

# Entry Level Dental Assistant Training Schools

DATS of Florida, Inc.

Postsecondary Schools Offering

## Entry Level Dental Assistant Programs

Information Catalog

Volume 2  
2009-2010

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DATS of Florida, Inc. at Plantation  
DATS of Florida, Inc. at West Palm Beach  
DATS of Florida, Inc. at N. Miami

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Fort Myers License #2670  
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Temple Terrace License #2894

Bradenton License # 2893  
Boca Raton License # 2754  
West Palm Beach License #2755  
North Miami License # 2756  
Ocala License # 3724

### **Governing Board**

Dr. Michael Childers, D.D.S. and Michael Easton 3661 Summerwind Circle Bradenton, FL 34209

**Owners:** DATS Of Florida, Inc., DATS of Bradenton, Inc., Dr. Michael Childers, D.D.S. and Michael Easton

### **Disclosure**

DATS of Florida, Inc. reserves the right to change programs, start dates, tuition, and to cancel programs. Any changes will be made in accordance with the Commission for Independent Education rules and regulations and will be stapled to this catalog.

### **Disclosure**

Dental Assistants can sit for the national exam (CDA) after completing 2 years full time work experience ( at least 3,500 hours accumulated over a 24-month period). DANB contact info: 444 North Michigan Ave. Suite 900, Chicago, IL 60611.

### **Disclosure**

The CPR course is a two year American Heart Association CPR certification. It is administered by Michael Easton, a certified CPR instructor & director of DATS. The book used is BLS for Healthcare Providers, by Mary Fran Hazinski, Louis Gonzales, Lindy O'Neill (2006) ISBN: 0-87493-461-3. The cost of the certification is included in the course tuition. The CPR administrators contact info: Michael Easton, 12024 Cedarfield Dr, Riverview Fl, 33579, ph: 407-466-7992.

### **Disclosure**

The Dental Assistant/ Expanded Duties course is only offered at our Bradenton location. The cost for this program is \$2,975.00 and includes all materials necessary to complete the course in its entirety. The course is 11 weeks long and 150 clock hours. Please refer to the attached document for information about the program outline.

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## **DATS of Florida, Inc.**

### **Goals**

Because of the demand for Dental Assistants, dental practitioners often hire people with little or no training or experience and then provide them with on-the-job training. As a result of the demand for dental assistants, DATS created a training program that provides the on-the-job training needed to work in a dental office. The program is short so that students can go from the classroom to the workplace quickly.

### **Mission**

It is the mission of DATS of Florida, Inc. to provide dental assistant training that allows an individual to complete training and seek employment in the shortest time possible. Training focuses solely on the fundamental knowledge and skills needed to work in a dental office. Students learn in an actual dental office and get familiar with the work environment before their first day on the job.

### **History**

DATS of Florida, Inc., a Florida corporation, is a company that offers entry level dental assistant training program within dental offices. The company is structured with regional offices. At this time, DATS of Florida, Inc. has a regional office in St Petersburg directing 9 schools; DATS of Florida, Inc. at Orlando, at Fort Myers, at Clearwater, and at Temple Terrace, at Bradenton, at Ocala, at Boca Raton, at Plantation, at West Palm Beach, & N. Miami. The regional office provides oversight and handles enrollment for all schools.

### **About the Field**

Typically entry level dental assistants handle a variety of tasks for the dental professional and provide assistance in patient care, the office, and laboratory. Entry level dental assistants work chair side with the dentists and other dental staff. Examples of tasks include helping to make patients comfortable, preparing them for treatment, and obtaining dental records. Usually dental assistants hand instruments to the dentists, help to keep the patient's mouth dry and may sterilize and disinfect instruments, prepare tray setups, and instruct patients on postoperative and general oral health care.

There are many opportunities as an entry level dental assistant. According to the U.S. Department of Labor, because of rapid employment growth and substantial replacement needs, there should be good job opportunities for entry level dental assistants nationally. Entry level dental assistants can seek certification as provided by the: "Dental Assistant National Board" (DANB) a membership organization, as a Certified Dental Assistant meeting work experience requirements. Dental Assistants can sit for the national exam (CDA) after completing 2 years full time work experience ( at least 3,500 hours accumulated over a 24-month period). DANB contact info: 444 North Michigan Ave. Suite 900, Chicago, IL 60611. No state licensing or certification is required for an entry-level dental assistant to work in the state of Florida.

The dental assisting field generally requires physical work, moving throughout the office, standing on ones feet for long periods of time, and sometimes in small places. Dental Assistants have close contact with the public. For this reason, successful candidates must be in good physical health.

