

Dental Staff School of Tennessee

115 Penn Warren Drive ♦ Suite 500 ♦ Brentwood, TN 37027
615-707-2513 / dentalstaffschooltn.com



DENTAL STAFF SCHOOL OF TENNESSEE 2023 Catalog 5th Edition

Authorization Statement:

The Dental Staff School of Tennessee (DSSTN) is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility.

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Visit our website at www.dentalstaffschooltn.com

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Dear Prospective Student:

Thank you for your interest in the Dental Staff School of Tennessee, authorized by the Tennessee Board of Dentistry and the Tennessee Higher Education Commission. Our programs are in an established dental office in Brentwood and are led by dental professionals with experience in the field being taught. While we do not guarantee job placement of any type, our goal is to best prepare students for a successful career in Dental Assisting. While job placement is not guaranteed, we do offer job placement assistance and our curriculum includes hands-on-training with individual instruction, online homework, and synchronous zoom lectures. Through our programs, you will gain the necessary technical and professional skills to be marketable as a Dental Assistant including certification in Dental Radiology, as is required by the State of Tennessee.

We also offer continuing education courses for Coronal Polishing, Nitrous Oxide Monitoring and Sealant Application to help the Registered Dental Assistant expand their skills.

We look forward to working with you and to helping you obtain your educational goals

Sincerely,

A Patricia Stanley, President

Dental Staff School of Tennessee

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Mission

We are dedicated to educating willing students, focusing on the one not the many, to provide career paths in the dental field.

We exist to help students fulfill their own individual dreams, goals, and ambitions by helping them in the classroom, in the workplace and in their daily lives.

Success for our students offers them a professional career path and each student, for that reason is the individual we pledge our time and talents to successfully educating.

We value the individual. We value integrity. We value the students we are training to serve.

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Owners / Officers

A Patricia Stanley, President, and Director
Gregg Stanley, Secretary and Director

Faculty

Carolyn Dundon, DDS: Dentist and Instructor

Tricia Stanley, A.A.S, RDH; Owner, President, and Academic Instructor: A Dental Hygienist for more than 8 years in addition to her administrative operational experience runs the day-to-day operations of the Dental Staff School of Tennessee.

Gregg Stanley, MBA Owner, and Director

Kimberly, Reed, Director of Business Development

Sherry Denton, EFDA; Clinical Director and Instructor

Kaitelyn Harris, RDA; Clinical Instructor

Kaitlyn Berryhill, EFDA, Clinical Instructor

Ziomora Stokes, RDH, Clinical Instructor

Governing Boards

Tennessee Board of Dentistry, 665 Mainstream Drive, Nashville, TN 37243, (615) 532-5073,
<https://www.tn.gov/health/health-program-areas/oralhealth/professionals/tennessee-board-of-dentistry.html>

Tennessee Higher Education Commission, Tennessee Tower, 9th floor, 312 Rosa L. Parks Ave., Nashville, TN 37243-1102, (615) 741-3605, <http://tn.gov/thecc>; The Dental Staff School of Tennessee is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility. The school is listed under Authorized Institutions and Data as Dental Staff School of Tennessee.

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Institution Enrollment Procedures

Admissions Procedures and Requirement

Admission to the Dental Staff School of Tennessee program is open to all applicants 18 years of age or older who have their high school diploma/equivalency prior to the beginning of the program.

Students are required to tour the educational facility either in-person or virtually. This gives applicants an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives.

The following items are required to complete the enrollment process

- Applicants to be 18 years of age or older
- Application for Admission completed as registration on website
- Pre-enrollment checklist
- Enrollment Agreement
- Transfer of Credit disclosure
- *For Coronal Polish, Sealant Application and Nitrous Course*
 - Proof of current RDA licensure
- *For Registered Dental Assisting Program:*
 - Official High School transcript, official GED score sheet, or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation, as recognized by the US Department of Education.
* Document must indicate the student graduated from high school

Please contact your school to have your transcript mailed or emailed to:
Dental Staff School of Tennessee
115 Penn Warren Drive, Suite 500
Brentwood, TN 37027

tricia@dentalstaffschooltn.com

- Grant vouchers (if applicant applied for WIOA or SkillUP funding)

The school reserves the right to reject applicants if the items listed above are not successfully completed.

Enrollment Deadline

Students are enrolled for a program on a space-available basis. A waiting list may exist for some class starting dates. Students who have provided all entrance documents prior to the class start date may be given priority in admission over students provisionally accepted pending receipt of entrance documents. If students have

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completed all requirements to enter a class on a specific date and are placed on a waiting list, the student will be provided a seat in the next available class.

