



## **Catalog / Bulletin**

Apex Dental Education - 3045 S Delaware Ave. Springfield, MO 65804 - (844)507-4779

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Thank you for your interest in Apex Dental Education. We look forward to getting to know you and helping you gain the knowledge and skills necessary to enter the exciting field of dental assisting.

The objective of this course is to teach aspiring dental assistants the knowledge and give them the experience necessary to be chair-side assistants. The students will be instructed in the areas of anatomy of the head, mouth, and teeth, ethics, terminology, instruments, and procedures necessary to become a valuable part of the dental team.

**SCHEDULE & HOLIDAYS**: The program will be offered four semesters per year, in the winter, spring, summer, and fall. The following Holidays will be observed, and no classes will be held on these days. New Year's Day, Memorial Day, July 4th, Labor Day, Halloween, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. If a class session occurs on one of these days, the course will be extended to make up the missed session(s).

**CLASS CANCELLATION**: Class may be cancelled due to inclement weather at the Director's discretion. Cancelled classes will be made-up by extending the program by the number of the days missed. Also, the school cannot be responsible for disasters beyond the control of the school that may result in postponement or cancellation of the program. The school may postpone or delay the start of a session if not enough students have enrolled in the program to be financially feasible.

**ATTENDANCE**: All students are expected to attend all class sessions. One excused absence will be allowed during the course session. The student will be responsible to make up the missed coursework. Missing more than one class session can severely hamper the student's educational experience. More than one absence and the student may be placed on probation, and if sufficient academic progress is not maintained then the student may be terminated from the course. Any unexcused absence will result in the student being placed on probation, and the student will have two weeks to make-up missed coursework within the probation period. If the coursework is not made up during the probation period, the student will be terminated from the program. Tardiness is defined as being more than ten minutes late for any class period. If any student is more than twenty minutes late for any class period, the tardy becomes an absence. If any student is tardy more than two times, it counts as an absent. A leave of absence for one week per session is allowed if prior notice is given to the Course Director. The student will have one week from the return date to make-up any missed tests. If coursework is not made-up in the one week period after return from the leave of absence the student will be placed on probation. Once on probation, if student does not meet academic requirements and make-up missed work within two weeks, they will be terminated from the program.

If the student's tuition balance is not up to date in respect to the progress of the semester, the student will be prohibited from attending class and will count as an unexcused absence. Tuition payments must be made on time to ensure attendance and follow the selected payment plan on the Enrollment Agreement.

**GRADUATION REQUIREMENTS**: Students will graduate from the course with a Certificate of Completion if an overall grade average of 80% is achieved, maintain a satisfactory attendance record, and is in good financial standing with the school. All financial obligations must be met prior to Week 10 of the course.

**CONDUCT**: Students are required to act in a professional manner at all times while in attendance of this program. Alcohol, illegal drugs or any student under the influence of such will not be permitted on the school property. Also, academic cheating, profanity, disruption of class, or unprofessional conduct will not be tolerated. Violation of the conduct policy may result in dismissal from the program.

**UNIFORM:** Students are required to wear the prescribed uniform of black scrubs with the school logo to each class session.

**TERMINATION AND RE-ADMITTANCE:** A student may be placed on probation or may be terminated due to the following: unsatisfactory progression in their course work (less than 80% grade average), failure to maintain the attendance policy, violating the student conduct policy, or if the student is past due on tuition payment.

A student who is terminated from the program may be re-admitted to the program of the next session with the approval of the Director, under the following conditions: The cause of the termination must be satisfactorily resolved as deemed by the Director. The student must demonstrate a willingness to satisfactorily meet the requirements of the program and complete the course. Students may run into unexpected, personal occurrences during the program and be forced to withdraw. The student may attend another semester of their choosing, beginning from the start date of the semester but must be within the same calendar year from the time of withdrawal.

**ENROLLMENT PREREQUISITES & APPLICATION:** Prospective students are required to have a high school diploma, a high school equivalency credential, or GED for enrollment and be 18 years of age prior to Week 1 of class. A digital application for the program is available on the school website to submit.

**CREDIT FOR PREVIOUS EXPERIENCE:** No credit will be given for previous education, training, and/or work experience.

**GRADING:** Students will be required to maintain an accumulated score of 80%. Weekly quizzes and a comprehensive textbook and laboratory final will be given. Any student not maintaining an 80% average will be placed on academic probation. If any student is not making adequate academic progress, as deemed by the Director, during the probationary period will be dropped from the course. Grades are updated on a weekly basis for students to review their progress. Certificates and Transcripts will be dispersed within 7 days of the final class session.

