

# **DATS of Maryland, LLC**

Postsecondary Schools Offering

## **Entry-Level Dental Assistant**

a 104-hour program

Information Catalog

Volume IX

2011

**DATS of Maryland, LLC**

**at Annapolis**

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DATS of Maryland, LLC. with  
Locations in Annapolis MD 21401, Columbia, MD 21044, Germantown 20874 & Westminster, MD 21157  
The schools have been issued a Certificate to operate by:  
Maryland Higher Education Commission  
839 Bestgate Rd. Suite 400  
Annapolis, MD 21401-3013

**Governing Board**

Marvin Becker, DDS  
PO Box 280 Cabin John, MD 20818

**Owner:** Marvin Becker, DDS

DATS of Maryland, LLC is incorporated in the state of Maryland.

**Disclosure**

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

**Program Performance**

Students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and pass rate of graduates on any licensure examination. Maryland Higher Education Commission's address is: 839 Bestgate Rd. Suite 400, Annapolis, MD 21401-3013. Phone number: 800-974-0203

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## **DATS of Maryland, LLC**

### **Goals and Objectives**

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. With DATS training individuals can usually seek employment at a higher salary level than with no training.

It is the mission of DATS of Maryland, LLC to provide entry-level 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**

The DATS (Dental Assistant Training Schools) program was developed by several practicing dentists over the past 15 years. DATS of Maryland & Virginia, Inc. was organized July 2002 to establish schools in those states. DATS of Maryland & Virginia, Inc. was reorganized in 2007 between DATS, Inc., DATS of Maryland, LLC and DATS of Virginia, LLC. DATS of Maryland, LLC owns four dental assisting private career schools in Maryland: DATS of Annapolis, DATS of Columbia, DATS of Germantown and DATS of Westminster. The policies and procedures contained in this catalog pertain to all four Maryland schools.

### **Occupational Preparation**

The vocational objective of this program is to sufficiently train students to seek employment in a dental office as an entry-level dental assistant, receptionist or front or back office assistant. The program's x-ray training qualifies the student to sit for the state's required DANB Radiation Health and Safety Examination so that the student may perform x-rays in Maryland.

### **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 entry-level 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 a 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 dental assistants nationally. Dental assistants can seek certification as a Certified Dental Assistant once they meet work experience requirements. No training is required to seek certification. No state licensing or certification is required for an entry-level dental assistant to work in the state of Maryland

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.

## **Entry-Level DENTAL ASSISTANT Training Program**

### **Classroom format**

Training is offered on two weekday evenings for 11 weeks for a total of 21 class sessions (84 classroom hours). Training takes place within a dental office when the office is closed. The maximum student: instructor ratio for this program is 10:1 for classroom and 5:1 for laboratory. 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 or DVDs 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.

### **Externship**

Each student, as a requirement of graduation, will participate in 20 hours of externship. The externship may begin no sooner than after passing of the first 2 quizzes and mid-term exam. All externship hours must be completed by the last scheduled class. The student will be provided with the contact information of the dental office(s) that is participating in the externship. The student will schedule their extern hours at a time that is mutually convenient for the dental office and the student. The externship will allow the student to test the skills and abilities that should have been acquired during approximately the first half of their instructional segment of the DATS curriculum. Upon completion of the externship, the student will submit a time sheet, signed by the dental office, to DATS to verify the required hours have been completed. The dental practice will also complete an evaluation on the student's progress. This evaluation will document the level of performance experienced by the dentist of the student during the externship. The externship will be evaluated and graded on a pass/fail basis. A passing grade on the externship is a requirement of graduation.

### **Class Time**

Evening sessions are held from 6:00 pm to 10:00 pm.

### **Program Dates**

See attached schedule.

### **Language of Training**

All programs are offered only in English. DATS does not offer English as Second Language instruction.

### **Scope of Training**

The entry-level Dental Assistant program is sufficient as a basic, entry-level introduction to the profession; however, additional on-the-job training is required to become a fully functional dental assistant.

