



# FIRST IMPRESSIONS

DENTAL ASSISTING PROGRAM  
[firstimpressionsdentalassisting.com](http://firstimpressionsdentalassisting.com)

**CATALOG**

**2 CONVENIENT LOCATIONS  
TO SERVE YOU**



## A LETTER FROM THE OWNER OF FIRST IMPRESSIONS

Dear Prospective Student,

You are valuable to me. I was you not so very long ago. Our stories may be different but our desire to make a difference in this world is the same.

It's odd that a person who has never been comfortable in a classroom setting, would open a dental assisting school. It's not that I didn't enjoy learning, but I always felt invisible. I never felt good enough or smart enough. Somewhere along the line, fear of failure had set in.

I went to a four year institution (I didn't know that there was another option) without knowing who I was or what I wanted to do. Luckily, I was introduced to dentistry as a part-time summer job and fell in love. For the first time, I felt like I had talent in something. I loved working with people and with my hands. Little did I know, that the "little part-time job" was going to be the launch of a 25 year (and counting) successful dental career.

As a mother of three teenage daughters and as a teacher, it is my passion to encourage you to step out and achieve your dreams. I believe that each of us has a calling and a purpose. At First Impressions it is our mission to help you find your purpose. You are smart enough. You are good enough. Don't let fear or doubt stand in your way. I'm sure glad that I didn't. Trust me friend, if I can do it, so can you!

I look forward to meeting you,

*Keri L. Gossard*

# Table Of Contents

INSTRUCTORS/ADVISORY BOARD.....	3	Tuition & Fees.....	11
WELCOME .....	4	Appeals.....	11
HISTORY .....	4	Leave of Absence Policy .....	11
LEGAL STATUS.....	4	Class Schedule.....	11
INSTITUTIONAL PHILOSOPHY .....	4	TERMINATION AND RE-ADMITTANCE.....	12
INSURANCE.....	4	STUDENT SERVICES	
GENERAL INFORMATION		Placement .....	13
Course Information.....	5	Advising.....	13
Certificate of Approval.....	5	STUDENT CONDUCT .....	13
Procedure to Review License.....	5	GRIEVANCE POLICY.....	14
Dissemination of Consumer Information .....	5	FAMILY EDUCATION RIGHTS AND PRIVACY.....	14
Facilities & equipment .....	6	CERTIFICATE/TRANSCRIPTS.....	15
School Hours of Operation .....	6	CANCELLATION POLICY.....	15
Class Schedule and Enrollments .....	6	SCHEDULE OF REFUNDED CHARGES.....	17
School Holidays .....	6	DENTAL ASSISTING COURSE DESCRIPTION.....	19
Training Aids .....	6		
Class schedule .....	6		
Open House Dates.....	6		
PROGRAM COST.....	7		
ADMISSIONS.....	8		
Admission Requirements.....	8		
Admission Procedures.....	8		
Statement of Non-Discrimination .....	8		
Attendance Policy.....	8		
ACADEMIC STANDARDS .....	10		
Grading.....	10		
Grading Period .....	10		
Satisfactory Progress .....	10		
Class Size.....	11		
Graduation Requirements .....	11		

**GOVERNING BODY:** Ohio Board of Career College and Schools

**SCHOOL ADMINISTRATOR:** Keri Gossard

**SCHOOL FACULTY:**

**INSTRUCTORS**



AMANDA STRAIGHT, CDA - I had the privilege of taking a dental assisting program in high school. Since then, I have worked in general dentistry as well as in periodontics (specialty dentistry). Teaching is my passion. I have been an instructor at First Impressions since 2015. I am also a certified instructor with the American Red Cross.



KERI GOSSARD, CDA, EFDA - I have been working in the dental field for twenty five years. First as a dental assistant, and then as an Expanded Functions Dental Assistant. I have worked as a dental consultant and have been teaching for First Impressions for five years. I am certified with the American Red Cross to teach CPR.

**ADVISORY BOARD**

DR. MELISSA MARIANI: Dentist/Owner of Legacy Family Dental

DR. AUSTIN MEYER: Dentist/Owner of Powell Village Dental

KELLY BISCHOFF: Dental Hygienist, Expanded Functions Dental Assistant, Dental Office Manager

AUSTIN PURVIS: Certified Dental Assistant, Certified in Coronal Polishing, First Impressions Graduate

MEGAN BOLES: Dental Treatment Coordinator, First Impressions Graduate.