## **The Dental Assistant/Expanded Duties Training Program**

### **Classroom format**

Training is offered for 11 weeks in succession for a total of 22 class session. Sessions are held twice a week on weekday evenings from 6:00 pm to 10:00 pm for 11 weeks total. Sometimes Saturday sessions are held. Training takes place within a dental office when the office is closed. This gives the student hands-on experience in all areas of dental assisting using the treatment rooms, laboratory, x-ray facilities, and office area. Each session is divided into lecture and lab. During the lecture portion the student views slides presented by an instructor. There is time for questions, answers, and review. The second part of the class focuses on learning and practicing skills utilizing office treatment rooms, labs, and equipment.

### **Class Time**

Evening sessions are held from 6:00 pm to 10:00 pm. If there are Saturday sessions they are held from 9:00 am to 1:00 pm.

### **Program Dates**

Please see attached calendar.

### **Clock Hours 150 clock hours total**

**NOTE: All courses provide an overview of and introduction to the topics taught. The objective of each course is to provide vocabulary used in the dental office, demonstrate tasks performed, and allow students to practice these skills. These are short courses and are not intended to cover the subject matter in-depth. The sequence of courses is shown in the order given. The pre-requisite for each course is satisfactorily completing the one preceding it. Total length of course is 150 clock hours. One clock hour represents minimum of 50 minute period.**

<b>Class Number and Name</b>	<b>Lecture/ Lab</b>
<b>101. Role of the Entry Level Dental Assistant, The Dental Office, the History of Dentistry, Head and Tooth Anatomy</b>	1/3

The student is introduced to the role of the dental assistant as part of the dental team and is oriented to the physical set-up of a dental office. The session includes introduction to the anatomy of teeth and their surrounding structures and the names of individual teeth. The student is given an overview of selected anatomical structures of and in the human skull as they relate to clinical dentistry.

**102. Dental Treatment Specialists and Insurance, Tooth Terminology, and Patient Charts**

1/3

The component dental treatment disciplines and the types of patient dental insurance are defined and discussed. The student learns the descriptive terminology of tooth surfaces and the 6 classifications of cavities and the use of and need for patient charts and charting.

**103. Basic Instruments, Equipment, and Office Familiarization**

1/3

This session includes demonstration and student handling of most commonly used hand instruments and their variations. Included are: hand pieces, burs, excavators, mirrors and explorers, carvers and files, and operative dentistry instruments. Students are introduced to dental office rooms and equipment, treatment rooms, sterilization and supply areas, laboratory, darkroom, reception, and other rooms including central vac and compressor.

**104. Study Models, Impressions, Pouring, Trimming, and Wax Bites**

1/3

The instructor demonstrates study models, impressions, pouring, trimming, and wax bites. Students complete hands-on tasks and take upper and lower impressions and wax bites on each other. These procedures are completed in the operatory. Students then mix plaster/stone, pour, trim and mount their own models. Students keep the final product.

**105. Amalgam, Composites, Tub, and Tray Systems**

1/3

The session begins with a definition and discussion of operative dentistry, and examples of the 6 cavity preparations. Amalgams are presented including components, uses, instruments used in procedure, procedures and responsibilities of dental assistant, and amalgams with pins. A presentation of composites is given including components, uses, instruments used in procedure, procedures and responsibilities of dental assistant, and composites with pins. Esthetic veneers are presented. Students also learn about tub and tray systems including amalgam tub materials and tray instruments, and composite tub materials and tray materials.

**106. Radiology Theory, Safety, and Practice**

1/3

The session begins with a presentation on radiation including what it is and what safety is involved. Students learn about radiology, purpose of x-rays, the dental assistant's responsibility, x-rays as a diagnostic tool, exposure, precautions, and how to take x-rays, techniques, components of the x-ray machine, x-ray terms and types of radiation, patient and dental assistant safety, and state regulatory requirements. Students learn intra-oral x-ray film placement on mannequins using paralleling technique. They use the Rinn x-ray positioning system.

- 107. Darkroom, Mounting, and Panorex** 1/3  
Students learn about x-ray film, parts of the x-ray film pack, film speed, film types, diagnostic uses, and storage. Darkroom techniques and developing films are included in this session including automatic and manual methods, chemicals used, time and temperature standards, and errors and how to avoid them. Students learn mounting x-rays, identification of individual films, and placement of x-ray mount cards. The reasons and shortcomings for use of panorex as a diagnostic tool are discussed. Students learn intra-oral x-ray film placement on mannequin using paralleling technique. They use the Rinn x-ray positioning system.
- 108. OSHA, HIV, Infection Control, Sterilization, Cements, & Liners.** 1/3  
In this session students learn the definition and implementation of sterilization methods and guidelines; patient medical history; infection control; prevention of contamination; the use of protective eyewear, masks, and gloves, and, barriers to infection, with specific attention to HIV, its methods of transmission and prevention in the treatment of the HIV infected patient. In addition, verification of infection, disinfection, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, burs and water and air syringes are presented. The who, what, and why of OSHA is discussed. Students learn the purpose and types of cements. The session also covers the types and uses of cavity liners and varnishes.
- 109. Four-handed Dentistry, Isolation, and Rubber Dam & Waxes.** 1/3  
Four-handed dentistry is presented including operating zones, suction/evacuation, saliva ejectors, retractors, air and water syringes, exchanging of instruments (assistant to dentist and dentist to assistant), and bur replacement. Isolation techniques are presented and include use and placement of cotton rolls and gauze. The definition and reason for use of rubber dams is presented along with associated equipment and how to place and remove. Students role-play by rotating through each position acting as the dentist, assistant, and patient and performing the procedures taught. Types and uses of waxes are also presented. Students will handle and mix the associated cements, cavity liners, varnishes and handle and manipulate the various waxes.
- 110. Review of Subject Matter to Date and Mid Term Exam** 4/0
- 111. Crown and Bridge, Inlays, Impression Materials, and Temporaries.** 1/3  
Porcelain/metal crowns, gold crowns, and inlays on articulators and on models are used for “touch and feel” demonstrations. Students learn about indications for use of crowns and bridges and component parts. Bridges and crowns are presented including types, role of laboratory, protocol and role of dental assistants in each step. Uses of impression materials used for fixed restorative procedures are presented. Students will handle and mix all associated materials.