**Course Clock Hours**  
**104 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. Successful completion of the course satisfies the requirements of the DANB (Dental Assistant National Board) and qualifies the student to make application to take the State approved X-ray technology exam given by DANB. Each session is 4 hours in length. Courses are given as shown. Prerequisite for each course is completion of the previous course. One clock hour equals 50 minutes of lecture or lab.**

<b>Class Number and Name</b>	<b>Lecture/ Lab</b>
<p><b>101. Role of the Dental Assistant, The Dental Office, the History of Dentistry, Head and Tooth Anatomy</b></p> <p>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.</p>	2/2
<p><b>102. Dental Treatment Specialists and Insurance, Tooth Terminology, and Patient Charts</b></p> <p>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.</p>	1/3
<p><b>103. Basic Instruments, Equipment, and Office Familiarization</b></p> <p>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.</p>	1/3
<p><b>104. Study Models, Impressions, Pouring, Trimming, and Wax Bites</b></p> <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>	1/3
<p><b>105. Amalgam, Composites, Tub, and Tray Systems</b></p> <p>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.</p>	1/3
<p><b>106. OSHA, HIV, Sterilization, Cements, Liners and Waxes</b></p> <p>In this session students learn the definition of sterilization, methods, 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. 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.</p>	1/3

<b>Class Number and Name</b>	<b>Lecture/ Lab</b>
<p><b>107. Four-handed Dentistry, Isolation, Rubber Dam</b>  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.</p>	1/3
<p><b>108. Review of Subject Matter to Date and Mid Term</b></p>	4/0
<p><b>109. Radiology Theory, Safety, and Practice</b>  Students learn the history and background of radiology and radiation physics. They are instructed in the components of dental x-ray machine, types of radiation, visual characteristics of the radiographic beam, radiation effects and measurement. They learn the purposes of x-rays as a diagnostic tool, with their risks and benefits. Detailed description of the effect of radiation exposure to the human body and the protocols for patient and dental assistant safety are stressed. Students learn the legal issues and Maryland licensure requirements and the Consumer-Patient Radiation Health Safety Act.</p>	2/2
<p><b>110. Intraoral Radiography</b>  Students learn the methods of intraoral film taking via the paralleling, bisecting angle, bitewing and occlusal techniques. They learn how to establish an exposure sequence and how to prepare the operatory before seating the patient and how to position the patient in the chair and how to position the patient with special needs. The students learn the anatomical landmarks of the upper and lower jaws and how to mount films after the developing process.</p>	1/3
<p><b>111. Darkroom, Mounting, and Panorex</b>  Students learn the effects of film processing on the quality of a radiograph and they learn the most commonly used film holders. They learn the composition of the dental x-ray film, the film packet and how an image is created when the film is exposed by an x-ray beam. They learn about the effects of film speed and the types of dental film They learn dental x-ray film processing via the manual and automatic methodologies.</p>	1/3
<p><b>112. Extraoral and Digital Radiography</b>  Students learn the uses of extraoral radiography and how to take panoramic radiographs, the most common errors in panoramic radiography and how to avoid them. They are shown and taught the uses of lateral jaw, temporomandibular joint (TMJ) and cephalometric radiography. They learn about digital radiography-filmless imaging.</p>	1/3
<p><b>113. Legal Issues, Quality Assurance and Infection Control in Dental Radiography</b>  The students learn the 3 major categories of legal considerations regarding the uses of x-rays in dentistry; Federal &amp; State regulations, licensure and risk management. They learn the Maryland licensure requirements and the Consumer Patient Radiation Health Safety Act. They learn about quality assurance in the dental office, ownership issues, patient records and informed consent. They learn what to do when patients refuse dental radiographs and the role of the dental assistant in patient education. They learn required infection control protocols in dental radiography.</p>	1/3
<p><b>114. . Review &amp; X-Ray Exam</b>  Students will review the basics of: dental radiation and components of the x-ray unit, infection control protocols, intraoral and extraoral film taking techniques, kilovoltage, miliamperage and film speed, film exposure errors and how to avoid them, and film processing errors and how to avoid them. They also review anatomical landmarks and the definition of terms in radiography (ie; radiolucent, radiopaque, intensifying screens, etc).</p>	4/0
<p><b>115. Crown and Bridge, Inlays, Impression Materials, and Temporaries</b>  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.</p>	1/3

**Class Number and Name****Lecture/****Lab**

1/3

**116. Anesthesia, Hand Piece Maintenance, Endodontics, Orthodontics, and Pediatric Dentistry**

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.