EMILY KIBLER: Certified Dental Assistant, First Impressions Graduate

## **WELCOME**

Welcome to First Impressions Dental Assisting Program. We are a contemporary program designed to prepare our students for a successful career as a dental assistant. Our program is taught in a modern facility by experienced dental professionals. We have made our program short in length, focusing on the core dental knowledge and techniques that will make you a valuable dental team member. Our classes are affordable and are offered at convenient times to make it easy to fit into your busy schedule. If you are searching for a new career, if you are a person looking to re-enter the job market, if you feel like the four year institution is not for you, if you desire a brighter future for you and your family, or if you dream of an enjoyable career with growth opportunity, First Impressions Dental Assisting is the perfect program for you.

## **HISTORY**

A highly skilled dental assistant is a vital member of the dental healthcare team. Although it is an important position, it is very difficult for a dentist to find a quality dental assistant. With that in mind, First Impressions Dental Assisting came into being. What better way to train a dental assistant than in a modern dental facility by dental professionals with years of experience! We strive to make dental assisting a career to be proud of and a position that exudes professionalism.

## **LEGAL STATUS**

First Impressions Dental Assisting Program is a private coeducational school operated as a LLC. The owner is Keri Gossard, CDA, EFDA. The school assumes full responsibility for any agreement reached between the student and the school.

## **INSTITUTIONAL PHILOSOPHY**

The philosophy of First Impressions is based on the belief that people can be trained in a relatively short period of time to enter the field of professional dental assisting. We believe that our program will prepare any motivated individual to get their first dental job. The basic framework for this curriculum is a combination of classroom lectures and hands-on training. This combination is what prepares our students to enter the dental profession. We feel that our many years in the profession not only qualifies us to teach these skills, but also gives our students the hands on experience they need to be an ideal candidate to a hiring dentist.

## **INSURANCE**

Our students safety is our number one priority. We make every reasonable effort to prevent injury or illness. However, it is our students responsibility to provide their own health and/or accident insurance.

## COURSE DESCRIPTION

Our course runs for ten consecutive weeks. We offer morning and evening class times for the convenience of our students. We require a minimum of five students to conduct a class.

In Mt. Vernon: Our evening class is offered on Monday and Wednesday from 5:00pm-9:00pm. Our morning class is offered on Monday and Wednesday from 9:00am-1:00pm.

In Powell: Our evening class is offered on Tuesday and Thursday from 5:00pm-9:00pm. Our morning class is offered on Tuesday and Thursday from 9:00am-1:00pm.

It is required that students wear appropriate clinical dental attire. Scrubs, safety glasses, gloves, and masks will be provided and are included in the program tuition. All students must wear long hair pulled back, clean shoes, no visible tattoos or piercings (other than earrings). We want our students to get used to being and looking like professional dental assistants.

## CERTIFICATE OF APPROVAL

First Impressions is approved and regulated by the State Board of Career Colleges and Schools. Mount Vernon Ohio License #14-01-2039T and Powell License number #: 15-03-2062T

## PROCEDURE TO REVIEW LICENSES AND/OR APPROVALS +

Students and prospective students may review and/or copy licenses, or approvals related to the Dental Assistant School, upon request to the School Director, Monday – Friday, 8:00am-5:00pm.

## DISSIMINATION OF CONSUMER INFORMATION +

A representative of First Impressions will be available to disseminate consumer information upon request between the hours of 8:00am to 5:00pm Monday through Friday.



## FACILITIES & EQUIPMENT



First Impressions takes place in a modern dental facility. Specifically designed with dental exam rooms, a sterilization area, a break room, and a dental laboratory. Our school was built with our students in mind. Not only do we offer cutting-edge dental equipment, but we also offer a comfortable classroom with current technology. We feel that an equipped dental assisting school with experienced instructors is the perfect place for students to maximize their time and experience.

## SCHOOL HOURS OF OPERATION



Mt. Vernon: Hours of operation will be Monday and Wednesday evenings from 5:00pm-9:00pm and Monday and Wednesday mornings from 9:00am-1:00pm.  
In Powell: Hours of operation will be Tuesday and Thursday evenings from 5:00pm-9:00pm and Tuesday and Thursday mornings from 9:00am-1:00pm.

