



Take the first step toward a brighter future.

Enjoy a proud and time honored career.



Dental Careers **Online**
Enjoy a proud & time honored career.



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School Catalog and Information Bulletin.



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. This institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

PHILOSOPHY

Our philosophy at Dental Careers Training Center, LLC & Dental Careers Online is to offer students a highly informative training program in a limited period of time, therefore, meeting the need for fully trained and qualified personnel in the dental assisting healthcare field. This enables professionals, such as, dentists, etc. to provide a greater number of services to their clientele, with the utmost in competence and efficiency. Students are encouraged to excel clinically and academically in order to become an integral part of their surroundings. The curriculum is sound academically, yet flexible enough to allow for many technological advances, as they occur.

ENTRANCE REQUIREMENTS

Each applicant is considered on the basis of ability to benefit from the program, character recommendations by references, and general aptitude. Dental Careers Training Center does not discriminate on the basis of sex, race, nationality, religion or handicap.

All prospective students are required to have an interview with a school representative. This may be done by phone if the applicant is out of the area.

All applicants must have:

- A high school diploma or GED with graduation date and being beyond the age of compulsory high school attendance.
- Completed Admission Application with \$50 registration fee.
- Copy of documentation certifying Hepatitis B Vaccination (1st shot), and TB test.

DEFINITIONS

Clock Hour: a period of sixty minutes with a minimum of fifty minutes of instruction.

Lecture: Presentation of information by an instructor in a classroom setting, or its equivalent. This includes discussions, testing and use of audio-visual materials.

Laboratory: Impression taking, model pour-ups, model trimming, temporary crown making, etc.

Internship/Externship: Practical, industrial training involving indirect instructor supervision.

ATTENDANCE

This course is a combination of home-study and lab classes. Because of the intensity of the training offered, lab class attendance is extremely important. Punctual attendance is mandatory for all classes. If a student is absent he/she must contact the school. If the student is absent for more than 3 consecutive classes and has not notified the school of the reasons for absence, the student will be automatically terminated and given any refund due in accordance with the refund policy in this catalog.

ACADEMIC PROGRESS

The GPA is computed by dividing the total grade points accumulated by the total number of classes taken at the School. Our grading system is as follows:

Percentage	Grade	Points
94-100%	A	4.00
90-93%	A-	3.70
87-89%	B+	3.30
84-86%	B	3.00
80-83%	B-	2.70
77-79%	C+	2.30
74-76%	C	2.00
70-73%	C-	1.70
69% and below does not pass—must have 70% to pass		
Pass	P	N/A
Withdrawal	W	N/A
Pass and Withdrawal are not computed in GPA		

SATISFACTORY PROGRESS POLICY

The maximum time frame for completion of the program is 4 months. If a student fails to meet the minimum grade point average or fails to complete the training within the maximum time frame, the student will be dismissed.

If, at the satisfactory progress check, the student does not show the ability to complete the training within the maximum time frame and within the GPA required, the student will be placed on probation for a 2-week period. If, after the probation period, the student does not demonstrate the ability to bring their grades/attendance up to the required minimum, the student will then be terminated from the school.

GRADUATION REQUIREMENTS

Each student must complete Graduate Interviews with the Administrator. Upon satisfactory completion (2.0 GPA or better) of each course, and financial obligations, the student will receive a Certificate of Completion. Radiology must be passed with a 2.7 GPA.

MAKE-UP WORK

Instructors may arrange for individual assistance or make-up work. Students must retake a test when the grade is below 70% (80% for Radiography). When the test is retaken, the percentage is reduced 10%. Students must contact their instructors for individual assistance or make-up work. All work must be made up before a student is eligible for graduation.

REPEATS

If a student fails to pass a module or receives a grade below a "C-" they may re-take a module. The student must make prior arrangements to enroll in the module when it is next regularly scheduled, and it must be paid for in advance. There will be an additional cost of \$20.00 per hour. The new grade will replace the previous grade when computing the GPA.

INTERRUPTION OF TRAINING

The course curriculum is designed for intensive training in a limited amount of time. Therefore, it is not recommended that a student take any kind of leave. If the circumstances make a leave unavoidable, the leave request must be submitted, in writing, with any back-up documentation available, and approved, prior to taking the leave.

