

Rock Hill Dental Assisting Academy

Rock Hill Dental Assisting Academy LLC
636 Crown Pointe Lane Suite 105
Rock Hill, SC 29730
(803)329-4745

Volume 1
Published on September 22, 2024

TABLE OF CONTENTS

Mission statement.....	3
Directory.....	4
Description of Facilities.....	4
Dental Assisting Program Disclosures.....	5
CHE Licensure Disclaimer.....	6
Job Placement Assistance.....	7
Transfer	

Credit.....	7
Programs Offered.....	7
Admissions Policy.....	7
Important Calendar Dates	8
Holidays Observed.....	8
Attendance Policy & Class Participation.....	8
Tardiness.....	8
Makeup Work.....	8
Conduct and Re-Admission Policy.....	9
Academic Performance & Completion Requirements.....	9
Maintenance of Student Records.....	9
Graduation Requirements.....	9
Progress Reports & Academic Probation and Suspension Policy.....	10
Grading Scale.....	10
Program Cost.....	10
Cancellation and Refund Policy.....	12
Student Complaints.....	13

Welcome! This program is divided into a 16 week (191hour) curriculum with an Externship beginning week 6. Each week, you will have a lecture and practice hands-on skills in a laboratory. You will complete 47 hours of lecture, 96 hours of hands-on lab stations, and 48 hours of externship hours. This will be your guide on your journey to become a Dental Assistant.

Lectures will be reviewed at home with an estimated 4 hours per lecture and Lab hands on training will be on Mondays and Thursdays from 5:00pm until 9pm. During the lecture, we will cover the material for the week. All lectures will be reviewed in Monday's class through question and answer sessions. During the lab stations, we will do hands on training based on what was learned during lecture. Students will be given study materials prior to class to review so that they can come to class prepared to ask questions.

Our mission:

Rock Hill Dental Assisting Academy was founded by a doctor who saw a need for more trained dental assistants. In her 12 years in private practice in Rock Hill, she has trained numerous assistants as she has been a site for externships for other local assisting programs. Our goal is to give you the tools to become an excellent dental assistant. You will learn dentistry in a state-of-the-art facility that uses the latest technology. Being able to learn in a dental office setting will allows our students to become familiar with their future work environment. We will focus on giving you the knowledge that is needed to be

an asset to your future dental home. You will obtain your certificate to perform the duties of a dental assistant level 1 as well as your CPR certification and radiology certificate.

*To legally operate dental x-ray equipment and perform radiographic procedures in a South Carolina dental office, a dental assistant must hold a certificate documenting training acceptable to the SC Department of Health and Environmental Control (DHEC). Acceptable certificates include:

- a. Diploma from a CODA-accredited dental assisting program, or
- b. Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) certification or the DANB Radiation Health and Safety (RHS) certificate of competency, or
- c. Certificate in radiation safety from the SC Dental Association (SCDA) Our mission is to build your confidence so that you are sought out for employment.

Student learning objectives:

Upon completion of our program, students should be able to:

1. Have a clear understanding of OSHA and infection control and be able to demonstrate proper infection control in a dental office setting
2. Understanding of patient vitals and obtaining a detailed medical history
3. Communicate using accurate dental terminology
4. Set ups based on various dental procedures
5. Identify instruments
6. Take radiographs
7. Make impressions and pour models
8. Assist the doctor with various procedures

Directory:

Faculty: Director/Owner: Dr. Aisha Moore, DDS (Doctor of Dental Surgery degree from Howard University)

Instructor I: Tonya Howell (York Technical College – Associate of Science/ Associate Degree, Dental Assisting 1992-1994)

Description of Facilities:

We are located in a 2500 square foot dental office. Our estimated class size will be 10 students so that we can give individualized training in the clinical setting. We offer a large classroom area where we will review our lecture work on Mondays and we have 6 operatories where we will do our lab station hands on training. We offer standard equipment such as the pass through x-ray machines as well as state of the art equipment like the nomad which is a handheld device so that students will have diverse training. Our class facility is a functioning dental office to give students the environment and training in a typical dental office setting. There is a public parking lot and a bus stop right in front of the complex.