SCHOOL CALENDAR

The **Registered Dental Assisting Program** is held four (4) times each year. We ask students to make sure the class dates they chose are a good time for their schedule. Our 2023 Sessions are as follows:

WINTER Session 2023 (registration begins September 10th and ends December 31st)

Orientation will be held March 6th-9th (1 day from 8am-5pm with lunch 12:30-1pm required and day will depend on student course day selection)

Session runs from January 4th – March 11th (students meet on their selected day of the week from 8am-5pm with lunch 12:30-1:00pm)
Weekly Evening Synchronous Lectures via zoom (2 hours 45 minutes) – student must attend one evening session each week from 6pm-8:45pm

**No holiday closure during winter session

SPRING Session 2023 (registrations begins January 1st and ends February 28th)

Orientation will be held on March 6th- 9th 9th (1 day from 8am-5pm with lunch 12:30-1pm required and day will depend on student course day selection)

Sessions runs from March 14th- May 20th (students meet on their selected day of the week from 8am-5pm with lunch 12:30-1:00pm)
Weekly Evening Synchronous Lectures via zoom (2 hours 45 minutes)- student must attend one evening session each week from 6pm-8:45pm

** No holiday closure during spring session

SUMMER Session 2023 (registrations begins March 1st and ends June 15th)

Orientation will be held on June 20th-24th 9th (1 day from 8am-5pm with lunch 12:30-1pm required and day will depend on student course day selection)

Sessions runs from June 27th-September 2nd(students meet on their selected day of the week from 8am-5pm with lunch 12:30-1:00pm)
Weekly Synchronous Lectures via zoom (2 hours 45 minutes)- student must attend one evening session each week from 6pm-8:45pm

** holiday closure on Tuesday, July 4th, 2023 will be observed. The Tuesday class will attend another day for that week's session and can select a Wednesday, Thursday, Friday or Saturday)

FALL Session 2023 (registration begins June 20th and end September 1st)

Orientation will be held on September 5th-9th 9th (1 day from 8am-5pm with lunch 12:30-1pm required and day will depend on student course day selection)

Sessions runs from September 12th- November 18th (students meet on their selected day of the week from 8am-5pm with lunch 12:30-1:00pm)
Weekly Synchronous Lectures via zoom (2 hours 45 minutes)- student must attend one evening session each week from 6pm-8:45pm

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Coronal Polishing Course Calendar: The Coronal Polishing Course is held 2 times a month. Please check our website for course dates/times offered. www.dentalstaffschooltn.com. Once a course is opened for enrollment, students may apply and enroll up to 7 days before the course start date.

Sealant Application Course Calendar: The Sealant Application Course is held 2 times a month. Please check our website for course dates/times offered. www.dentalstaffschool.com. Once a course is opened for enrollment, students may apply and enroll up to 7 days before the course start date.

Nitrous Oxide Monitoring Calendar: Nitrous Oxide is offered as an online course throughout the year. Please check our website for course dates/times offered. www.dentalstaffschool.com. Application and Enrollment are open 365 days a year. A student will have access to the online course within 24 hours once all application criteria has been met and the course fee paid.

Dental Staff School of Tennessee Observes the following holidays

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

Criminal Background Checks

Agencies and dental institutions that accept our students for shadowing placements and potential employers may conduct a criminal and/or personal background check. Some agencies and employers may require candidates to submit to a drug test. The student is responsible for any cost associated with these additional requirements. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for shadowing during the program or employment placement following completion of the program. Applicants who have questions regarding how these issues may affect their clinical placement should discuss this matter with a School official prior to beginning the program. Some employment may require additional education, licensure and/or certification. Employment and required shadowing decisions are outside the control of the Dental Staff School of Tennessee.

Conditional/Provisional Acceptance

A student seeking application for admission to the Dental Staff School of Tennessee may be placed on conditional (or provisional) acceptance to the school after touring the school, completing the application for admission, transferability of credits disclosure, pre-enrollment checklist and enrollment agreement. This conditional acceptance notes that the student has been accepted to the Dental Staff School of Tennessee providing certain other conditions are met (for example, providing evidence of high school graduation).

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Students who have provided all entrance documents prior to the program start may be given priority in admission over students provisionally accepted pending receipt of entrance documents.

ACADEMIC POLICIES

Grading

Grades are issued to students at the completion of each test/exam and proficiency. Overall GPA is based on the quality of work as shown by evaluative measures such as tests/exams, homework/projects, and class participation.

