her designee who may elect to:

- a. Take no action;
- b. OR Change the student’s status pending a meeting with the student; AND Notify the student in a timely fashion of his/her change of status, the specific charges, and the due process to be afforded under the circumstances; AND do one of the following:
 - A. Meet with the student and contact the teacher and other appropriate persons to explore and adopt non-disciplinary solutions, including the establishment of guidelines for returning the student into class;
 - B. OR Meet with the student and contact the teacher and other persons appropriate to the case, make a written determination of the facts, take disciplinary action if such action is warranted, and notify the student of his/her decision and the right to appeal to the College Owner

VI. Procedures for Other Misconduct

Violations of any rule or regulation, except those regarding classroom conduct, may be reported to the Owner, who may elect to:

- a. Take no action;
- b. OR Change the student’s status, if appropriate, pending a meeting with the student; AND Notify the student in a timely fashion of any change of his/her status, the specific charges, and the due process to be afforded under the circumstances; AND do one of the following:
 - a. Meet with the student and contact other appropriate persons to explore and adopt non-disciplinary solutions;
 - b. OR Meet with the student and contact other persons appropriate to the case, make a written determination of the facts, take disciplinary action if such action is warranted, and notify the student of his/her decision and the right to appeal to the College Disciplinary Panel.

ADAPT Grievance Policy

Title IX of the Educational Amendments Act of 1972 requires that each college or university establish due process for the resolution of academic grievances. The purpose of an academic grievance procedure is primarily to provide protection for students against prejudiced or capricious academic evaluation. But the procedures in this document do not prevent departmental or collegial grievance committees from considering other academic grievances that a student might have.

All students enrolled in an ADAPT course shall have the right to appeal any academic matter in which they feel that they have been treated unfairly. A student's grievance may be rescinded at any point by the student, thereby halting the grievance process.

Once the formal process begins at stage I, it shall be the duty of the designated school owner to keep records of the proceedings. The commencement of a formal grievance is most serious in nature, and should take place only after all informal methods of adjudication have taken place such as discussion between the student and the parties involved. A student must initiate Stage I of the grievance procedure no later than thirty days from the completion of the course in which the grievance occurred.

Grievances must be handled as promptly as possible at every stage. The owner of ADAPT will personally oversee the due and expeditious process of a grievance. All documents accumulated in the grievance procedure shall be treated with the utmost confidentiality by those who have responsibility for or access to them.

STAGE I

The formal grievance procedure begins with the student's preparation of a written statement of the grievance, including supporting particulars and remedies sought. The student will present this statement to the owner, who will present it to the faculty member. The owner will arrange a meeting of the student, faculty member, and a qualified independent 3rd party.

The 3rd party will prepare a written record of this meeting, at which every effort will be made to resolve the problem, and will provide all the parties with a copy of this record. The student and faculty member may also prepare and submit to all the parties a written record of this meeting.

STAGE II

If the grievance is not resolved to the satisfaction of the student, that student may appeal to the owner of ADAPT for a decision. The owner of ADAPT, will attempt to resolve the problem in accordance with the written procedures below. These procedures will guarantee:

- the speedy disposition of the grievance
- the right of the faculty member to reply in writing to the grievance
- the hearing of all parties to the grievance, and their opportunity to provide supporting material
- review of disputed material by qualified faculty members where appropriate
- involvement of other students wherever appropriate

STAGE III

All methods for settlement at ADAPT have been exhausted, the student may appeal the owner's decision to the State Board of Ohio Career Colleges and Schools. They may be reached via their toll free line 877-275-4219 or at their physical address of

30 East Broad Street
Suite 248
Columbus, OH 43215

ADAPT Re-entrance Policies

A student who was enrolled previously in an ADAPT program, who has been out of school longer than eighteen months and who withdrew prior to completion of requirements, may apply for reenrollment by contacting the campus admissions department. Reenrolling students are subject to the programs, policies, procedures, tuition, and fees outlined in the catalog in effect at the time of reenrollment. ADAPT reserves the right to deny re-entry to any person for any nondiscriminatory reason.

A student dismissed for unsatisfactory academic progress, disciplinary reasons, or attendance is required to wait for at least one complete semester before applying for re-admission. If permitted to return in a subsequent quarter, the student will be enrolled with probationary status for the next class session. During the period, the student must attain a GPA of 2.0 for the units attempted for the session. ADAPT reserves the right to deny re-entry to any person for any nondiscriminatory reason.

Legal Holidays Observed by ADAPT

Unless students are notified otherwise, classes will not meet on the following legal holidays.