**112. Anesthesia, Hand Piece Maintenance, Endodontics, Orthodontics, and Pediatric Dentistry.** 1/3

This session starts with a presentation of general, local, and topical sedation anesthesia. Delivery of local anesthesia and use of syringes cartridges, and needles is demonstrated. Students learn and practice how to individually load syringes, practice passing syringe, unload, recap and dispose of needle and cartridge. Students learn the role of assistant in pre- and post-administration of anesthesia to patient. Hand pieces are presented including types of hand pieces, sterilization, and maintenance procedures for high- and low-speed hand pieces. Includes cleaning and lubrication. Definitions and indications of endodontics are presented. Included are a review of treatment procedures, instruments, and the role and responsibilities of the dental assistant. Students learn the definition of orthodontics and the limited role in general dental practices. Pediatric dentistry (pedodontics) is presented including definition, applicability and limitations in a general dental practice, and treatments for different pediatric procedures.

**113. Oral Surgery, Removable Prosthodontics, and Periodontics** Students gain an overview of dental specialty areas of oral surgery and periodontics. Included are instruments and materials used, procedures, and treatments. Students see and handle a variety of extraction forceps. Students load a scalpel blade and needle onto a needle holder and practice cleanup procedures for surgical equipment and disposal of surgical debris. Periodontal instruments are exhibited and defined as to their uses. Prosthodontics is explained, and instruments, materials, and treatment procedures are demonstrated. Students see lab models depicting the various stages of partial and full denture fabrication and demonstration of taking a full denture impression with custom tray. 1/3

**114. Processing Radiographs and Extraoral Radiography** 1/3

Review of intraoral radiography as it relates to the techniques associated with taking films, mounting films, and radiographic exposure errors. The student is exposed to the types and uses of extraoral radiography and digital radiography. Review of techniques and protocols for radiation safety for the patient and the operator is emphasized for all of the above. Students review intra-oral x-ray film placement on mannequins using Rinn x-ray positioning system.

**115. CPR, Basic Life Support, and Heimlich Maneuver** 1/3

Students learn cardiopulmonary resuscitation, Heimlich, and Basic Life Support skills in a 4-hour training session that will result in being certified in CPR. Certification is for both child and adult CPR.

**116. Exam** 0/4

**117. Office Management, Patient Scheduling and Seating, Review Role of Dental Assistant** 0/4

This session focuses on a review of the role of the dental assistant relating to clinical dentistry. The student also learns the techniques of telephone answering, the protocol of patient scheduling, and how to make a patient comfortable.

**118. People and Dentistry, Employment Skills, and Job Interview Techniques** 0/4

Students learn how to deal with the people in the dental office. Includes understanding patient attitudes, reassuring the patient, personal appearance, dress codes, personal attitudes, and dental office do's and don'ts. Job interview techniques are presented including describing the type of job the dental assistant is seeking and what they offer the employer, locating employment opportunities, constructing a resume, interviewing skills, how to answer questions, and salary negotiation. Students practice a mock job interview from the telephone response to a one-on-one interview

**Class Number and Name**

**Expanded Duties**

**Lecture/  
Lab**

**119. Histology and Physiology of the Tooth**

20 min  
lecture

The session includes introduction to the anatomy of teeth and their surrounding structures and the names of individual teeth. The student is given an overview of selected anatomical structures of and in the human skull as they relate to clinical dentistry.

**120. Infection Control**

40 min  
lecture

In this session students learn the definition and implementation of sterilization methods and guidelines; patient medical history; infection control; prevention of contamination; the use of protective eyewear, masks, and gloves, and, barriers to infection, with specific attention to HIV, its methods of transmission and prevention in the treatment of the HIV infected patient. In addition, verification of infection, disinfection, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, burs and water and air syringes are presented. The who, what, and why of OSHA is discussed.