## ENROLLMENT



The primary enrollment period is during the Open House (approximately 2-3 weeks prior to the class start date). However, enrollment is continuous right up until the start of the first scheduled class.

## SCHOOL HOLIDAYS



Christmas, New Years Day, Independence Day, Memorial Day, Labor Day, and Easter

## 2018 CLASS SCHEDULE



### Mt. Vernon

Winter: 1/8/18 - 3/14/18  
Spring: 3/19/18 - 5/23/18  
Summer: 6/4/18 - 8/8/18  
Fall: 9/10/18 - 11/14/18

### Powell

Winter: 1/9/18 - 3/15/18  
Spring: 3/20/18 - 5/24/18  
Summer: 6/5/18 - 8/9/18  
Fall: 9/11/18 - 11/15/18

## 2018 OPEN HOUSE DATES



### Mt. Vernon

Winter: December 12, 2017  
Spring: February 20, 2018  
Summer: May 15, 2018  
Fall: August 14, 2018

### Powell

Winter: December 14, 2017  
Spring: February 22, 2018  
Summer: May 17, 2018  
Fall: August 16, 2018

\* Open house is from 4:00pm - 6:00 pm

# Program Costs

Tuition payment arrangements must be made prior to the first class. The first payment or payment in full is due when you register at the Open House. The cost for the Dental Assisting Program is \$4,320.00 which includes the \$125.00 registration fee, the \$165.00 book fee and the \$40 scrub fee. We allow a maximum of twenty students per class. Places are held on a first come, first serve basis. The registration fee (\$125.00), the book fee (\$165.00), and the scrub fee (\$40.00) is due with the enrollment agreement to hold your place in the class (a down payment total of \$330).

## **In-House Payment Options:**

- Cash
- Check
- Credit Card ( Visa, Mastercard, Discover, American Express)
- Payment plan: Down payment of \$330, 3 payments of \$1330.00. 1st payment due at Open House, 2nd payment due at week five, 3rd payment due one week prior to graduation.

## **Additional Financing Options:**

- Consumer Financing Program
- Post 911 GI Bill Benefits
- Grant through Ohio Means Jobs \*qualification required call First Impressions for details

## **The school will provide the following items:**

- Scrubs
- Protective Eyewear
- Textbook
- Instrument Guide
- Dental Materials and equipment
- Certificate of Completion
- CPR Certificate
- Radiology
- A positive learning environment

## **Non-refundable Items Included:**

- Scrubs
- Textbooks
- Registration Fee



# Admissions

## Admission Requirements

1. Proof of GED, High School Diploma, or higher academic education. All applicants must exhibit a positive attitude and an eagerness to learn.
2. A high school senior may take our course on the condition that he/she has a written document from their High School Guidance counselor stating that the student is on track to graduate and is in the position to take on additional school work.
3. By the first class, proof that the beginning of the Hepatitis B vaccinations have been started or completed and proof of a two step TB skin test.
4. Payment in full or the first payment of the three payment option are required at the open house approximately two to three weeks prior to the first class.
5. Admissions at First Impressions are conducted throughout the year. Our class sizes are kept small to give each student individualized attention. The Enrollment Agreement, the registration fee of \$125.00, the book fee of \$165.00, and the scrub fee of \$40.00 are required to hold your place in your desired class. New classes will start approximately every 10-15 weeks.

## Admissions Procedures

1. First Impressions requires an enrollment interview with each applicant prior to acceptance into our program. This gives students a chance to tour the facility and serves as a question and answer period. An interview can be scheduled over the phone or by email: 740-513-6439 or Keri@Firstimpressionsdentalassisting.com. You can pre-register on our website: [www.firstimpressionsdentalassisting.com](http://www.firstimpressionsdentalassisting.com).
2. We will host an Open House/Registration for all interested students two or three weeks prior to the first day of each class session. At the open house you will receive your books, pay for the program, and try on scrubs. You will receive your scrubs on the first day of class.
3. Admissions representatives are available Monday through Friday between the hours of 8:00am and 5:00pm.

## Statement of Non-discrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical handicap.

## DID YOU KNOW

Our graduates consistently thank us for all that our program offers. You too can receive:

- >> Convenient Class Times
- >> Radiology Certification
- >> CPR Certification
- >> Hands on Training
- >> Affordable Payment Options

## OUR MISSION

To promote excellence in a program that reflects the individual needs of our students.