**117. 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.

**118. Before Giving Care, CPR, Abdominal Thrusts & Back Blows**

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.

**119. Office Management, Patient Scheduling and Seating, Review Role of Dental Assistant**

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.

**120. People and Dentistry, Employment Skills, and Job Interview Techniques**

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

**121. Final General Exam**

Review of all general dental assisting responsibilities and protocols and written examination.

**EXTERNSHIP**

The students will spend 20 hours in a dental office externship where they will be utilizing the skills learned throughout the course. They will be practicing skills including:

1. Those necessary to provide a safe environment for patients and dental staff.
2. Demonstrating an understanding of basic dental theory as it relates to patient treatment.
3. Performance of chair side and clinical skills knowledgeably and proficiently.
4. Effective communication skills, both written and oral, when dealing with dental patients and the dental health team.
5. Exhibiting a professional and collaborative work ethic that recognizes the legal and ethical responsibility of those employed in the dental field.

\*\* Prerequisite for scheduling the externship is passing the first 2 quizzes and the mid-term exam

**Total for the Course: 104 hours (36 hours of lecture, 48 hours of laboratory and 20 hours of externship)**

## **Learning Materials**

### **Instructional materials**

Torres and Ehrlich Modern Dental Assisting, by Doni L. Bird, Debbie S. Robinson, W B Saunders Co; Hardcover 9th edition (2009) ISBN: 978-1-4160-4245-7

Dental Instruments: A Pocket Guide, by Linda R. Bartolomucci Boyd 3rd edition (2008) ISBN: 978-1-4160-4619-6

### **Equipment**

Classes are held in a modern state-of-the-art dental office with the latest equipment. The school provides each student with dental assistant name tags, 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 (alginate, for dental molds, suction tips, x-ray film, film holders, cotton rolls, toothbrushes and dental floss). Required tools and equipment refers to the operator chair, light, x-ray machine, suction and water supply unit, college pliers and dental mirror. Each student has the opportunity to use the required tools and equipment in each room. Five students may work in a treatment or specialty room at any one time. There is one instructor for every ten students in the classroom and one instructor for every five students in the laboratory.

### **Teaching Devices**

Fully equipped dental treatment rooms including:

Dental patient chair, overhead examining light, water and air syringe, suction tool and dental instrument tray.

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 a DVD presentation.

## **All About Enrollment**

### **Entrance requirements**

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

### **Applicants must meet the following requirements:**

1. Provide proof of at least a high school diploma or GED.
2. Have paid or have made school-approved arrangements to pay the tuition in full.
3. Have executed an enrollment agreement.

### **Transfer or granting of credit**

No life experience or previous education and training apply to DATS of Maryland, LLC training programs. Students may not transfer in any previous education or training to apply to DATS training programs.

### **Late enrollment**

There are no provisions for late enrollment.

## Training Facilities

### DATS of Maryland, LLC, with locations in Annapolis, Columbia, Germantown & Westminster

Each school is located within a functioning dental office. The following table indicates the dimensions. Students perform hands-on tasks in operatories and other dental rooms.

<b>Campus</b>	<b>Classroom Size</b>	<b>Total Sq Ft</b>	<b>Lab Size</b>	<b>Total Sq Ft</b>
Annapolis	24ft x26ft	624 sq ft	10ft x12ft	120 sq ft
Columbia	25ft x 30ft	750 sq ft	10ft x 14ft	140 sq ft
Germantown	17ft x 21ft	357 sq ft	11.5ft x 11.8ft	135.7 sq ft
Westminster	22ft x 18ft	396 sq ft	10ft x 12ft	120 sq ft

## Tuition and Payment Plans

### Tuition

The total tuition is \$2,800.00. It is requested 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 \$250 is due at the time of enrollment. Of this amount \$100.00 is considered the Registration fee.