**121. Dental Charting**

1 hr & 30  
min lecture

Dental Charting by formally trained auxiliaries, as allowed by the rules of the Florida State Board of Dentistry, specifically includes; ...for dental assistants, the performing of preliminary charting of existing restorations and missing teeth and the observation and recording by visual assessment, using a mouth mirror only, of existing oral conditions.

<b>122. Impressions</b>	30 min lecture
<p>The instructor demonstrates study models, impressions, pouring, trimming, and wax bites. Students complete hands-on tasks and take upper and lower impressions and wax bites on each other. These procedures are completed in the operatory. Students then mix plaster/stone, pour, trim and mount their own models. Students keep the final product.</p>	
<b>123. Suture Removal/ Periopak</b>	30 min lecture
<p>The instructor will explain and perform proper suturing procedures and the importance for uneventful healing. The student will also practice suture removal. The instructor will also demonstrate and explain the placement &amp; removal of periodontal dressing while lecturing the reason and importance of its use.</p>	
<b>124. Prophylaxis</b>	1hr & 45 min lecture
<p>Periodic dental prophylaxis is an intergral part of modern prevention-oriented dental practice. Delegation of prophylaxis to auxillary personnel necessitates their understanding of the physiology and anatomy of teeth as well as an awareness of how to perform the procedure. The information in this session will provide the student with th basic information necessary to completely perform this procedure. It will be divided into three sections: rationale, armamentarium, technique.</p>	
<b>125. Rubber Dam</b>	120 min lecture
<p><b>The history of the rubber dam and its inventor. This session starts with the 6 major reasons for using a rubber dam. We also focus on placing a rubber dam and certain safety precautions.</b></p>	
<b>126. Review of Impressions &amp; Periopak</b>	30 min lecture/3 hr clinic
<p>This session the student will review the previous days material on Impressions &amp; Periopak. They will then partake in the clinical aspect of this material.</p>	
<b>127. Review on Propy and Rubber Dam</b>	30 min lecture/4 hr clinic
<p>We will begin by reviewing the material previously presented . Then we will spend some time on the clinical as it relates to Propy and Rubber Dam.</p>	
<b>128. Bases and Liners</b>	1hr &30 min lecture
<p>The student will learn the different types of Bases, why they work and why they are used. Also which base is the most effective. The session also covers the types and uses of cavity liners, varnishes and their uses.</p>	

<b>129. Matrix Application and Usage</b>	1hr lecture
<p>The instructor will explain many different types of Matrices and their usages. Also which one is the most frequently used. Instructor will also explain the correct placement of Matrices.</p>	
<b>130. Placing Temporary Restoration</b>	1 hr lecture
<p>Uses of impression materials used for fixed restorative procedures are presented. They also learn the most common type of material and how it is mixed.</p>	
<b>131. Bases, Varnishes, Liners, Matrices and Temporary Restorations</b>	4 hr & 30 clinic
<p>All of these procedures will be demonstrated by the instructor and then the student will practice them until they become efficient in all areas.</p>	
<b>132. Preventative Sealants and Fluoride</b>	2 hr lecture
<p>The prevention of dental carries with the use of Sealants and Flourides. Why brushing</p>	
<b>133. Polishing Amalgam Restorations</b>	1 hr lecture
<p>Understand what polishing an amalgam is and the procedure involved. What effects the polishing has on Amalgams life span and how long after placement of an amalgam restoration before it is polished.</p>	
<b>134. Placing &amp; Removing Retraction Cord</b>	30 min lecture
<p>The student will learn different types of retraction cords and which are more commonly used. Instructors will teach single and double retraction cord placement techniques. Also, certain precautions that they should look for before retraction procedures are initiated.</p>	
<b>135. Cementation of Temporary Crowns</b>	30 min lecture
<p>In this session the students will learn criteria for temporary crowns, types of temporary crowns, cementation, mixing cement and seating the crown.</p>	

**136. Course Review/ Sealants & Placing & Removing Retraction Cord, Cementation of Temporary Crowns, Amalgam Polish**

30 min  
lecture/ 3hr  
& 30 min  
clinic

**137. Expanded Duties Clinical & Written Exams**

5hrs & 30  
min

## **Radiology**

**138. Course Objectives, Patient Requirements, Infection Control Protocol, Radiation Safety Protocol, Use of Manikins, Overview of Radiology and Legal Responsibilities**

1 hr lecture

The instructor will explain the objectives of the course along with any safety precautions that need to be followed when taking x-rays. An overview of the equipment and the importance of taking care of it will also be emphasized. The student will also learn the legal responsibilities associated with taking x-rays and being a Dental Radiographer.

**139. Physics, Radiobiology, Radiation Safety, X-ray units, Radiographic Techniques**

2.5 hr  
lecture

In this session the student will learn sources of radiation, types of radiation, characteristics of x-rays, atomic structure, ionization and the Interaction with Matter. Students will learn the effects ionizing radiation has on living tissue and cell. They will also learn the ALARA principle.