Registered Dental Assisting Program Grading Policy:

Test Avg. (6)	10%
Projects (1) / Homework (10)	10%
Class Participation	10%
Midterm Exam	20%
Radiology and Safety Exam	20%
Final Exam	30%
<hr/>	
Total	100%

Final Course Grades for all programs:

90% - 100%	A
82% - 89%	B
75% - 81%	C
68% - 74%	D
Below 67%	F

An overall GPA of 75% or higher is required to pass the programs and receive any/all certificate(s).

Project Registered Dental Assisting Course

- **Resume Preparation** - To assist the student with job placement: The School will provide resume templates. Students must input their information and turn in the completed document.

Application of Grades and Credits

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The chart above describes the impact of each grade on a student's academic progress. The student must repeat any required test or exam where they scored below 75% (and must repeat any failed proficiency that are graded pass/fail). The school requires that the test, exam, or proficiency be repeated (at the group tutoring session or a private session if the student should choose that option) before a student continues to subsequent classes. Tutoring sessions generally last 1.5-2 hours. The cost of each required tutoring session is \$50. Payments are due at the time of the session. Students will go over the material in detail and retake the test. Students who show proficiency in the second test will be given the minimum passing score of 75% for that test. (In the event the score on the retake is lower than the original score, the original score will take precedent.)

GPA's less than 75% (Grades of D, F, W (withdrawn) and I (incomplete)) are counted as hours attempted but are not counted as hours successfully completed. To receive an Incomplete, the student must petition in writing via email, no later than the last week of the term, for an extension to complete the required coursework. The student must be satisfactorily passing the program at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to a 0 (zero) / Grade F and will affect the student's GPA.

Testing Schedule- Registered Dental Assisting Course

Students are given tests on a regular basis. Each week of the course there will be a written test. In addition, as they progress through the program, students are administered a mid-term exam, a radiology exam, and a final exam. The final exam is administered during the final week of the program.

Skill assessments will be administered as well (impressions and radiology). These proficiencies will be graded pass/fail. Students who do not pass these proficiencies, will be required to attend clinical tutoring, and will have to retake the proficiency. The cost for a proficiency retake is \$25.00.

Testing Schedule- Coronal Polishing and Sealant Application Course

Students will be given a written test when they arrive for their clinical portion of the course. The lab portion and clinical test for the course is a pass/fail. Students must obtain a 75% on the written test and pass the clinical portion of the course to be granted a certificate of completion. Students may retake the test 2 times (both written and lab)

Testing Schedule- Nitrous Oxide Monitoring Online Course:

Students will be given a final exam at the end of the online program. There will be quiz checkpoints after each section that you must score 100% on to move on. Students must score a 75% on the final exam to pass the course. Students may retake the final test up to two times.

Reports and Records

The school maintains grade and attendance records for each program. Grades are posted after tests/exams, and proficiencies are completed. The school maintains all certificate of completions in lieu of transcripts.

GPA Requirements

Students are required to achieve a cumulative grade average of at least 75% or higher to successfully complete a program/ course.

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Graduation and Course Completion Requirements

To graduate or successfully complete a course, a student must have earned a cumulative grade average of at least 75% or higher. Students must also be current on all financial obligations to be eligible for graduation. Upon successful completion/graduation of the program, students receive a certificate(s) of completion from the program of study that they have completed.

Non-Credit and Remedial Courses

The school does not offer any non-credit or remedial courses.

Drop/Add Period

See Cancellation / Tuition Refund Policy (page 19).

Previous Education, Training, or Experience

The school does not offer any credit for previous credit granted programs/courses.

Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress to remain enrolled at the school. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (GPA) and the student's rate of progress toward completion of the academic program.

Warning and Probation

At the end of each week after grades have been posted, each student's Grade percentage is reviewed to determine whether the student is meeting these requirements.

- Students will be placed on Warning the first week in which the Grade percentage falls below the values specified in the tables above. At the end of the next grading period, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards (average of 75%) or will be placed on Probation if they continue to fall below the specified values.
- Students on Probation will be evaluated at the end of their second grading period of monitoring. A student who raises their Grade percentage at or above the minimums will be removed from Probation and returned to regular status.
- If at any point it can be determined that it is mathematically impossible for the student to meet the graduation rate of 75% for academic requirements, the student will be academically dismissed from the school.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could also lead to student dismissal. As a dismissed student, a tuition refund may be due in accordance with the institution's refund policy as stated elsewhere in this catalog.