## Attendance Policy

1. Students are expected to attend and be on time for all classes. Tardiness is considered disrespectful to both classmates and instructors. Students who have a pattern of tardiness will be advised and will be disciplined on an individual basis.
2. Students are required to complete all assignments regardless of class attendance, and are required to maintain, at minimum, an attendance average of 80%, for the total instructional hours enrolled from program inception to the point where progress is being measured.
3. Students who miss more than 20% of the instructional hours, will be placed on attendance probation, any further absenteeism may result in termination with the appropriate pro-rated refunds. A student who is absent more than 20% of the total contact hours in a program may automatically be terminated from the current class. However, the student may, at the sole discretion of the Director, be allowed to pick up the course of study at the next session. Tests missed because of absence must be made upon the day the student returns to school, unless other arrangements have been made by the instructor.
4. The school has no provision for excused absences. Make-up work shall not be authorized for the purpose of removing an absence. A student will be charged with one hour of absence for each hour of tardiness or any part thereof. The time elapsed during an authorized Leave of Absence is not considered as being "absent" for the purpose of cumulative attendance average. If a Leave of Absence is granted or if inclement weather forces the school to close, a student's completion date will be extended to make up for clock hours missed. Scheduled school holidays, summer and Christmas breaks, are not counted as absences.

# Academic Standards

## Grading

Students will receive a numerical grade (not a percentile grade) for each written and clinical exam. Grades will be the sum total of all written exams (including midterm and final) and clinical exams. A perfect score for the ten week course is 300 points. Listed below is the point distribution:

1. Midterm Written Exam.....100 points
2. Midterm Clinical Exam.....50 points
3. Final Written Exam.....100 points
4. Final Clinical Exam.....50 points

## Grading Period

There are two grading periods in the course: one at the end of the first five weeks (after the mid-term exam); the second at the end of the course (ten weeks). Written progress reports will be given at the end of each grading period (after midterm and after final exam). Each grading period will have a possible 150 points as a perfect score.

## Satisfactory Progress

1. Satisfactory progress will be determined by accumulative points. Students must maintain at least a 70% of the total possible points. Should a student at the completion of the first grading period fail to obtain at least a 70% of possible points (70% of 150=105), the student will be placed on probation. A student on probation will be allowed to retake an exam, which will be averaged with the original exam. If the probationary student fails to bring up his grade to a 70% level at the end of a two week probationary period, the student will be terminated. A student terminated for unsatisfactory progress may apply to repeat the course at the next course offering after a minimum of one grading period has passed.
2. A student may request a grade of "incomplete" if a student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during a 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.
3. Permanent grades will be posted at the end of the course, which will be made available to prospective employers. Requirements for graduation include 80 hours (class lecture and lab combined).

## Class Size

The teacher/ student ratio will be a maximum of 20 students per one instructor in a lecture class and there will be one instructor per 20 students in the lab.

## Graduation Requirements

A certificate of completion will be awarded to those students who have maintained a score of at least 210 points, have compiled a satisfactory attendance record as outlined by the school and are in good standing financially with the school at the time of graduation.

## Tuition & Fees

Financial arrangements must be finalized one week prior to the first class. Tuition must be paid in full or the first payment of the three payment option must be paid no later than one week prior to the first class. The tuition includes the fees for registration, textbooks, scrubs, safety glasses, supplies, lab use and materials, and equipment use.

## Appeals

A student can appeal an unsatisfactory grade or attendance classification to the Director by explaining in writing any circumstances related to the situation. The Director will evaluate the circumstances presented by the student and the student's program record will be amended to reflect the results of the appeal. The student's status will be revised, as is appropriate.

## Leave of Absence Policy

A student may be granted one leave of absence (limited to ONE day) per 10 week course, which must be requested in writing, at no additional charge. The student may make up the day missed during the next session, or in the other class time if it is available.

## 2018 Class Schedule

January 8/9 - March 14/15

March 19/20 - May 23/24

June 4/5 - August 8/9

September 10/11 - November 14/15

## Termination and Re-admittance

A student who is absent more than 20% of the total contact hours in a program can be terminated automatically.

A student may be placed on attendance or academic probation or terminated due to: unsatisfactory course work, failure to maintain the attendance requirement, failure to progress within the school's maximum time frame, or failure to abide by the school rules.