RE-ENTRY

Students who have taken approved leave will not have a re-entry fee, if the student re-enters within the time-frame specified prior to the leave. Students who have been dismissed by the school must have appealed the decision and had re-entry approved. Upon approval, there is a re-entry fee of \$50.00. The student may appeal to have this fee waived, if he/she feels there are mitigating or unavoidable circumstances.

It is the responsibility of the student to determine whether credits, degrees, or certificates, from the institution will transfer to other institutions or meet employer's training requirement. This can be done by calling the prospective school or employer.

STUDENT ADVISING

Students are invited to consult with the Director or Instructor to discuss issues affecting the student's academic situation. Counseling is not provided by anyone at the school, however, referrals will be given to a student needing such counseling.

TERMINATION

The school reserves the right to terminate any student who fails to maintain passing grades, who shows excessive tardiness or absences, who maliciously destroys, steals, or damages any property of the school (the student may be held liable for repair and/or replacement of the damaged property), or who is in violation of the Rules of Conduct. The Rules of Conduct relate to:

- ❶ Unsatisfactory progress
- ❷ Excessive absenteeism
- ❸ Unlawful possession, use or distribution of drugs and alcohol by students on school property, or during any school activity
- ❹ Willful abuse of equipment
- ❺ Theft
- ❻ Insubordination and/or intolerable conduct
- ❼ Poor attitude and/or lack of motivation
- ❽ Unauthorized use of school equipment
- ❾ Cheating
- ❿ Falsification on any document

In addition, the following violations may bring dismissal:

- a. Failure to make payments on dates due
- b. Failure to adhere to the requirements as outlined in the contract or catalog.

All students have the right to appeal a termination or dismissal.

APPEALS

Appeals may be made, in writing, to the Director. The appeal should be clean, concise, and well-documented and made within a reasonable time frame.

WITHDRAWAL

A student may terminate training at any time by giving written notice to the Director. The termination date will be determined by the last date of the actual attendance by the student. If the withdrawal falls within three business-days of signing the contract, all monies paid will be refunded for tuition. The cost of class materials that have been used will not be refunded. Following the three business-days, the percentage of completion is computed by dividing the hours scheduled to date, by the program hours.

TUITION PAYMENTS

Tuition payments are arranged to fit the need of the individual student and are subject to approval by the Director of the School. All fees and tuition must be paid before the student begins an internship or externship. Prior credit will not be granted for schooling at another institution.

DENTAL ASSISTING PROGRAM

(Maximum time length to complete program is 4 months)

Basic Online/Clinical Lab Program:

Tuition & Fees:

Tuition	1,400.00
Books, Insurance, Fees	295.00
Lab Fees, Scrubs & Supplies	300.00
Total.....	\$1,995.00

The home study/online portion of the program is \$1695 and the Lab Classes are \$300. If a student would like to just do the home study/online portion, only the \$1695 is required.

Clinic Internship:

After the Basic Program is complete, students may choose to attend a Clinic Internship at the VIP Dream Smiles dental office for a 2-week period (60 clock hours) scheduled during the regular hours that the dental office is open for \$1,000.00.

A student may select one of the following methods to pay tuition and fees.

1. Cash option – Pay cash or check.
2. Credit Card (credit card payments are subject to a 3% fee)
3. Care Credit Financing Arrangements may be available through the Financial Counselor. (see attached application.)

REFUND POLICY

(For Both Withdrawn and Dismissed Students)

Termination Date. The termination date for refund computation purposes is the last date of the lab attendance by the student, the last date student used internet site, or used home-study materials, whichever is last.

- (a) A three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, during which time the contract may be rescinded and all monies paid refunded, except class materials which have been used by the student. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting their terms of the cooling-off period.
- (b) After the three-business-day cooling-off period or after a student enrolled has submitted usable materials, the withdrawn or dismissed student shall be refunded, within thirty days of his/her discontinuing, a percentage of all tuition paid over and above a nonrefundable registration fee not to

exceed \$200.00 or an alternative amount that the institution can demonstrate to have been expended in undertaking that particular student's instruction. The program is expected to be completed within two months of the start date, but the student is allowed up to four months to complete the program. The balance due the student, over and above the nonrefundable registration fee will be calculated using the following schedule:

Date of withdrawal as a percent of the enrollment period of 2 months:

- Within 1st month: 25%
- Within 2nd Month: 50%
- After 2 months: 50%

Portion of tuition and fees obligated and paid that are eligible to be retained by the institution:

- Within 1st month: 30%
- Within 2nd Month: 75%
- After 2 months: 100%

The calculated refund will first be paid to the provider of Financial Aid, then to the Scholarship Provider, and then to the Student. Any monies not paid by the student, will not be refunded to the student.