**140. Lab hours**

30 min  
clinic

Mount and evaluate films, BTWs on Manikins

**141. Radiograph Techniques, Intraoral Film, Film Processing, Mounting Radiographs, Radiographic Evaluation, Supplemental Techniques**

3 hr & 30  
min lecture

The student will learn proper radiograph techniques such as preparation, seating patient, x-ray machine functions and exposing of Dental Radiographs.

**142. Lab hours**

30 min  
clinic

Mount and evaluate films, BTWs on Manikins

<b>143. Workbook Evaluation and Written Final Exam</b>	1 hr lecture
<b>144. FMX on Patient and Manikin</b>	3 hrs clinic

## **Learning Materials**

### **Instructional materials**

Torres and Ehrlich Modern Dental Assisting, by Doni Bird, Debbie Robinson, W B Saunders Co; Hardcover 9th edition 2009. Dental Instruments-A Pocket Guide 9<sup>th</sup> Edition Linda R. Bartolomucci Boyd 2009, ISBN: 9781416049234. BLS for Healthcare Providers, by Mary Fran Hazinski, Louis Gonzales, Lindy O’Neill (2006) ISBN: 0-87493-461-3. Expanded Duties DATS of Florida Inc. 2006. Florida Dental Radiographers Course Student Manual & Instructions Manual, DATS of Florida, Inc. 2006.

### **Equipment**

Classes are held in a modern dental office with the latest equipment. The school provides each student with dental assistant name tags, scrubs, sets of models of human dentition, and student models of his/her dentition. Each student receives all disposable equipment and supplies needed to perform tasks. Five students work in a treatment or specialty room at any one time. Each student has the opportunity to use the required tools and equipment in each room.

### **Teaching Devices**

Fully equipped dental treatment rooms  
 Fully equipped darkroom  
 X-ray machines  
 Automatic film processors  
 Autoclave  
 Fully equipped dental laboratory  
 Fully equipped office including computer, photocopy machine, fax, multiple phone lines

### **AV Aids**

Slide projector and carousel of over 750 training slides or DVD presentations of over 750 training images.

## **About Enrollment**

### **Entrance requirements**

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in DATS of Florida, Inc. training program based on age, race, gender, disability, or national origin.

**Applicants must meet the following requirements:**

1. Have an interest in the field of dental assisting.
2. Be at least 18 years of age.
3. Have an in-person interview with a school employee.
4. Provide proof of at least a high school diploma or GED.
5. Submit a signed Enrollment Agreement.

**Denying Admission:**

The school will not deny admission or discriminate against a student based on race, creed or national origin.

The school will not enroll persons of compulsory school age, or persons attending a secondary school.

The school will maintain records of denied applicants for at least one year if they do not meet the requirements above.

**Transfer or granting of credit**

Students may not transfer in any previous education or training to apply to DATS training programs. The transfer of DATS course credit to other schools is up to the decision of the school being transferred to.

**Training facilities**

**DATS of Florida, Inc. at Orlando**

The school is located within a functioning dental office of approximately 2000 square feet. There is a lobby, front desk area, 5 operatories, darkroom, x-ray, labs, offices, storage rooms, and kitchen and restrooms. Classes are held in the lobby and front desk area. Students perform hands-on tasks in operatories and specialty offices.

**DATS of Florida, Inc. at Ft. Myers**

The school is located within a functioning dental office of approximately 3500 square feet. There is a lobby, front desk area, 6 operatories, surgery suite, labs, x-ray, offices, and kitchen and restrooms. Classes are held in the lobby and front desk area. Students perform hands-on tasks in operatories and specialty offices.

**DATS of Florida, Inc. at Clearwater**

The school is located within a functioning dental office of approximately 2000 square feet. There is a lobby, front desk area, 3 operatories, darkroom, x-ray, labs, offices, storage rooms, and kitchen and restrooms. Classes are held in the lobby and front desk area. Students perform hands-on tasks in operatories and specialty offices.

**DATS of Florida, Inc. at Temple Terrace**

The school is located within a functioning dental office of approximately 2500 square feet. There is a lobby, front desk area, 3 operatories, darkroom, x-ray, labs, offices, storage rooms, and kitchen and restrooms. Classes are held in the lobby and front desk area. Students perform hands-on tasks in operatories and specialty offices.

**DATS of Florida, Inc. at Bradenton**

The school is located within a functioning dental office of approximately 2000 square

feet. There is a lobby, front desk area, 3 operatories, darkroom, x-ray, labs, offices, storage rooms, and kitchen and restrooms. Classes are held in the lobby and front desk area. Students perform hands-on tasks in operatories and specialty offices.