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Students on Warning and Probation must participate in academic tutoring by the institution as a condition of their academic monitoring.

Appeals

A student who has been academically dismissed may appeal the dismissal. Any appeal must be in writing and must be submitted to the School's President within 10 days of receiving notification of his/her dismissal. The student should explain what type of circumstances contributed to the academic problem and what plans the student has put in place to eliminate those potential problems in the future. If the student does not agree with the final decision of the school President, the student may send their appeal to Tennessee Higher Education Center. (See grievance policy in catalogue for further action)

Re-admissions Policy:

The Dental Staff School of Tennessee does not have a readmissions policy for students who have been dismissed or have withdrawn or dropped the course. The student would have to enroll as a new student should they wish to take the program again.

Leave Of Absence

In the case of student injury or prolonged illness or other circumstances that make it impractical to complete a program, the school will adhere to their refund policy stated in this catalogue.

School Regulations and Information

Facilities and Equipment

Large, modern dental facility with five (5) fully equipped treatment rooms, a lab, and an audio-visual training center.

Administrative Equipment: computers, monitors, printers, scanners, DVD player, TV's,

Lab Equipment & Supplies: 2-model trimmer, 5-vacuum former, 4-vibrator, bleaching trays, scissors, 1-lab handpiece, alginate, stone, alginate bowls, spatulas, utility sink

Sterilization Equipment & Supplies: 1-ultrasonic, 2-autoclaves, 1-handpiece oiler, sterilization bags, sterilization wrap, utility sink

Lecture Equipment & Supplies: student tables/chairs for up to 20 students, TV's, pens/pencils, whiteboards, CPR equipment, AED.

Clinic Equipment & Supplies (Registered Dental Assisting Program) 5- 12 o'clock cabinets-5- patient delivery chairs, 5-operator stools, 3-assistant stools, 5-computers, 5-overhead chair lights, 3-radiograph machines, 1-panoramic machine, 5-curing lights, 3-intra-oral cameras, 1- cordless prophylaxis handpiece, 6-high-speed handpieces, 8-low speed handpieces, x-ray sensors (size 1 and size 2), 1-hand held radiograph machine, composite instrument packs, crown and bridge instrument packs, syringes, instrument trays with covers, headrest covers, safety glasses, gloves, masks, gauze, cotton rolls, barrier tape, protective barriers,

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examination packs (mirror/explorer/ cotton pliers/ probe), micro brushes, etch, floss, prophylaxis angles, prophylaxis paste, saliva ejector, HVE, air/water syringe, impression trays, patient bibs, sharps containers, tofflemire retainers, dri-angles.

Clinic Equipment & Supplies (Coronal Polishing Course): 5 –12o'clock cabinets, 5- patient delivery chairs, 5-operator stools, 3-assistant stools, 5-computers, 5-overhead chair lights, 1-cordless handpiece, 8-low speed handpieces, headrest covers, safety glasses, masks, barrier tape, protective barriers, trays with covers, micro brush, fluoride varnish, saliva ejector, disclosing tablets, floss, prophylaxis angles, prophylaxis paste, HVE, air/water syringe.

Clinic Equipment & Supplies (Sealant Application Course): 5 –12o'clock cabinets, 5- patient delivery chairs, 5-operator stools, 3-assistant stools, 5-computers, 5-overhead chair lights, 8-low speed handpieces, headrest covers, safety glasses, masks, barrier tape, protective barriers, trays with covers, mirror & explorer, saliva ejector, HVE, floss, pumice, air water syringe, microbrushes, etch, sealant material.

Clinic Equipment & Supplies (Nitrous Oxide Monitoring Course): None as this is an online course.

Drug-Free Environment

As a matter of policy, the Dental Staff School of Tennessee prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in dismissal from the program. Violations of the law will also be referred to the appropriate law enforcement authorities.

Student Records Access and Release

The Dental Staff School of Tennessee has established a policy for the release of and access to records containing information about a student.

1. Each student enrolled at the Dental Staff School of Tennessee shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information.
2. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial assistance eligibility.
3. Students may request a review of their education records by submitting an email request to the school President. The review will be allowed during school hours under appropriate supervision. At that time, students may also obtain copies of their education records for a nominal charge.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the school President by email, with the reason for the requested change fully stated. Grades and program evaluations can be challenged only

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on the grounds that they are improperly computed or recorded. The instructor or staff member involved will review the request, if necessary, meet with the student, and then determine whether to retain, change, or delete the disputed data. The student will be notified of the President's decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

5. Directory information is information on a student that the school may release to third parties without the consent of the student. The Dental Staff School of Tennessee has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es) and program undertaken, dates of attendance, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the School President within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.