HOLIDAYS AND VACATIONS

(for all courses)

New Year's Day (included in Christmas Break)	Labor Day
Memorial Day	Thanksgiving
Independence Day	Christmas Break
Pioneer Day	

A student may start the program at any time agreed upon by the student and Director.

PLACEMENT ASSISTANCE

Prior to graduation we introduce our placement program. The students will be instructed regarding interviewing techniques, creating effective resumes and letters of application. Emphasis is placed on keeping the school informed regarding the students' employment situation. Records are continually updated as information is received. Placement records are maintained on every student. The ongoing success of our graduates is our goal.

While it is not possible to guarantee placement, the school will assist the students in finding the best employment available, using any and all resources possible.

DRESS CODE

Students will wear the "OSHA" approved scrubs and obey the rules outlined in the school's Dress Code. Copies of the Dress Code are available upon request.

GRIEVANCE PROCEDURE

If a student feels that he/she has a concern that requires attention, the student should speak with the Instructor/Staff member involved. Next, if the issue is not resolved, the student should discuss the concern with the Director of the Program, Clive C. Ingram, D.D.S.

DESCRIPTION OF FACILITIES AND EQUIPMENT

The school presently consists of a training facility associated with a dental office that contains eight dental operatories, five x-ray rooms, computers, and other facilities.

The school is easily accessible from all of Northern Utah. It is located at 780 South 2000 West in Syracuse, Utah

The dental assisting students have access to:

- Amalgamator
- Steam Autoclave & Dry Heat Sterilization Unit
- Ultrasonic Cleaning Unit
- QUATTROcare Handpiece Maintenance System
- Model Vibrators & Trimmers
- X-Ray Units (5)
- Digital X-rays
- Dental Lathe
- Crown/Bridge Instruments
- CEREC Cad/Cam Machine and Software (Limited)
- Diagnodent - Laser cavity Detector
- Intra-Oral Cameras
- Isolite
- Dental Mannequin
- Light Cure Guns
- Blood Pressure Equipment
- Typodonts
- Computers with Dentrix Dental Software
- Word Processing Software
- Front Desk Materials

DENTAL ASSISTING PROGRAM

Home Study reading and assignments are equivalent to 70 clock hours of class time.

School clinic class (lab) hours = 10 clock hours. Students are expected to complete the program within two months of the start date, however the student is allowed up to four months to complete the program.

The objective of the Dental Assisting Program is to prepare students with satisfactory skills and abilities so that the Dental Assisting Functions, such as; sterilization, impression taking, pouring up and trimming, coronal polishing, tray setups, placing rubber dams and matrices, and taking diagnostic quality x-rays. Upon satisfactory completion of the training the students will be qualified to assume an entry-level position as a chairside assistant in a general dentistry practice.

Orientation to Dentistry

This provides students with information concerning the rolls of dentists, registered dental hygienists, dental assistants, and dental laboratory technicians. Information is also given on the major areas of the dental office and major pieces of equipment. Then dental specialties are learned in this module.

Alginate Impression and Diagnostic Casts

This provides students with factors that influence the mixing and setting time of gypsum products, the uses of diagnostic casts and the criteria for acceptable impressions and casts.

Coronal Polish

This provides students with the procedure for performing a coronal polish. Emphasis is placed on the indications and contraindications to coronal polish. Emphasis is also placed on types of stains that are found on teeth and the types of abrasives used in polishing.

Moisture Control & Instrument Transfer

This provides students with the basic concepts of operating zones, the uses of the zones, and how they apply to left-handed and right-handed operators. Also included in this module is the correct procedure for proper instrument transfer and maintaining moisture control throughout the procedure.