Equipment	Quantity
dental patient chairs	6
intraoral cameras	4
pass through x-ray	1

nomad	2
sensors	2
Statum machine	1
autoclave	1
ultrasonic cleaner	1
handpiece cleaner	1
amalgamator	1
endodontic motor	1
implant motor	1
obturator oven	1
panoramic / CT scan	1
vacuum former	1
model trimmer	1
computers in operatory	6
TVs in operatory	6
TV in reception area	1

Living Quarters

Rock Hill Dental Assisting Academy LLC, does not provide living quarters for students.

Dental Assisting Program Disclosures

Dental assistants have many tasks, ranging from patient care and taking x-rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dentists' offices where they work. Dental assistants in SC, under the supervision of a licensed dentist, perform basic supportive dental procedures specified by the state dental

practice act: <http://www.llr.state.sc.us/POL/Dentistry/> . General information about the occupation is available from the US Bureau of Labor Statistics <http://www.bls.gov/ooh/healthcare/dental-assistants.htm> and O*NET <http://www.onetonline.org/link/summary/31-9091.0>

This program offers a certificate of completion. Most dental assisting programs are offered by community colleges, take about one year to complete, and lead to a certificate or diploma. Programs offered by private vocational schools are shorter (two to three months) and less comprehensive than those offered by community colleges. Programs that last two years, also offered in community colleges, are less common and lead to an associate's degree. Dental assistants who do not have formal education in dental assisting may learn their duties through on-the-job training. A dental assistant or dentist in the office teaches the new assistant dental terminology, the names of the instruments, how to complete daily tasks, how to interact with patients, and other activities necessary to help keep the dental office running smoothly.

South Carolina does not require that dental assistants graduate from an accredited program or pass a state exam. However, many dentists require the Certified Dental Assistant designation (CDA) for those employed as dental assistants.

Graduates may expect to be employed at entry-level wage. Entry level wages vary with the employers; contact potential employers for specifics.

Rock Hill Dental Assisting Academy is not CODA – accredited. For a list of accredited dental assistant programs, visit Commission on Dental Accreditation, American Dental Association (<http://www.ada.org/en/coda>). To become a CDA, graduates of this program must complete the requirements shown in Pathway II below. For more information about becoming a CDA and for a list of state boards of dentistry, visit the Dental Assisting National Board, Inc. (DANB) (<http://www.danb.org/>)

Options for eligibility to take DANB CDA certification exam are listed below:

Pathway I:

1. Graduation from a CODA-accredited dental assisting or dental hygiene program, AND
2. Current CPR from a DANB-accepted provider

Pathway II:

1. High school graduation or equivalent, AND
2. Minimum of 3,500 hours of approved work experience, AND
3. Current CPR from a DANB-accepted provider

Pathway III:

1. Former DANB CDA status, or graduation from a CODA-accredited DDS or DMD program, or graduation from a dental degree program outside the U.S. or Canada, AND
2. Current CPR from a DANB-accepted provider

To perform expanded functions under the direct supervision of a licensed dentist, a dental assistant must earn status as an Expanded Duty Dental Assistant (EDDA). Acceptable credentials are:

- a. Diploma from a CODA-accredited dental assisting program or
- b. Complete two years of continuous full-time employment as a chair-side dental

assistant

Access Certification for Monitoring of Nitrous Oxide Sedation information on the web site of the SC Board of Dentistry:

<http://www.llr.state.sc.us/Pol/Dentistry/PDF/Policy/MonitNitrousOxideSedationPolicy.pdf>

To apply for the program, we do require that you have a high school diploma or your general educational development diploma or GED.

CHE LICENSURE DISCLOSURE:

The South Carolina Commission on Higher Education

1122 Lady Street Suite 400

Columbia, SC 29201

(803)737-2260

Licensure indicates that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education

Job Placement Assistance:

Certificate from this program does not guarantee employment. We do not offer job placement assistance.

Graduates may expect to be employed at entry-level wage. Entry-level wages vary with employers; contact potential employers for specifics.

Transfer of Credits:

Credit will not transfer to another institution. Credits cannot be transferred from another program or institution.

Program Offered

Dental Assistant 1 training.