Unlawful Harassment Policy

The Dental Staff School of Tennessee is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform the school President.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

School Policies

The student shall be subject to the written policies in place at the time of the student's initial enrollment into the applicable program. Any changes to the written policies that occur during the student's period of enrollment shall only be applied to the student if the student signs and dates a document acknowledging the new policy and agreeing that said policy shall be applied to the student.

Conduct Policy

The Dental Staff School of Tennessee reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress of a 75% or better or failure to pay program costs (tuition, books/supplies, scrubs) and/or any other school fees by applicable deadlines. Any unpaid balance for program costs (tuition, books/supplies, scrubs) and/or any other fees becomes due and payable immediately upon a student's dismissal from the school. The school will follow its refund policy listed in the catalogue to determine if funds need to be returned to the student for academic dismissal. If a student is caught cheating on an exam, caught stealing from the school, caught vandalizing the school, or plagiarizing on any assignment, the student

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will be dismissed from the course. The school will refer to its refund policy for any refund due resulting from a dismissal.

Student Grievance Policy

The Dental Staff School of Tennessee has implemented the following procedures for handling student grievances or complaints:

1. Grievances or complaints referencing an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints referencing a policy or class should first be discussed with the individual enforcing that policy or the class instructor by submitting in writing the complaint.
2. Should one-on-one discussion fail to result in a satisfactory resolution, a written or emailed grievance or complaint may be submitted to the school President; Tricia Stanley, 115 Penn Warren Drive Suite 500, TN 37067, 615-707-2513, who will review the matter and render a decision.
3. If the complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Division of Postsecondary Education State Authorization, Tennessee Tower, 9th floor, 312 Rosa L. Parks Ave., Nashville, TN 37243-1102,
4. Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Post-Secondary State Authorization (DPSA) after exhausting the grievance process at the institution. DPSA's address is Tennessee Tower, 9th floor, 312 Rosa L. Parks Ave., Nashville, TN 37243-1102. If you have any questions regarding the complaint process, you may contact Marcie Mills at Marcie.Mills@tn.gov or (615) 253-7458

Transfer of Credit to Other Schools

Contact Hours earned at the Dental Staff School of Tennessee may not transfer to another educational institution. Contact Hours earned at another educational institution may not be accepted by the Dental Staff School of Tennessee. You should obtain confirmation that the Dental Staff School of Tennessee will accept any contact hours you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer contact hours earned at the Dental Staff School of Tennessee to determine if such institutions will accept contact hours earned at the Dental Staff School of Tennessee prior to executing an enrollment contract or agreement. The ability to transfer contact hours from the Dental Staff School of Tennessee to another educational institution may be very limited. Your contact hours may not transfer, and you may have to repeat courses previously taken at the Dental Staff School of Tennessee if you enroll in another educational institution. You should never assume that contact hours will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of the Dental Staff School of Tennessee and of any other educational institutions you may in the future want to transfer the contact hours earned at the Dental Staff School of Tennessee before you execute an enrollment contract or agreement.

Attendance and Absence Policy

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Students are required to attend all classes. Regular class attendance is essential for successful academic and clinical achievement in this program. Failure to maintain regular attendance can lead to a variety of negative consequences up to and including termination from the school.

It is vital that you are dedicating yourself to these classes. If you are absent, it is impossible for you to learn the information to succeed. The school recognizes that unforeseen circumstances occasionally arise that may result in a student being absent from class. Should a student miss class, they must contact the Clinical Director, Sherry Denton via email/ text prior to missing and they are required to attend a make-up day (additional cost – see below). The student must arrange with the Clinical Director to have the make-up day completed within 5 days of the absence. The make-up day will include testing/ proficiency, lecture and clinic (which will require bringing someone else to be the “patient” for the clinic portion if the student is unable to make up the missed class before the end of the week class was missed).

Students who fail to attend and/or make-up all classes will not satisfactorily complete the program and receive a grade of “W” (withdraw). The program will need be repeated in its entirety.

Makeup Policy:

Registered Dental Assisting with Radiology Course:

Cost is \$275 and must be paid at the time of the make-up session

Make- up session must be scheduled with Clinical Director within 5 days of the missed session.

If make up session is not scheduled on a day when no other sessions are being conducted, the student will be required to bring their own patient for the clinical portion of their make-up class.