Dental Anatomy

This provides students with knowledge of the parts and tissues of the teeth, their functions, shapes, and alignment in the arches. Tooth designation systems are also explained in detail.

The Dental Examination & Charting

This provides students with the basic components of a complete dental examination. Emphasis is placed on the cavity classifications and the abbreviations used to identify tooth surfaces. Tooth diagrams, numbering systems, and color-coding are taught for recording the dentist's findings on the dental chart.

Disease Transmission

This provides students with the modes of disease transmission in the dental practice. Identification of the diseases of major concern to dental healthcare workers, types of personal protective equipment and guidelines for the use of each are also taught.

Disinfection and Treatment Room Care

This provides the students knowledge of infection control measures to be taken in the dental office. The student will learn levels of disinfection and sterilization and how to use protective barriers to prepare a treatment area.

Sterilization

This provides students with information concerning appropriate methods of sterilization. This module also helps the students to become familiar with Centers for Disease Control and Prevention (CDC) recommended Infection Control Practices for Dentistry.

Dental Instruments

This provides students with knowledge of commonly used dental instruments. Major hand instruments used in restorative dentistry, handpieces, bur shapes, numbers, and the use of each.

Dental Cements

This provides students with how, why and when different cements would be used. The student will learn the properties of each.

Hazard Communication Management

This provides the students with the roles of state and federal agencies as they relate to the well-being of dental healthcare workers. Emphasis will be placed on the responsibilities of the employer and employees under OSHA standards.

Radiation Health and Safety

This provides the students with the fundamental principles of dental radiography including the ALARA concept, the primary components of x-ray equipment, the principles of patient and operator safety that are applied during radiographic procedures. Emphasis will be placed on acquiring a diagnostic quality radiograph, in terms of contrast, density, blurred images, types and sizes of x-ray film.

Dental Radiography Techniques and Processing

This provides the students with the ability to expose a diagnostic quality full-mouth survey, bite-wing survey, and occlusal radiographs. Information will also include how to properly mount, label and store radiographs.

Dental Dam

This provides the students with knowledge regarding the precautions necessary for patient safety when placing and removing dental dam. Emphasis will be placed on indications and contraindications for use of dental dam.

Restorative Dentistry

This provides students with knowledge of the primary characteristics of amalgam and composite restorative materials. Emphasis will be placed on the steps in placing an amalgam and a composite procedure.

Crown & Bridge Restorations

This provides students with knowledge of the characteristics of inlays, onlays, crowns, and components of a fixed bridge. Materials will also be identified that may be used to create restorations. An introduction to the CEREC Cad/Cam Machine will be made.

Gingival Retraction and Elastomeric Impressions

This provides the students with the information to properly manipulate elastomeric impression material. Emphasis will be placed upon the commonly used elastomeric impression materials and the characteristics, forms, disinfection method, and proper storage of each. Information is also given concerning when and why gingival retraction is required and the process used to place the retraction cord.

Provisional Coverage

This provides the students with the types of commonly used provisional coverage. Criteria, characteristics and manipulation of the materials used for fabricating provisional coverage will be emphasized.

Preventive Dentistry

This provides the students with the knowledge regarding Oral Hygiene Instructions to achieve and maintain optimum oral health using the simplest, most universally accepted methods. Preventive care for children, including sealants and fluoride will also be covered.

Pain and Anxiety Control in Dentistry

This is designed to give the student an understanding of drugs used in dentistry, and the indications and contraindications for prescribing them. Various methods of reducing patient anxiety are also emphasized including Nitrous Oxide Gas..

Medical Emergencies in the Dental Office

This provides students with knowledge of basic life support techniques. Information regarding emergency care standards, supplies, and responsibilities are reviewed. The students are taught to recognize primary signs and symptoms of medical emergencies and the appropriate responses for them.

Periodontics

This provides the student with information concerning periodontal disease and the different classifications of types of periodontal involvement. Instructions will involve recording the operator's finding during a periodontal examination, assisting during scaling and/or root planning.

Pediatric Dentistry

This describes the services provided in a pediatric dental practice. Emphasis will be placed on preventive procedures, treatment for traumatic injuries, space maintenance and placement of stainless steel crowns.