#### **DATS of Florida, Inc at Ocala**

The school is located within a functioning dental office of approximately 2,400 square feet. There is a lobby, front desk area, 7 operatories, darkroom, x-ray, labs, 2 offices, storage rooms, and kitchen and 2 restrooms. Classes are held in the lobby and front desk area. Students perform hands-on tasks in operatories and specialty offices.

#### **DATS of Florida, Inc. at Boca Raton**

The school is located within a functioning dental office of approximately 2628 square feet. There is a lobby, front desk area, 3 operatories, surgery suite, labs, x-ray, offices, and lounge and restrooms. Classes are held in the reception and front desk area. Students perform hands-on tasks in operatories and specialty offices.

#### **DATS of Florida, Inc. at Plantation**

The school is located within a functioning dental office of approximately 1120 square feet. There is a lobby, front desk area, 4 operatories, darkroom, x-ray, labs, offices, storage rooms, and restrooms. Classes are held in the reception and front desk area. Students perform hands-on tasks in operatories and specialty offices.

#### **DATS of Florida, Inc. at West Palm Beach**

The school is located within a functioning dental office of approximately 2,950 square feet. There is a lobby, front desk area, 9 operatories, darkroom, x-ray, labs, offices, storage rooms, and restrooms. Classes are held in the reception and front desk area. Students perform hands-on tasks in operatories and specialty office

#### **DATS of Florida, Inc. at North Miami**

The school is located within a functioning dental office of approximately 1400 square feet. There is a lobby, front desk area, 4 operatories, sterile room, x-ray, labs, offices, storage rooms, and restrooms. Classes are held in the reception and front desk area. Students perform hands-on tasks in operatories and specialty offices.

### **Tuition and Payment Plans**

#### **Tuition**

The total tuition is \$2975.00. It is required that payment be made in full prior to the first day of class. Payment plans between the student and outside tuition lending sources may be arranged and must be completed prior to the first day of class.

#### **Registration**

A deposit of \$200.00 is due at the time of enrollment and is applied to the tuition. Of this \$200 deposit, \$50 is considered the Registration fee.

#### **Books and Learning Materials**

The textbook and all learning materials are included in the tuition fee. All consumable supplies are provided. A set of scrubs is provided, which students are expected to wear to each class. Each student receives a name tag to wear to each class. There are no additional costs.

## **Refund Policy**

### **Refund and Cancellation Policy**

Should an applicant/student cancel or is terminated for any reason, all refunds will be made according to the following policy and schedule: 1. All moneys will be refunded if the applicant is not accepted by the School or if the applicant cancels within three (3) business days after signing the Enrollment Agreement and making initial payment. An applicant not requesting cancellation by his/her specified starting date will be considered a student. 2. Cancellation must be made in person or by certified mail. 3. Termination date for refund computation purposes is the last date of actual attendance by the student, unless earlier written notice is received. 4. Refunds will be made within 30 days of termination or receipt of Cancellation Notice. 5. Should a student be terminated or request cancellation of this Enrollment Agreement after: a) The third (3rd) business day, but before the first class, will result in a refund of all moneys paid, with the exception of the Registration Fee in the amount of \$50.00, b) entering the program of training but prior to 50% completion of the Program, the tuition charges made by the School to the student shall not exceed 50% of the Tuition Cost plus the Registration Fee. The refund will be computed on a pro rata basis on the number of hours scheduled to the total Program hours, c) completing 50% of the Program, student is not entitled to any refund as a matter of right and is obligated for the Total Program Cost. If the school cancels a program then the student will receive a full refund of monies paid.

## **Academic Information and Standards of Progress**

### **Syllabus**

On the first day of class students receive a copy of the course syllabi and course outlines.

### **Attendance Policies**

#### Absence

Students are expected to attend all 72 hours of program instruction. We recognize that emergencies occur. Should there be extraordinary circumstances, students are requested to speak with the School Director who will arrange ways to make up the sections that were missed. Often this is accomplished by completing the missed section the next time the program is offered. Students must attend 95% of all classes

#### Lateness or cutting classes/Makeup Work

Absences due to arriving late or leaving early will be treated as absences. Missed coursework is to be made up by conferring with the instructor. There is no charge for makeup work.

#### Leave of absence.

Students may request a leave for extraordinary circumstances. Arrangements may be made to re-enter the next available program or to begin with the missed class. The leave of absence policy is in force for one year from date of enrollment. Should an applicant/student decide not to return to class on or before his/her one year enrollment anniversary, all refunds will be made according to the following policy and schedule: 1. Cancellation must be made in person or by certified mail. 2. Termination date for refund computation purposes is the last date of actual attendance by the student. 3. Refunds will be made within 30 days of termination, receipt of Cancellation Notice or one year

enrollment anniversary. 4. Should a student request a leave of absence after: a) Entering the program of training but prior to 50% completion of the Program, the tuition charges made by the School to the student shall not exceed 50% of the Tuition Cost plus the \$50.00 Registration Fee. The refund will be computed on a pro rata basis on the number of hours scheduled to the total Program hours, c) completing 50% of the Program, student is not entitled to any refund as a matter of right and is obligated for the Total Program Cost.