Makeup Policy for Coronal Polishing: None as this is a 14-hour course

Makeup Policy for Sealant Application Course: None as this is a 6-hour course

Makeup Policy for Nitrous Oxide Monitoring Course: None as this is an online course

Student Financial Information

Financial Assistance

The Dental Staff School of Tennessee believes that students and their families have the primary responsibility for educational costs. However, we realize that many families are unable to immediately fund the entire cost of education. To that end, the Dental Staff School of Tennessee participates in financial assistance programs to aid students who qualify in meeting the cost of attending school.

WIOA (Workforce Innovation and Opportunity Act) is a federally funded workforce development grant administered by the United States Department of Labor. The best way to start is to go to <http://www.tennessee.gov/workforce/topic/find-local-help> to input your zip code and find the address and phone number of the career center closest to you. The next step is to talk with a career coach to find out if you are eligible.

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SkillUP (needs based program) You can apply online at <http://skillup.tennessee.edu> (click on participants).

It is recommended that students apply for financial assistance as early as possible to allow sufficient time for application processing. Financial assistance must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Students who need additional information and guidance on the available financial assistance programs should contact the school President.

Cash Discount Policy: No cash discount is offered

Private Loans

Various lending institutions offer loans to help cover the gap between the costs of education. Interest rates are variable and are typically based on the prime rate or Treasury bill rate.

Employer Reimbursement

Many employers have programs that reimburse students for educational costs. Students should contact the personnel office at their place of employment to determine if such funding is available for attendance at the school.

Tuition Refund Policy (Cancellation and Refund Policy)

1. A student who at any time withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend class is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.
2. In addition, if a student fails to begin class on the program start date as written in the enrollment agreement or as amended by the institution, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).
2. In addition, if after the program has commenced and before expiration of twenty percent (20%) or less of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the refund shall be a pro rata portion of refundable fees, less an administrative fee of one hundred dollars (\$100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student's last day of attendance equals ten percent (10%) of the period of enrollment for which the student was charged, the institution is entitled to retain only ten percent (10%) of the refundable fees charged for the period of enrollment as well as one hundred dollars (\$100.00). However, in no instance will the institution be responsible for any refund in excess of the amount paid by or on behalf of the student for the period of enrollment for which the student was charged.
3. If after expiration of twenty percent (20%) of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the refundable fees charged by the institution up to the last period of enrollment charged.

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4. For a student who cannot complete one (1) or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

Last Day of Attendance:

When computing refunds pursuant to the above refund policy, the last day of attendance for the students who meets the definition of enrolled, shall either be (a) the recorded date of the students last day of attendance or (b) when applicable, the date the student failed to return from an approved leave of absence.

Unforeseen circumstance

In the case of student injury or prolonged illness or other circumstances that make it impractical to complete a program, the school will refer to the refund policy in the catalogue to determine any refund due the student.

Student Rights and Responsibilities

All students have the right to know:

- The school's licensing agencies
- The school's programs, facilities, and faculty
- The cost of attending the Dental Staff School of Tennessee
- The financial assistance available and how it will be disbursed
- How to submit appeals under various school policies
- The school's method of determining satisfactory academic progress and how it affects the student's financial assistance eligibility

All students have the following responsibilities:

- To review and consider all aspects of the school program before enrolling
- To complete financial assistance applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the school or agency
- To read, understand and keep copies of all forms received
- To notify the school of a name or address change
- To understand the school's satisfactory academic progress policy
- To understand the school's refund policies

Student Services

Career Services

The school provides job search assistance to graduates for as long as the graduate continues to cooperate and work with the school. The school cannot and does not promise or guarantee employment upon graduation. Embarking on a course of education typically enhances one's thinking and potential productivity. The concentrated programs offered at the Dental Staff School of Tennessee require a significant commitment of

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time and effort. There is also the risk that, due to market fluctuations, personal issues or other factors, some graduates are unable to find employment in their field of training within a time frame that is acceptable to them. Therefore, they elect to pursue other career options; some use their training indirectly and some do not. At the outset, no one believes that (s)he will be one of the groups that does not find employment in his/her chosen field. However, any student, regardless of background or competence, may fail to become employed.