Endodontics

This provides students with the knowledge of basic endodontic procedures and instrumentation. Emphasis will be placed upon the steps of a root canal procedure and the sizes and types of cleaning and shaping instruments.

Oral Surgery

This is designed to give the student an understanding of simple oral surgery procedures. Emphasis will be placed upon learning the different forceps, elevators, and miscellaneous surgical instruments needed for surgical procedures. The student will understand the chain of asepsis, and how to perform a surgical scrub.

Orthodontics

This provides the student with information regarding the supervision, guidance, and correction of the growing and mature dentofacial structures. Students will learn to differentiate between different types of malocclusion, different categories of orthodontic treatment, and the functions of attachment, auxiliaries and arch wires in corrective orthodontics.

The Professional Dental Assistant

This describes the roles of the state Dental Practice Act, and the state Board of Dentistry. Students are taught the basics of resume construction, interviewing techniques and employee's responsibilities to their employer.

The Dental Patient

This provides the student with knowledge concerning data gathering and its importance in the dental office. Emphasis will be placed upon identifying patients' allergies, medical conditions, and any medical treatment that may influence the planning of dental treatment.

Complete and Partial Dentures

This provides the student with knowledge of the functions of complete and partial dentures. The student will understand how the missing teeth are replaced and how the oral structures will be returned to normal function. Emphasis will be placed on the assistant's duties concerning the placement of an immediate denture and preparation and placement of a complete and/or partial denture.

Custom Trays and the Use of a Vacuum Former

This provides the student with the knowledge to create custom formed bleaching trays, mouth guards, night guards, and trays for edentulous patients, using the vacuum former.

Structures of the Head and Neck

This provides the student with information concerning the major muscles of mastication, salivary glands, and the normal structures and landmarks of the face.

Office Management

This provides students with information to perform procedures of dental office management. Included is instruction in telephone and receptionist techniques, appointment scheduling, and records management.

OWNERS, ADMINISTRATION, & FACULTY

Clive C. Ingram D.D.S., Owner, Director, and Instructor received his pre-dental training at Brigham Young University and Weber State University and received his DDS degree from the University of Kansas City School of Dentistry in 1973. He served two and a half years in the Army as a Dental Officer while stationed at Fort Wainwright, near Fairbanks, Alaska. He built a very successful dental practice in Roy, Utah where he practiced dentistry for 23 years. Dr. Ingram had several other dentists working for him with a dental team of over 25 employees. His dental offices have always been a leader in hi-tech advancements and there has always been an emphasis placed on continuing education for the entire dental team. Many of his dental assistants received training that has helped them to be sought after by other dental offices in the community.

Dr. Ingram opened a new dental practice in Syracuse in January of the year 2000. It has been one of the fastest growing dental practices in the country. Once again, his dental practice is known for offering the latest in hi-tech dentistry and patient care. A few examples are: CEREC Cad/Cam – (*one visit crown technology*), Diagnodent – (*laser cavity detection*), Video Exams with Intra-Oral Cameras, VisaLite Plus – (*early cancer detection*), Soft Tissues Lasers, Digital X-rays, Micro Air Abrasion - Micro Dentistry, Cavitron® & Cavitron® Jet and the Pro-Select® piezo ultrasonic scalers for periodontal treatments, Paper-less dental management software, Computers in all treatment rooms and through out the office, Dental Implants, Invisalign Orthodontics, Isolite for better access in the mouth, Metal free dental restorations, Wisdom Teeth Extractions, Root Canal Treatment, Veneers, Teeth Whitening and much more.

Tiffany Ingram, Instructor, Financial Counselor, Comptroller, is the office manager for Dr. Ingram's dental practice. She has worked in various capacities for Dr. Ingram and has been his office manager for 6 years. She is very knowledgeable in using and teaching Dentrax Dental Computer Software.

Cindy Sanders, Instructor, Assistant, is currently working in Dr. Ingram's dental office and has over 18 years experience as a dental assistant. She has helped train a large number of dental assistants over the years in the dental offices where she has worked. She is x-ray certified and performs multiple expanded function duties.

Laura Olsen, Instructor, Assistant, is currently working in Dr. Ingram's dental office and has over 18 years of experience in all aspects of dental assisting and likewise has helped train dental assistants over the years. She is trained and performs expanded function duties and is x-ray certified.