### Books and Learning Materials

The fee for textbooks and other learning materials is \$250, which is payable and separate from the cost of tuition. Also included in the materials fee is a set of scrubs, which students are expected to wear to each class. All consumable supplies are provided at no cost to the student. There are no additional costs.

### Loans

DATS of Maryland, LLC does not participate in any federal or state financial aid programs.

## Student's Right to Withdraw and Receive a Refund

The enrollment agreement is a legally binding instrument upon the school's written acceptance of the student's application for admission.

Students may cancel the enrollment agreement at any time within seven (7) calendar days after signing the contract for a full refund of all monies paid. If withdrawal occurs after seven (7) calendar days after signing the original contract and prior to the first class, all moneys will be refunded except the registration fee of \$100.00.

Tuition for students who elect to withdraw or are terminated from the program after class has started will be refunded or pro-rated according to the following calculations after the 7-day cancellation period expires. Book & material fees are non-refundable once class has started.

<u>% of course taught</u>	<u>Tuition Refunded (if paid)</u>	<u>Tuition Owed</u>
Less than 10%	90%	10%
10% -19%	80%	20%
20% -29%	60%	40%
30%-39%	40%	60%
40%-50%	20%	80%
More than 50%	No Refund	100%

A refund due a student shall be based on the date of withdrawal or termination, which is the last date of attendance by the student, and will be paid within 60 days from the date of withdrawal or termination.

## **Extenuating Circumstances**

In the case of extenuating circumstances the director will consider a settlement that is reasonable and fair to the student and the school.

## **Changes made by school**

If the school closes, or 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 the student, the school will refund all money paid by the student for the program.

## **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 to attend all 84 hours of program instruction and all 20 hours of externship. Missed classes must be made up by making arrangements with teacher or school director and missed extern hours must be made up by making arrangements with the participating dental office. Absences from more than 12 class hours or 3 extern hours, a minimum 85% rate of attendance, will cause dismissal from the program. There is no attendance probation. Each student attendance record will be evaluated bi-weekly. 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 no later than the next time the program is offered.

#### Lateness or cutting classes/Makeup Work

Late arrival to or early departure from a class beyond 10 minutes will be treated as an absence from that class. Missed classes are to be made up by conferring with the instructor. Classes may be made up by 1) separate tutoring by an instructor 2) clinical shadowing in a dental office or 3) writing a 2-page summary of the course material missed. There is no charge for makeup work.

### **Student Progress Evaluation**

Students are given 2 quizzes prior to the mid term. A mid-term is around the 8th class. After each exam is graded the student will be advised by the instructor of attainment of satisfactory/unsatisfactory progress in the program. The student will be given a written "Student Progress Report", a copy of which will be placed in the student permanent file. 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, after the next quiz in sequence, above 75% s/he will be requested to withdraw and return at a another time if there is demonstration of the ability to succeed. The tuition to be refunded will follow the published refund policy.

### **Re-enrollment/Leave of Absence**

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. If satisfactory arrangements have been made, no additional tuition is charged. All training must be completed within a twelve month period from the original start date.

## **Grading**

A minimum average grade of 75% is required in order to satisfactorily complete the program. Class work is graded as follows:

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

Lab work & Externship is graded on a pass/fail basis.

## **Graduation Requirements**

Students will receive a diploma upon satisfactory completion of all program requirements. Students must: (a) receive a minimum passing grade average of 75% (b) achieve a “Pass” on all Lab work. (c) attend all 84 clock hours of the program with no more than 12 hours missed and made up, (d) complete 20 extern hours (e) achieve a “Pass” on all outcomes of the extern evaluation and, (f) have no outstanding balances owed to the school. Should the student not receive a ”Pass” on all extern outcomes, the student may request a 30-day extension for the opportunity to repeat all 20 extern hours. This request must be received by the school prior to the last scheduled class. If the student fails any part of the extern outcomes again, they will be ineligible to graduate.

## **Records**

Student records, including grades and attendance, 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. 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.

## **Student Services**

### **Housing**

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

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

DATS of Maryland, LLC complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. All student’s 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.