Admission Policy

- Student must be at least 18 years of age or have a parent or guardian's signature to attend Rock Hill Dental Assisting Academy
- Student must not have a criminal record
- Student must complete Enrollment Agreement

The minimum number of students is two. If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of refund or attend the next scheduled class.

Important Dates:

First day of class	08/10/2026	
---------------------------	------------	--

Externship starts	11/16/2026	
Makeup class	12/1/2026	
Final exam	12/14/2026	
Graduation date	12/17/2026	

Holidays Observed:

New Year's Day
 New Year's Eve
 Memorial Day
 4th of July
 Juneteenth
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day

Attendance Policy & Class Participation:

Attendance will be taken at the beginning of each class meeting, capturing student's name and time of arrival and departure. Students are expected to attend all class meeting as their attendance and class participation is vital. Full credit will be earned for perfect attendance. Participation will be evaluated based on students' engagement in class, contribution to class discussions, evidence of having completed the readings and maintaining a positive attitude. It is crucial for students to arrive to class on time and be prepared.

Students missing more than 30 minutes of any course will be required to immediately contact the Director to arrange to make up the work missed within a timeframe determined by the Director. Failure to meet with the director or makeup work missed within the determined timeframe will result in termination of the student from the program.

Tardiness

Three instances of tardiness will count as one absence. A student is considered tardy once they are more than 15 minutes late to class.

Make up work

In the event of an absence, it is the students' responsibility to meet with the instructor and/or Program Director to arrange ways to make up the hours and assignments that were missed. Rock Hill Dental Assisting Academy LLC offers a makeup week. If the student misses more than 3 days, they will be subject to termination and refunded according to the Cancellation and Refund Policy listed on pages 11 and 12. If a student misses 3 days or

less, they must attend the makeup week to make up these hours. If there is an instance of extenuating circumstances like illness or family death, the academy will require written documentation (ie a doctor's note or an obituary) so that we can schedule to make up missed hours. The makeup classes for extenuating circumstances will be scheduled for the week of the make-up class.

Conduct & Re-Admission Policy

●
Students may be terminated due to misconduct and / or academic failure. If this occurs, the student will not be considered for re-entry. If classroom conduct guidelines are not met, this will be considered misconduct. Classroom guidelines are:

-
- Be seated and prepared to begin class by the start time
- Disruptive and disrespectful behavior will not be tolerated. Foul, vulgar, or offensive behavior is not permitted at any time
- Drinks and snacks are not permitted in the lab
- Respect the rights, privacy, and property of others. Vandalism and theft are immediate cause for expulsion and legal action.
- Students will be respectful towards all staff and students
- Cell phones must be on vibrate during class and out of sight. Cell phones are not to be used in the classroom or the lab.
- Dress code in the classroom is appropriate casual and comfortable attire
- Smoking is not permitted on the campus.

Academic Performance & Completion Requirements

Maintenance of Student Records

All records of student academic performance will be kept on file for six years. Transcripts will be maintained for 50 years.

Graduation Requirements

A certificate will be awarded upon Graduation. To receive a certificate of completion from Rock Hill Dental Assisting Academy, LLC, each student must:

- Successfully complete 191 hours of the program
- Pass each class with a minimum of C
- Pay all tuition and associated fees in full
- Have no more than 3 absences overall
- Student cannot be dismissed from their externship
- Complete a 48-hour externship

Progress Reports & Academic Probation and Suspension Policy

Students will receive progress reports during the midpoint of the program through a brief one-on-one meeting with the instructor. During this meeting, academic performance will be discussed. If a student's average is below C, then an academic contract will be established with the student specifying a contractual agreement. The student will be given 2 weeks to meet the terms of the academic contract. If the terms are not met, he or she will be dismissed from the program and a refund will be provided in accordance with the institution's refund policy. If the student wishes to re-enroll, she or she must adhere to the Conduct and Re-Admission policy. The institution does not provide academic tutoring however, students are encouraged to seek assistance from peers and/or meet with the

instructor for counsel prior to the midpoint of the program and /or clinical. Students dismissed from the externship will be dismissed from the program. If the student is dismissed from the program, a refund will be provided in accordance with the institution's refund policy.

Grading Scale

Grades will be evaluated on a ten-point scale. Passing is 70 and above or at least a C.