Holidays observed by ADAPT

(16)

New Year's Day

Independence Day

Thanksgiving Day

Labor Day

Christmas Day

Memorial Day

Veteran's Day

Program Dates:

*Start dates are January 11, 2020, January 13, 2020, March 11, 2020, April 18, 2020, April 27, 2020, June 24, 2020, August 10, 2020, September 30, 2020, and October 10, 2020. *Revised and Printed 2/12/2020

The Academy of Dental Assisting and Professional Training is held on site at 11311 Springfield Pike, Cincinnati Ohio 45246. The student will learn terminology and vocabulary to function in the dental environment. We will demonstrate and perform tasks, and provide training to allow the student to practice and implement these skills. Most of the time spent in this program will be clinical demonstrations and practice in a dental facility where live patient interaction occurs.

Course Name	Class/Clinical Time	Course Description
Tooth, Head, and Neck Anatomy Week one	Classroom ¼ day	This is an overview of tooth dentition where we will learn, Dental arches, Tooth Numbers, surfaces and functions of teeth. Features of the head and neck.
Expectations of a Dental Assistant Week one	Classroom ¼ day	This is an overview of the many duties of a dental office, materials used, and procedures done in a dental atmosphere
Chairside moisture control and clinical dentistry Week One	Clinical ½ day	Students break up into groups to practice suctioning techniques and ergonomics in dentistry, instrument passing techniques
CPR, Bloodborne Pathogens, and infection control and Medical Emergencies Week Two	Clinical Full Day	American red cross Training for health grade CPR Training on sterilization, PPE, Osha, Most common medical emergencies in a dental office
The Dental Patient and software usage and Communications Week Three	Classroom ½ day Clinical ½ day	Thorough training of dental charting via Dentrux computer software Accessing a patients oral health and how to determine their needs based on co-diagnosing Communicating with colleagues, communication with patients, phone skills, Computer applications in a dental office,
Dental Radiology Week Four	Classroom full day	8 hours radiology course to include safety and precision
Radiology Practice Week Four	Clinical ½ day	x-ray film and digital practice Using a sensor, and mounting traditional film radiology to include radiation physics, Radiation biology, Radiation health and safety protection, x-ray films and radiographic film quality, Radiographic techniques, Darkroom and processing techniques, and film mounting.

Interviewing Skills and Resume Building Week Five	Clinical	Review of do's and don'ts of resume building and interviewing. One on one interviews This is an overview of Career opportunities and professionalism of a Dental Assistant.
Restorative Procedures Week Six	Classroom 1/3 Day 17	Overview on the different procedures, fillings, crown and Bridge, instruments, set ups, protocols
Dental Materials and Impressions Week Seven	Classroom 1/2	Overview of dental cements and their uses, dental impressions and exceptional patient care, Model pouring
Dental Specialties and Oral Hygiene Instruction Week 8	Classroom ½ day Clinical ½ day	Overview of Oral surgery, orthodontics, pediatrics How to Brush, floss, and prevent
Course review and Mock Clinical exam Week 9	Classroom ¼ Clinical ¾ day	Mock clinicals, tray set ups, impressions, xrays, syringe set up, tofflemire. Tofflemire set up, model pouring, suctioning, passing instruments, temporary crown fabrication
Clinical Final Week Ten	Clinical Full Day	Mock clinicals, tray set ups, impressions, xrays, syringe set up, tofflemire. set up, model pouring, suctioning, passing instruments, temporary crown fabrication

ADAPT does not accept credit from other dental assisting schools. ADAPT provides a basic level dental assisting certificate to the student upon completion. They will receive an Ohio state radiology certificate recognized by the Ohio State Dental Board, and also a CPR certificate recognized by the Ohio State Dental Board and the American Red Cross.

About the Instructor/ Director: Jennifer Brott

I started my career in Dental Assisting over 20 years ago. Two years after graduating from IMDT, I became a Certified Dental Assistant. Nine months after that, I passed the state board examination to become a registered Expanded Function Dental Auxiliary in Ohio. Other credentials I possess are a License in Coronal polishing and a Radiography License. I have extensive experience in cosmetic and general dentistry with specialized training in digital photography, digital radiography, Cerec crown design, E4D crown design and various Dental software systems. Currently, I am the Clinical Director at Boudreau Dental Studio in Cincinnati, Ohio; with responsibilities of training and clinical direction

Through the years, I have mentored many other dental assistants. One of the most rewarding areas for me is watching and helping my peers reach their full potential as dental assistants.

My goal for my students is for them to come out of ADAPT with the confidence and skills to start their career in dentistry. My students should finish this program knowing how to assist the doctor, and have a thorough understanding of what is expected in this profession. In addition to the clinical training, I expect my students to understand the professional aspect of what it means to be a dental assistant. I pride myself on teaching teamwork and leadership skills that will help any person in a new career to be successful with other team members.