Job search assistance will be in the form of some or all the following:

- Job search technique / Interviewing skills instruction
- Resume preparation project
- Regular dissemination of available job opportunities through networking with dentists and dental office managers in charge of hiring

Finding employment is a joint effort between the student and the school. The student must agree to cooperate with the school staff in conducting a job search including providing a resume and understanding that the effort it takes to find a job upon completion of the program is equal to that of the program itself. To maximize chances for success, students must commit to the job search process, which can sometimes take several weeks/months beyond graduation. During this time, the student should maintain regular contact with the school. It should also be understood that a potential employer may consider a job applicant's attitude, grades, attendance, and personal performance on an interview, including work background, educational background and other intangible factors in determining whether to hire the applicant.

In some occupations, employees may start part-time, averaging 20 to 25 hours per week, with an opportunity to progress to or change employment to a job that is full-time. Positions in the dental field can be part-time or full-time, ranging from 20 hours to 40 hours per week.

The Dental Staff School of Tennessee program are comprehensive in nature and are designed to prepare students for entry-level positions. An entry-level position usually entails additional training to learn further skills and protocols specific to that position. Normally an applicant for an entry-level position, to secure such employment, must adopt a "get your foot in the door" approach by maintaining flexibility regarding salary, hours, location, and potential relocation.

Orientation of New Students (Registered dental assisting program)

Orientation is conducted prior to the beginning of each program (one weekday conducted the week prior to the course start date) as a means of introducing new students to the Dental Staff School of Tennessee. During this orientation, members of the administration familiarize students with the school facilities, allow students to train in our sterilization center, participate in lecture to and explain academic policies and school regulations and students will complete their CPR training. Please refer to the school calendar in this catalogue for orientation dates.

Academic Advising

The Dental Staff School of Tennessee provides individual assistance and advisement to students with academic problems. Students are encouraged to schedule an appointment with their instructor(s) to discuss any specific problem they may be having in their program.

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Alumni Privileges

Graduates in good standing of the Dental Staff School of Tennessee programs who desire to audit any part of the program from which they graduated may do so on a space-available basis. There is no fee for this service, and graduates are welcome to make use of this privilege. Graduates should contact the school President well in advance of a program start to ascertain if seats are available in a class and should undertake orientation sessions on any new generation lab equipment.

Program Purpose and Objectives

Registered Dental Assisting with Radiology Program (Blended Delivery)

Purpose: -Provide learning techniques that combine lecture, visual, hands-on, online e-learning, job shadowing, all of which allow for assimilation of concepts and skills. During this 10-week course, our instructors will train the student to have the skill set and dental knowledge needed to become a dental assistant. Upon successful completion of the course, students will earn a completion certificate in Registered dental assisting and Radiology. After completion of the course, the student may apply for a registered dental assisting license with the Tennessee Board of Dentistry.

Length of Program: 10-week program meeting once a week plus an additional day of orientation/CPR

Program Objectives: The program covers the topics that are basic to the practice of dentistry. These include chair side dental assisting, radiology techniques, instruments identification and sterilization, selected laboratory procedures, and administrative duties. Basic principles will be stressed, so participants will be able to adapt to different dental practice patterns and will be prepared to enter the workforce as an effective member of the dental health team.

Meeting Times/Days: 8:00AM – 5:00PM (with lunch from 12:30-1:00pm) – Students will meet in person at our educational facility every Tuesday, Wednesday, Thursday, Friday, or Saturday, depending on the student's selection date for ten weeks plus 1 additional day (8:00am- 5pm with lunch from 12:30-1:00pm) of orientation/ CPR that will be held the week before the course starts. There will also be a mandatory synchronous zoom lecture one evening a week from 6:00pm-8:45pm. You will have a choice of two different evening sessions but must attend one of the sessions.

Program Cost: \$5,370.00.
Mandatory Program Tuition Fee (\$4,750.00)

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Mandatory Program Books/Supplies Fees (\$500.00)
Mandatory Program uniform fee (\$85)
Optional graduation fee (\$35) if planning on participating in the graduation ceremony.

Third Party Fees if student plans to apply for licensure with the State of Tennessee
Background check fee (\$39)
Application for licensure fee (\$55)

Text: Modern Dental Assisting, 13th Edition
Doni L. Bird & Debbie S. Robinson
Text Book and Online Evolve Account
ISBN: 9780323624855

Sealant Application Course

Purpose: To prepare the student both academically and clinically in the subject of Sealant Application so that they can gain a new skill set that may be added as a certification on their registered dental assisting license.

Length of Program: 6 hours

Delivery Method: Blended

The student will complete 2 hours of self-guided learning through power points, asynchronous videos, practice quizzes and photos prior to coming to the school for the clinical hand lab portion of the course. The student will take a written exam in person at the end of the 4-hour lab/clinic portion and after taking the clinical proficiency exam.