A student whose enrollment was terminated for unsatisfactory progress or nonconformance with the rules and regulations of the school may only be re-admitted, with the approval of the School Director, under the following conditions: One grading period must elapse before being re-admitted; and the problem which caused the dismissal must be satisfactorily resolved; and the student must demonstrate the potential to succeed.

A student who re-enrolls after being terminated for unsatisfactory progress will be placed on probation for the next grading period.

A student whose enrollment was terminated for violation of the attendance policy may not re-enter before the start of the next grading period.

A student in good standing, who voluntarily withdraws, may apply for readmission at any time.



## STUDENT SERVICES

### Placement

Upon graduation, job placement assistance is available to all students at no additional cost. Students are assisted with resume preparation and interviewing skills. First Impressions has a job board that notifies students of available job opportunities. First Impressions will do our best in helping our students find work. However, First Impressions cannot guarantee employment.

### Advising



We want you to succeed. The instructors at First Impressions are available to assist students with school or dental profession related questions or concerns.

## STUDENT CONDUCT

Students must adhere to the highest standard of conduct, which will reflect upon themselves and the school. Students must conduct themselves in a manner which will not in any way interfere with the learning process of other students, the instructor's classroom presentation, or the progress of the class in general. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:

1. Non-conformity with the rules and regulations of the school.
2. Conduct which reflects unfavorably upon the school and/or its students
3. Unsatisfactory academic progress.
4. Excessive absenteeism
5. Failure to pay tuition when due
6. Cheating
7. Falsifying school records
8. Demonstrating poor judgment or inability to function properly which could put student safety in jeopardy.
9. Entering the school under the influence of alcohol, drugs, or narcotics of any kind.
10. Carrying a concealed or potentially dangerous weapon.
11. Willful neglect, damage or abuse of school property.



## **GRIEVANCE POLICY**

From time to time, differences in interpretation of school policies will arise among students and faculty. When such differences arise, usually a miscommunication is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be solved in this manner, the Director of the school should be contacted. If the problem can't be solved through communication, more formal written procedures are required. When deemed appropriate by the students or staff, the individual is encouraged to communicate the specific concerns in writing to the Director. The Director will then review the grievance, meet with the parties involved, and will notify all parties of the decision, in writing, within seven (7) working days. If the Director's decision does not resolve the grievance to the satisfaction of all parties, the student or staff member should contact the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone (614) 466-2752 or toll free (877) 275-4219.



## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Under the Family Educational Rights and Privacy Act, each student is given the right to inspect and review his/her records, and to request that errors in those records be changed to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The detailed policy and procedures that the institution uses in this regard can be obtained from the school Director. These include our right to refuse to provide such records if the student has an unpaid financial obligation to the school.

Under Federal Rules, the school is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed.

**If you do not wish this information to be released, you must contact the School Director within thirty days of signing the Enrollment Agreement.** This basic information is called Directory Information, and this school includes the student's name, address, telephone number, date and place of birth, program of study, participation of activities, dates of attendance, certification awarded, photograph, and place of employment. Students who feel that the institution has not complied with their rights under the law may file a complaint under Section 99.64 with the U.S. Department of Education.

## CERTIFICATE / TRANSCRIPTS

There is no charge for the original copy of your certificate; however, additional copies of the certificate will be \$10.00. Official transcripts of student's records are issued only on written request; the first copy is at no cost; additional copies are \$2.00 each. Transcripts must be requested 24 hours in advance.

## CANCELLATION POLICY

You may cancel the enrollment agreement or contract by written notice, without any penalty or obligation and receive a full refund of any monies paid within five (5) calendar days of the agreement (including Saturdays, excluding Sundays and Legal Holidays). If the student attends any class sessions, the refund will be calculated by using the Ohio Administrative Rule 3332-1-10. The Enrollment Agreement is not binding until signed by the School Director or designated school official. This provision shall not apply when a student has already started classes.





## REFUND POLICY

1. First Impressions uses the refund policy as established in the Ohio Administrative Rule 3332-1-10:

A student who starts class and officially withdraws before the session is:

- 15% completed will be obligated for 25% of the tuition & refundable fees plus registration fee.
- 25% completed will be obligated for 50% of the tuition & refundable fees plus registration fee.
- 40% completed will be obligated for 75% of the tuition & refundable fees plus registration fee.