### **Unsatisfactory progress**

Should a student receive a grade of less than 75% s/he will be notified. Ways to raise the grade will be determined with the school director and/or instructor. If the student is not able to raise the grade point average above 75% s/he will be requested to take the course for no credit or withdraw and return at a another time if there is demonstration of the ability to succeed. The tuition paid will be refunded according to the refund policy less the \$50.00 registration fee.

### **Re-enrollment**

The student may re-enroll or re-enter at another time if arrangements have been made with the school director at the time the student leaves. If satisfactory arrangements have been made, no additional tuition is charged.

### **Re-admission**

Students may have to suspend their training due to extenuating circumstances. Should this occur the student may request re-admission from the school director for future date. All training must be completed within a twelve month period from the original start date.

### **Grading**

An average grade of 75% is required in order to satisfactorily complete training programs. Class work is graded as follows:

Excellent	90 -- 100
Good	80 -- 89
Fair	75 -- 79
Failing	below 75

Lab work is graded on a pass/fail basis.

### **Graduation**

Students will receive a diploma upon satisfactory completion of all program requirements. In addition there may be no outstanding balances owed to the school.

### **Records**

Student records are maintained permanently by the school in fire-proof safe. Computer records are backed up regularly. All records are maintained with the same security and confidence as patients' dental records. A set of records is maintained by the corporate offices.

### **Termination**

Students will be terminated if, after having been put on Academic or Attendance probation, they fail to meet Attendance or Grade requirements by the 15-day deadline.

Thirty days begin from the date of notification of probation.

### **Changes made by school**

If the school cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all money paid by the student less the \$50 registration fee.

## **Student Services**

### **Housing**

Typically students attend a school near their home. Therefore no housing arrangements are available.

### **Student Records**

Student records maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools unless a written request has been made.

### **Family Educational Rights and Privacy Act.**

DATS of Florida, Inc. complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All students' records are confidential.

### **Counseling**

Students may request counseling and career information from the school director, student services personnel, or instructor. Referrals will be made to community resources for personal counseling.

### **Placement**

Employment skills are integrated throughout the program. In the final class, time is spent on resume writing, job search skills and interview techniques. These topics are presented by a dental professional aware of staff needs in a dental office. The regional office contacts area dentists and maintains a bank of job openings. The list is available to both students and grads. All DATS of Florida, Inc. schools offer placement assistance but do not guarantee employment.

## **Rules of Conduct**

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. DATS of Florida, Inc. administration reserves the right to terminate a student on any of the following grounds:

Not complying with DATS rules and regulations.

Unprofessional conduct.

Unsatisfactory academic progress.

Excessive absence or lateness.

Failure to pay fees when due.

Cheating.  
Falsifying records.  
Breach of enrollment agreement.  
Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind.  
Carrying a concealed or potentially dangerous weapon.  
Sexual harassment.  
Harassment of any kind including intimidation and discrimination.

### **Dress**

Students are provided with a set of scrubs, which they are required to wear to class each session along with a name tag also provided. Students are expected to wear gloves, masks, and protective glasses in all sessions. These are supplied.

### **Drug free school and workplace**

DATS of Florida, Inc. has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on school premises under the influence of any substance. As a drug and alcohol free environment, individuals under the influence may be subject to immediate dismissal/removal. Students may request counseling for substance abuse and will be referred to community resources.

### **No smoking**

There is no smoking within any place in the dental office or training rooms. Smokers may smoke outside during a break.

### **Sexual harassment and anti hazing policy**

The administration of DATS of Florida, Inc. takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or school director. Students or staff involved may be subject to termination.

### **Unresolved disputes**

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact the Commission for Independent Education.

Faculty and staff are encouraged to address any disagreements or conflict directly with

the individual involved. After this, if there is no satisfactory resolution, the individual may set an appointment by phone to see the school director and then the corporate officers. This must be document in writing via mail, fax, or email, All communications regarding the complaint must be in writing and all meetings and communications will be documented in the employee file. Every attempt at a satisfactory resolution will be made.

### **Faculty and Administration**

#### **Region Director**

Michael Easton  
University of South Florida B.S Bus. Admin.