Kristen Garong, Instructor, Assistant is currently working in Dr. Ingram's dental office. She has over 6 years of dental assisting experience in all aspects of assisting. She completed Davis Applied Tech College Dental Assisting Program and has trained dental assistants over the years. She has also been trained in front desk and business office duties.

Teri McCloy, Instructor, Assistant is currently working in Dr. Ingram's dental office and has 14 years of assisting experience in all aspects of the office. She has also been trained in front office duties and has been working in the front and back office.

Shad T. Ingram, D.D.S. Dentist, attended the Dalhousie School of Dentistry in Halifax, Nova Scotia. Has had vast experience in the dental field even prior to his graduation from dental school.

Richard A. Ingram, D.M.D, Dentist, attended Case Western School of Dental Medicine in Cleveland, Ohio. He has also worked in the dental field for years in all areas of dentistry prior to graduating from dental school.

PUBLIC INFORMATION

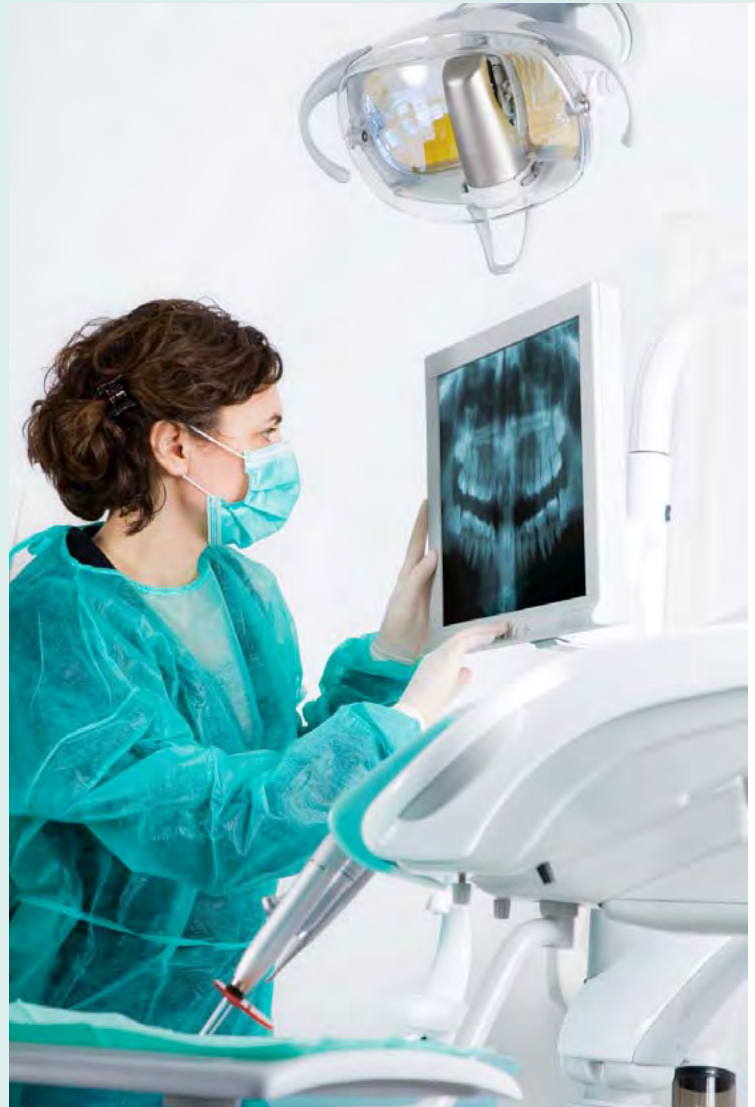
For public information Dental Careers Training Center, L.L.C. maintains a surety bond held by the Division of Consumer Protection in the amount of \$12,500.

Dental Careers Training Center, L.L.C. to the best of its ability will maintain employment and graduation rates for its graduates for the immediately preceding three years.

Dental CareersOnline

Enjoy a proud & time honored career.

Our philosophy at Dental Careers Training Center, LLC & Dental Careers Online is to offer students a highly informative training program in a limited period of time, therefore, meeting the need for fully trained and qualified personnel in the dental assisting healthcare field.



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