### **Students will not be granted a refund after the academic term is 40% completed.**

1. The termination date, for refund consummation purposes, is the last date of actual attendance by the student.
2. The effective date of termination, for refund consummation purposes, will be the earliest of the following: i.) The last day of actual attendance, if the student is terminated by the school, ii.) The date of receipt of written notice from the student, iii.) Five days following the last date of attendance, iv.) The day following the last day of an approved leave of absence.
3. Refunds will be totally consummated within thirty (30) days after the effective date of termination.
4. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and/or non-conformance with the rules and regulations of the school.
5. Refunds to students who fail to enter school be made as follows:
  - An applicant who is not accepted by the school will receive a complete refund.
  - An enrollee, who cancels within the cancellation period described in the cancellation policy, whether or not the enrollee has attended classes, will receive a refund of all monies.
  - An enrollee who cancels after the cancellation period described in the cancellation policy will receive a refund of all monies paid in excess of \$100.00.
  - An enrollee will receive a refund if educational service is discontinued by the school, preventing the student from completing.
  - An enrollee will receive a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representations of the school.
  - After a student enters school, he/she may voluntarily cancel or terminate by contacting the school. Charges to students who terminate after entering school will be as follows: Registration fee will be retained by the school plus tuition and fees, as indicated in the following refunded charges:

## SCHEDULE OF REFUNDED CHARGES

- A student who officially withdraws before the first class of the program and after the five-day period cancellation period is obligated for the registration fee of \$125.00.
- A student who starts class and officially withdraws before the academic term is 15% completed will be obligated for 25% of the tuition & refundable fees plus the registration fee of \$125.00.
- A student who starts class and officially withdraws after the academic term is 15% completed but before 25% completed is obligated for 50% of the tuition & refundable fees plus the registration fee of \$125.00.
- A student who starts class and officially withdraws after the academic term is 25% completed but before 40% completed is obligated for 75% of the tuition & refundable fees plus the registration fee of \$125.00.
- **A student who starts class and officially withdraws after the academic term is 40% completed is not entitled to a refund.**
- In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
- A full refund of all tuition and fees is due and refundable in each of the following cases: If the class is postponed from its starting date, if the program of instruction is discontinued by the school and this prevents the student from completing the program, or if the student's enrollment was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
- The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.





**DON'T FORGET TO CHECK OUT OUR JOB BOARD**  
[firstimpressionsdentalassisting.com/job-board](http://firstimpressionsdentalassisting.com/job-board)



## DESCRIPTION OF EACH COURSE

**Module 1: Introduction to Dentistry & Dental Assisting:** In this module students will be taught the history of dentistry, characteristics of a professional dental assistant, educational requirements, career opportunities, the dental healthcare teams, dental ethics/laws, general anatomy, overview of the dentition (types and functions of teeth, tooth surfaces, numbering systems), and tooth morphology (anterior and posterior permanent dentition and primary dentition).

**Module 2: Oral Health & Prevention of Dental Disease:** In this module students will be taught about dental caries (bacterial infection, the caries process, importance of saliva, caries intervention), periodontal disease (causes, types, description, signs and symptoms), preventive dentistry (education, early dental care, sealants, fluoride, plaque control), Nutrition (healthy habits, patient education), and Oral Pathology (diseases of the oral soft tissues).

**Module 3: Disease Transmission & Infection Control:** In this module students will be taught disease transmission and infection prevention (chain of infection, types of infection, guidelines for infection control, OSHA standards, waste management), Techniques of disinfection, Instrument Processing and sterilization, and sterilization monitoring.

**Module 4: Patient Information & Assessment:** In this module students will be taught about the patient record (patient compliance, record forms, obtaining a medical/dental history, entering treatment in a record, correcting a chart entry), Vital signs (pulse, respiration, blood pressure, monitoring procedures), Oral Diagnosis and treatment planning (examination techniques, recording the exam, charting, patient education), The

special needs and Medically Compromised patient (caring for special needs and the aging population, procedures), Principles of Pharmacology (overview of drugs, dispensing, reference materials, drugs commonly prescribed in dentistry), Assisting in Medical Emergency (prevention, procedure, Documentation).

**Module 5: Foundation of Clinical Dentistry:** In this module the students will be taught about the dental office, delivering dental care, dental hand instruments, dental handpieces and accessories, moisture control, and anesthesia and pain control.