100-90 is an A

80-89 is a B

70-79 is a C

69 and below is failing.

Homework and Quizzes (30% of overall grade)

Starting in week two, you will have in class quizzes along with labs. There will be 10 quizzes in total.

Lab Stations (30% of overall grade)

Each week, you will receive a lab grade sheet with a list of lab stations. You must complete all lab stations to receive your lab grade.

Externship (20% of overall grade)

Beginning around week 13, you will start your Externship at a local dental office. You will have until week 16 to complete 48 hours.

Final Exam (20% of overall grade)

During week 16, you will take your final exam. This exam is made up of a written portion.

****Extra Credit****

Get two job interviews by week 12 – 5 points added to final exam
Get a job by week 12- 10 points added to final exam

Program Costs

Total cost for the Dental Assisting program:

(Application Fee \$100)

Tuition: \$4,200

Books: \$250

Other Supplies: \$100

Uniforms (\$60), dentoforms(\$30), and disposable personal protective (\$10) equipment included.

Total Program Costs: \$4,650

The application fee of \$100. Application fee is due on the same day as the enrollment packet to secure your spot. The total amount of \$4,650 must be paid prior to student receiving course certificate(s).

Applicants may use any lender of their choice to finance the program.

An in-house payment plan will be offered:

IN HOUSE PAYMENT PLAN:

- \$2000 Down payment required prior to the first day of class
- Week 3 installment due \$884
- Week 6 installment due \$884
- Week 9 installment due \$883

- The tuition and fees must be paid in full to take the final exam and graduate.
- The application process consists of:
- Completion of an enrollment packet
 - Paying a registration fee

LATE PAYMENTS

If the installment payment is more than 5 days late after the due date, an additional \$50 fee penalty will be assessed.

Cancellation and Refund Policy

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of submitting an enrollment package is entitled to a refund of all monies paid, no later than 30 days of receiving the written notice of cancellation. After the third day, but before class begins, Rock Hill Dental Assisting Academy, LLC may retain up to the \$100 administrative fee.

Other Cancellations: The minimum number of students in program is 2. If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund in accordance with the institution's refund policy or to attend the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

Withdrawal: Any student who wishes to withdraw from this institution after classes begin will be subject to the refund policy below. The institution may retain up to \$100 administrative fee after the three-day cancellation period or after classes begin. Refunds are computed in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent attendance (116hours), the institution may charge for the entire course.

Hours attended	Tuition Refund	Refund Amount
1-19	90%	\$4095.00
20-38	80%	\$3640.00
39-57	70%	\$3185.00
58-76	60%	\$2730.00
77-95	50%	\$2275.00

96-115	40%	\$1820.00
116-191	NONE	\$0.00

Dismissal: A student will be determined to be withdrawn from the institution if the student has not been in attendance for more than 3 scheduled classes unless there is written documentation of extenuating circumstances. A student will also be dismissed from the program if they have more than 3 tardies. This will include arriving to class late or leaving class early. If the student is dismissed from the externship, or do not meet the academic requirements of a 70 or above, they will be dismissed. If the student does not maintain a professional demeanor and the proper dress code which is the scrubs that were purchased, they will be dismissed. Based on when the student is dismissed will determine their refund amount based on the chart above.

Refunds will be issued within **40 days** of the determination of the withdrawal date.

Books and Supplies: There is no refund for any books and supplies received by the student.

Student Complaints

If you encounter any problems concerning the education or administration of this program, please contact your instructor immediately and state your grievance in writing to allow us to help you.

The issue will not be addressed until a written grievance has been submitted to the following

Rock Hill Dental Assisting Academy, LLC 1st level: Instructor, Tonya Howell
2nd level: Director, Dr. Aisha Moore

If students are not satisfied with Rock Hill Dental Assisting Academy's assistance plan and have exhausted all staff levels of the grievance procedure, students may appeal in writing to the South Carolina Commission on Higher Education:

South Carolina Commission on Higher Education

1122 Lady Street, Suite 400
Columbia, SC 29201
803-737-2260

www.che.sc.gov

The complaint form is available at the following link.

https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Licensing/Student_Complaint_Procedures_and_Form_09192022.pdf