**GRADING SCALE:**

90-100% = A  
80-89% = B  
70-79% = C  
60-69% = D  
< 60% = F

**BASIS OF GRADES:**

Homework (700 Points) – 23%  
Quizzes (700 Points) – 23%  
Lab (1400 Points) – 46%  
Final Textbook Exam (100 Points) – 4%  
Final Laboratory Exam (100 Points) – 4%

## **TUITION AND FEES:**

**Upon completion of the Enrollment Agreement, payment in full or a minimum \$250 down payment is required to guarantee your enrollment.**

### **Early Registration Tuition: \$3250**

Registration Fee*:	\$100
Tuition**:	\$3,150
Total Cost of Program:	<u>\$3,250</u>

*\*Registration Fee included in \$250 down payment*

*\*\*Tuition includes book rental and materials, lab fees, CPR testing fee, Nitrous Oxide Certification, and certification testing for coronal polishing and radiography*

Check, credit card payment options include:

- Plan A: \$3250 Paid In Full
- Plan B: \$250 Down Payment, \$3000 Due on First Day of Class
- Plan C: \$250 Down Payment, then 3 payments of \$1000 due on the 2nd, 4th, &6th weeks of class

(Early registration closes 10 weeks prior to Class Orientation)

*We accept funding from organizations such as the VA/GI Bill, Choctaw Nation, Cherokee Nation, and more. Ask us about more opportunities specific to your location. Contact us at (844) 507-4779 for more information*

### **Standard Registration Tuition: \$3550**

Registration Fee*:	\$100
Tuition**:	\$3,450
Total Cost of Program:	<u>\$3,550</u>

*\*Registration Fee included in \$250 down payment*

*\*\*Tuition includes book rental and materials, lab fees, CPR testing fee, Nitrous Oxide Certification, and certification testing for coronal polishing and radiography*

Check, credit card payment options include:

- Plan A: \$3550 Paid In Full
- Plan B: \$250 Down Payment, \$3300 Due on First Day of Class
- Plan C: \$250 Down Payment, then 3 payments of \$1100 due on the 2nd, 4th, &6th weeks of class

**REFUND POLICY:** A full refund shall be granted to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is submitted by the prospective student.

1. All refunds shall be made by Apex Dental Education to the student or lender no later than thirty (30) calendar days after the student withdraws or is terminated from the program. Proof of refund(s) shall be placed in the student's file. If refunds are made by check, proof shall be a photocopy of the refund check and proof that it has cleared the bank such as the bank statement. If refunds are made by electronic funds transfer, the refund shall be recorded on the student's account record and proof of refund shall be provided upon request. If refunds are made to a credit card, the credit receipt shall serve as proof of the refund. If the student uses a third-party financing option, the refund will be processed to the third-party company.
2. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination; or
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence, or a leave of absence is the earlier of the date the school determines the student is not returning, or the day following the expected date of return
3. In the event Apex Dental Education discontinues a Program in which students are enrolled, a full refund of all tuition and fees is due. Refunds shall be made within 15 days of the last class meeting date.
4. Apex Dental Education shall adhere to the following refund policy:
  - a. The registration fee not to exceed one hundred dollars (\$100) paid to Apex Dental Education by the student may be retained as a registration or application fee 72 hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is submitted by the prospective student.
  - b. All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
    - i. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
    - ii. A full refund will be made of all deposits or payments. If a cancellation is made before the start of the first class.
    - iii. At completion of less than twenty five percent (25%) of the program the refunds shall be made on a pro rata basis.

- iv. At completion of 25% but less than 50% of the program the student shall be refunded not less than 50% of the tuition.
  - v. At completion of 50% but less than 75% of the program the student shall be refunded not less than 25% of the tuition.
  - vi. At completion of 75% or more of the program no refund is due the student.
  - vii. Those wishing to cancel for illness or personal reasons may resume their course of study in the next class series with no penalty and may repeat the already completed sessions if desired at no additional charge or pick up where they left off with approval by the Program's Director.
5. Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.
  6. Transcripts and Certificates: Grades shall be posted to transcripts within thirty (30) calendar days of the end of each term or upon withdrawal or completion of a student, an updated transcript shall be available upon request after that time.
  7. There is no charge for the original copy of your certificate. However, there is a \$ 20.00 charge for each additional copy. Official transcripts of students' records are issued only on written request. Transcripts must be requested 24 hours in advance. If a student who has attended the program allows licensing to expire or fails to submit the final step, Jurisprudence Test) before they receive their permit, Apex Dental Education can assist with the renewal process and/or submittal to the dental board. There will be a fee of \$50 payable by check to Apex Dental Education. The student will also be responsible for any fees to the dental board.