**Module 6: Radiographic Imaging & CPR:** In this module students will be taught an overview of the foundations of Radiography: Equipment and Radiation safety, Digital Imaging, Dental Film, Processing Radiographs, Legal issues, quality assurance, infection prevention, Intraoral and extraoral imaging, and clinical/hands-on radiographic training. This module is a foundation for module 7. In this module students will take a CPR course and will get their CPR certification.

**Module 7: Radiograph Class:** In this module students will complete the seven hour course review and take the post test given by the Columbus Dental Society necessary to apply for the state certification through the Ohio State Dental Board. (To become Board Certified in Radiology, one must complete a clinical component- given in Module 6, take the seven hour course- given in Module 7, take the post course exam- Module 7. Students can then apply for state certification through The Ohio State Dental Board by applying online and paying \$35.00 to the Board. Students will be walked through these steps to ensure certification.

**Module 8: Dental Materials:** In this module students will be taught Restorative and Esthetic Dental Materials, Dental Liners, Bases and bonding systems, Dental Cements, Impressions Materials, Laboratory Materials and Procedures.

**Module 9: Resumes & Interview Preparation:** In this module students will be taught how to market their skills: Proper Interviewing techniques, preparing a professional resume, locating employment opportunities, salary negotiations, achieving career objectives.

**Module 10: Course Review/ Final Exam/ Graduation:** In this module we will review the entire course to prepare for the final exam. Students will have the opportunity to ask questions. We will then administer the final exam. After the exam is completed there will be a graduation ceremony where students will receive their certificate of completion.

**Eighty clock hours** are required for the successful completion of this program. The program title for this course is **Dental Assisting**.

# DENTAL ASSISTING COURSE MODULES

## **101 MODULE 1:** Introduction to Dentistry and Dental Assisting

- Text Chapters 1-12
- Prerequisite: none
- Clock hours: 7 Lecture, 1 Lab

## **102 MODULE 2:** Oral Health and Prevention of Dental Disease

- Text Chapters 13-17
- Prerequisite: Module 1
- Clock hours: 4 Lecture, 4 Lab

## **103 MODULE 3:** Disease Transmission and Infection Control

- Text Chapters 18-25
- Prerequisite: Module 1,2
- Clock hours: 4 Lecture, 4 Lab

## **104 MODULE 4:** Patient Information and Assessment

- Text Chapters 26-31
- Prerequisite: Module 1-3
- Clock hours: 4 Lecture, 4 Lab

## **105 MODULE 5:** Foundation of Clinical Dentistry

- Text Chapters 32-37
- Prerequisite: Module 1-4
- Clock hours: 4 Lecture, 4 Lab

## **106 MODULE 6:** Radiographic Imaging, CPR, Midterm Exam

- Text Chapters 38-42
- Prerequisite: Module 1-5
- Clock hours: 3 Lecture, 5 Lab

## **107 MODULE 7:** Radiograph Class

- Text Chapters 38-42 Review
- Prerequisite: Module 1-6
- Clock hours: 8 Lecture

## **108 MODULE 8:** Dental Materials and Procedures

- Text Chapters 43-60
- Prerequisite: Module 1-7
- Clock hours: 4 Lecture, 4 Lab

## **109 MODULE 9:** Resumes/ Interview Preparation

- Text Chapters 61-64
- Prerequisite: Module 1-8
- Clock hours: 4 Lecture, 4 Lab

## **110 MODULE 10:** Course Review/ Final Exam/ Graduation

- Text Chapters: Review
- Prerequisite: Module 1-9
- Clock Hours: 4 Lecture, 4 Lab

## QUESTIONS / NOTES:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**🏠 Powell Location**

8 N. Liberty St.  
Suite 200  
Powell, OH. 43065  
\* Above Jeni's Ice Cream.

Registration #: 15-03-2062T

**🏠 Mount Vernon Location**

505 Wooster Road  
Mount Vernon, OH 43050

Registration #: t14-01-2039T



**FIRST IMPRESSIONS**  
DENTAL ASSISTING PROGRAM

Contact:

📞 740-513-6439

✉ [keri@firstimpressionsdentalassisting.com](mailto:keri@firstimpressionsdentalassisting.com)

[firstimpressionsdentalassisting.com](http://firstimpressionsdentalassisting.com)