Program Objectives: Over the course of this program students will learn:

1. Indication/contraindications for sealants
2. Preparation of teeth for sealants
3. Proper isolation and moisture control of teeth for sealants, including dri-angles, cotton rolls, and retractors
4. Education of patient and/or parent regarding sealants
5. Sealant materials, including light curing, self-curing
6. Acid etching, including proper use and negative aspects
7. Infection control
8. Tooth anatomy, including fossa, pit, fissure, groove, and occlusion
9. Armamentarium.

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Meeting Times/Days: This course is offered 1-2 times each month. Check our website for course dates and times. www.dentalstaffschooltn.com

Program Cost: Mandatory Course Fee of \$235
Optional Third-Party Fees (\$15)

-if student wishes to apply to have certification added to RDA licensure with the State of Tennessee

Coronal Polishing Course

Purpose: To prepare the student both academically and clinically in the subject of Coronal Polishing so that they can gain a new skill set that may be added as a certification on their registered dental assisting license

Length of Program: 14 hours

Lecture/ Didactic: The didactic portion of the course shall include 10 hours of instruction and will be delivered as an online format to include a power point, study guides, and asynchronous lectures. Students will take a written exam in person upon arriving to the education facility for the 4-hour review, demonstration, and clinic portion of the course.

Program Objectives:

At completion of the course, student will be able to:

1. Pronounce, define, and spell key terms
2. Know the Difference between prophylaxis and coronal polishing
3. Know Indications and Contraindications of Coronal Polishing
4. Know about Extrinsic and Intrinsic stains
5. Know about Abrasives and Polishing agents
6. Apply Restoration care and use precautions with fixed restorations
7. Know the Proper steps and Overview of Coronal Polishing
8. Understand the use of equipment and materials
9. Know how to Educate patients about fluoride
10. Demonstrate Technique and safety precautions

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11. Know the Rules and Regulations for coronal polishing

Meeting Times/Days: This course is offered 1-2 times each month. Check our website for course dates and times. www.dentalstaffschooltn.com

Program Cost: Mandatory Course Fee of \$295

Option Third Party Fees (\$15)

-if student wishes to apply to have certification added to RDA licensure with the State of Tennessee

Nitrous Oxide Monitoring Course (ONLINE):

Purpose: To prepare the student in the subject of Nitrous Oxide Monitoring so that they can gain a new skill that may be added as a certification on their registered dental assisting license.

Length of Program: 5 hours

This course will be hosted online continuously at the convenience of the student. The course is designed to be self-guided using 9 multimedia presentations, comprehension quizzes, learning activities, instructional videos and photos, and a final exam. Students will have the opportunity to reach out to a qualified instructor to ask questions or seek clarification.

Final Exam can be taken once all previous chapter quizzes are successfully completed with 100%. Once you log in to take your Final Exam, you may not exit until completed. If you exit the test, you will lose your data and must start over.

Students who fail the exam may retake it two (2) additional times before needing to repeat the course.

Program Objectives:

Upon completion of the online course, students will be able to:

1. Understand and follow Tennessee laws pertaining to administration and monitoring of nitrous oxide
2. Analyze the differences between physiological and psychological aspects of pain
3. Characterize the function and structure of the respiratory system
4. Characterize the function and structure of the cardiovascular system

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5. Name and understand the four stages of anesthesia
6. Observe and comprehend the signs and symptoms of light, moderate, and deep analgesia
7. Describe and understand the chemical and physical properties of nitrous oxide
8. Classify the possible side effects of nitrous oxide analgesia
9. Understand and determine signs that a patient is experiencing an adverse reaction to nitrous oxide
10. Understand and recall the procedure of induction and termination of nitrous oxide
11. Recognize potential risks of long-term exposure to nitrous oxide
12. Describe and follow methods to reduce unnecessary exposure to nitrous oxide in a dental office setting
13. Identify contraindications for nitrous oxide analgesia
14. Identify and understand the functions of nitrous oxide monitoring equipment
15. Educate patients regarding nitrous oxide administration

Meeting Times/Days: ONLINE course offered as open enrollment. A student must complete all admission and enrollment requirements and then pay the course fee. After payment of the fee is received, student will be given access to the course within 24 hours. Please check our website for the next date this course will be available. www.dentalstaffschooltn.com

Program Cost: Mandatory Course Fee (\$150)
Optional Third-Party Fee (\$15)
-if the student wishes to apply to have certification added to their RDA license with the State of Tennessee.