### **Library**

The use of a library is not required to complete any training programs. Dental journals are available for student use on site.

### **Placement**

Employment skills are integrated throughout the program. During the last session time is spent on resume writing, job search skills and interview techniques. These 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. A representative is present at the last session to provide this information. The representative follows up graduates to determine where they are working and to assist with placement. The placement service and list is available to both students and grads. All DATS 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 Maryland, LLC administration reserves the right to terminate a student on any of the following grounds.

- \* Not complying with DATS rules and regulations
- \* Unsatisfactory academic progress
- \* Failure to pay fees when due
- \* Falsifying records
- \* Carrying a concealed or potentially dangerous weapon
- \* Harassment of any kind including intimidation and discrimination
- \* Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- \* Unprofessional conduct.
- \* Excessive absence or lateness
- \* Cheating.
- \* Breach of enrollment agreement
- \* Sexual harassment

### **Dress**

Students are provided with scrubs, which they are expected to wear during each class session. Students are expected to wear gloves, masks, and protective glasses that are provided for all sessions.

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

DATS of Maryland, LLC 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 anyplace in the dental office or training rooms. Smokers may smoke outside during a break.

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

The administration of DATS 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/Grievance Policy**

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, or the student believes the problem has still not satisfactorily been resolved, then s/he may contact:

Maryland Higher Education Commission  
839 Bestgate Rd. Suite 400 Annapolis, MD 21401-3013  
800-974-0203

## Faculty and Administration

### Region Director

Dr. Marvin Becker, DDS

### School Directors

Dr. Valerie Vitagliano, Annapolis

Dr. Bach T. Tran-Jeffrey, Columbia

Dr. Arpana Verma, Germantown

Dr. Steven Brandt, Westminster

### Director of Admissions

Scott Becker

### Director of Student Services

Tracy Sisson

### Externship Director

Jennifer Green

### Instructors

#### Annapolis:

Julie Snyder

Dr. Valerie Vitagliano

#### Columbia:

Deanna Johnston

Shannon Stiffler

Lisa Yancey-Brown

#### Germantown:

Enruqie Farina

Carol Brannum

Dr. Arpana Verma

#### Westminster:

Julanto Budo

Tess Eckard

Doris Fenker

(Rotating: Dr. Marvin Becker, Scott Becker)

## Program Schedule 2011

See attached.

The school is closed for the following holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If a class falls on one of these holidays it may be rescheduled or the graduation date may change due to make up classes. School closing dates due to weather follow local community college closing announcements

**DATS of Maryland, LLC**  
proposed  
**2011 Schedule**

<i>School Location</i>	<i>Session</i>	<i>Start Date</i>	<i>End Date</i>
<b><u>Annapolis</u></b>	Winter	February 1	April 12
	Spring	May 3	July 12
	Fall	September 27	December 8
<b><u>Columbia</u></b>	Winter	February 2	April 13
	Spring	May 4	July 20
	Fall	September 28	December 12
<b><u>Germantown</u></b>	Winter	February 3	April 14
	Spring	May 5	July 14
	Fall	September 29	December 15
<b><u>Westminster</u></b>	Winter	January 31	April 11
	Spring	May 2	July 18
	Fall	September 26	December 8

**Days and Times**

Tuesday and Thursday (6:00-10:00 pm.) or Monday and Wednesday (6:00-10:00 pm.)

The length of the academic portion of the program is 11 weeks. 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.

# **Train to Become an Entry Level Dental Assistant**

## **Enroll Today!**

DATS of Maryland, LLC

at **Annapolis**

180 Admiral Cochrane Dr., Suite 200  
Annapolis, MD 21401  
877-777-8719

at **Columbia**

10630 Little Patuxent Parkway, Suite 410  
Columbia, MD 21044  
877-777-8719

at **Germantown**

19512-A Amaranth Drive  
Germantown, MD 20874  
877-777-8719

at **Westminster**

412 Malcolm Drive, Suite 100  
Westminster, MD 21157  
877-777-8719

**[www.datsmd.com](http://www.datsmd.com)**