#### **Director of Education all schools**

Dr. Michael L. Childers, DDS  
University of Texas Dental Branch

#### **Director of Student Services and Placement all schools**

Michael Easton

#### **Director of Admissions all schools**

Michael Easton

#### **School Administrator - Orlando**

Martha Villarreal

#### **School Administrator - Fort Myers**

Nilza Guzman

#### **School Administrator - Clearwater**

Catherine Stoffers

#### **School Administrator - Temple Terrace**

Kelley Foree

#### **School Administrator - Bradenton**

Shannon Murphy

#### **School Administrator – Ocala**

Jeannette Johnston

#### **School Administrator – Boca Raton**

Beth Brooker

#### **School Administrator – Plantation**

Taurus Shivers

#### **School Administrator – WPB**

Ricardo Pereira

## **School Administrator – N. Miami**

Diana Delvin

## **Instructors**

### **Orlando**

Martha Villarreal- Orange Vocational School – Expanded Duties Certificate

Valencia Community College – Radiology License

Leonor Arias – UCE – Dr in Dentistry- Expanded Duties & X- Ray Certificate

### **Fort Myers**

Nilza Guzman – Onondagha Community College- A.A. S. Degree Dept of Health

Radiology License

Mary Kazokos- RDH- Department of Health

### **Clearwater**

Catherine Stoffers- RDH- Department of Health-Expanded Duties- St Pete College

### **Temple Terrace**

Kelley Foree – Concorde Career Institute – Expanded Duties Certificate

University of South Florida – A.A. Degree

Shytana Cromwell – Concorde Career Institute – CDA- EFDA

### **Bradenton**

Shannon Murphy – Department of Health- Radiology Certificate

Concorde Career Inst – Expanded Duties DA

Cindy Demonte – Hopewell London – H.S. Diploma - DOH- Radiology Certificate

### **Ocala**

Jeanette Johnston - Lake County VO Tech- Dental Assistant

Volusia Comm. College- Dental Radiographer

Expanded Duties Cert- University of FI- Theory of IV Therapy

Paola Gough - Palm Beach Co Comm. College – Dental Assistant CDA Radiology

Central Fl Comm. College- Theory of IV Therapy

Stephanie Faust - University of FI – Expanded Duties Cert

Radiographers Cert

Central Fl Comm. College – IV therapy

### **Boca Raton**

Helena Desmarais – Concorde Career Institute – CDA – EFDA – Dental Radiographer

Beth Brooker- Bridgewater High School – Tuff School – Dental Radiographer certificate

### **Plantation**

Taurus Shivers – Concord Career Institute – CDA – EFDA- Dental Radiographer

**West Palm Beach**

Ricardo Pereira- University of Antioquia – Dentist – Florida Dept. of Health - RDH

**N Miami**

Diana Devlin- Broward Community College- AA degree-

Melissa Rodriguez- Miami Dade College- AS Degree-

Train to Become an  
Entry Level Dental Assistant

**Enroll Today!**

**DATS of Florida, Inc. at Orlando**

8701 Maitland Blvd.  
Orlando, FL 32801

**DATS of Florida, Inc. at Fort Myers**

7011 Cypress Terrace, Suite 101  
Fort Myers, FL 33907

**DATS of Florida, Inc. at Clearwater**

5150 East Bay Drive,  
Clearwater, FL 33764

**DATS of Florida, Inc. at Temple Terrace**

11203 North 56th Street, Suite D  
Temple Terrace, FL 33617

**DATS of Florida, Inc. at Bradenton**

8640 East State Road 70, Suite D  
Bradenton, FL 34202

**DATS of Florida, Inc. at Ocala**

3040 SW 27<sup>th</sup> Ave Suite 101  
Ocala FL 34474

**DATS of Florida, Inc. at Boca Raton**

7280 W. Palmetto Park Road  
Boca Raton, FL 33433

**DATS of Florida, Inc. at Plantation**

1125 South University Drive  
Plantation, FL 33324

**DATS of Florida, Inc. at West Palm Beach**  
2247 Palm Beach Lakes Boulevard #104  
West Palm Beach, FL 33409

**DATS of Florida, Inc. at North Miami**  
1400 N.E. Miami Gardens DR. SUITE 215  
N. Miami Beach, FL 33179

**Phone: 866-404-6444**

**DATS\_FI @verizon.net**  
**www.dats.net**

Rev 8/09

**DATS of Florida, Inc.**

**Schedule**

**2009**

<b>Start</b>	<b>End</b>
<b>January 9, 2009</b>	<b>March 6, 2009</b>
<b>April 3 2009</b>	<b>June 9, 2009</b>
<b>July 10 2009</b>	<b>September 11, 2009</b>
<b>October 2, 2009</b>	<b>December 4, 2009</b>

The length of each program is 9 weeks (Bradenton location only - 11 weeks long). There are two sessions held each week that are four hours each in length. Programs start periodically during the year. All sessions are from 6:00 pm to 10:00 pm. There are periodic breaks totaling 10 minutes for each hour.

All legal U.S. and local holidays are observed. If a holiday occurs during a session then the missed class is rescheduled.

**Days and Times**

Tuesday and Thursday  
6:00-10:00 pm.

Monday and Wednesday  
6:00-10:00 pm.

Monday and Thursday  
6:00-10:00 pm.

**Schools**

Orlando, Boca, WPB,  
Clearwater, Ft. Myers

Temple Terrace, Plantation,  
N. Miami

Ocala, Bradenton