**COMPLAINTS:** Complaints should first try to be resolved by contacting the Director in writing and include all pertinent information to the situation. If the situation can't be resolved by contacting the Director, then complaints may be made to the Missouri Department of Higher Education and Workforce Development. They may be contacted in writing at 301 W. High Street, P.O. Box 1469, Jefferson City, MO 65102-1469, or by calling (573) 751-2361

**PERSONNEL:** Rachael Linebarier, Director, is a Registered Dental Assistant that has been in the dental field 12 years with experiences ranging from general dentistry to oral surgery. Rachael has been instructing and training future dental assistants since 2012 and is certified in dental radiography, coronal polishing, healthcare level CPR administration, nitrous oxide administration. Miriah Lewis, Instructor, has been working as a dental assistant for 13 years. Miriah's experience includes time in the public dental health sector for children, dental assistant instructor, and is currently a Team Lead at Leap Kids Dental practice in Springfield, MO

**EQUIPMENT**: Classes will be held in an operating dental office to expose students to the office environment and pace. Students will be exposed to all equipment and materials used in an operational dental office including dental chairs and operatories, x-ray equipment, digital dental platforms, laboratory materials, and dental hand tools.

**CURRICULUM**: Our Curriculum is focused on producing a well-rounded health care professional.

Below you will see how your studies will be divided into specific courses with topics and instructional method for each course.

***WEEK 1: COURSE 101***

Course 101 - Introduction to Dental Assisting, Professional and Legal Aspects of Dental Assisting, Anatomy and Physiology, Dental Anatomy

Classroom Credit Hours: 2

Lab: Infection Control / Disinfecting Rooms/ Intro to Coronal Polishing

Laboratory Credit Hours: 6

***WEEK 2: COURSE 201***

Course 201 - Disease Transmission, Infection Control and management of Hazardous Materials, Surface Disinfection and Treatment Room Preparation, Instrument Processing

Classroom Credit Hours: 2

Lab: Treatment Room Preparation / Patient Care / Moisture Control / Gathering / Dismissing Patient

Laboratory Credit Hours: 6

***WEEK 3: COURSE 301***

Course 301 - Clinical Dentistry, Moisture Control, The Dental Patient, The Dental Examination

Classroom Credit Hours: 2

Lab: Instrument Processing / Sterilization / Instrument Handoff /Vitals/ Dental Dam/ Exams

Laboratory Credit Hours: 6

***WEEK 4: COURSE 401***

Course 401 - Medical Emergencies in the Dental Office, Pain and Anxiety Control, Radiation Safety and Production of X-rays, Oral Radiography

Classroom Credit Hours: 2

Lab: Radiation Safety/ Taking X-Rays

Laboratory Credit Hours: 6

***WEEK 5: COURSE 501***

Course 501 - Preventive Care, Coronal Polishing and Dental Sealants, Instruments, Handpieces, and Accessories, Restorative Materials

Classroom Credit Hours: 2

Lab: Types of Suction and Use/ X-ray Continuation

Laboratory Credit Hours: 6

*WEEK 6: COURSE 601*

Course 601 - Restorative Procedures, Impression Materials and Laboratory Procedures,  
Prosthodontics, Periodontics

Classroom Credit Hours: 2

Lab: Coronal Polishing

Laboratory Credit Hours: 6

*WEEK 7: COURSE 701*

Course 701 - CPR Certification Presentation and Exam - Endodontics, Oral and Maxillofacial  
Surgery, Pediatric Dentistry, Orthodontics

Classroom Credit Hours: 2

Lab: Instruments / Hand Pieces / Temporaries

Laboratory Credit Hours: 6

*WEEK 8: COURSE 801*

Course 801 - Nitrous Oxide Administration

Classroom Credit Hours: 2

Lab: Impressions/ Model "Pour-Up"/ Sandblaster Demonstration/ Changing Traps

Laboratory Credit Hours: 6

*WEEK 9: COURSE 901*

Course 901 - Final Review of Chapters, Class Final Exam, Lab Final Exam

Classroom Credit Hours: 2

Lab: Trimming Models/ Suck-Down Machine Demonstration

Laboratory Credit Hours: 6

*WEEK 10: COURSE 1001*

Course 1001 -AM – The Job Search

Classroom Credit Hours: 2

Lab: Laboratory Final

Laboratory Credit Hours: 6



## Schedule of Upcoming Classes

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2023

### Winter Semester

Week 1 – 1/13  
Week 2 – 1/20  
Week 3 – 1/27  
Week 4 – 2/3  
Week 5 – 2/10  
Week 6 – 2/17  
Week 7 – 2/24  
Week 8 – 3/3  
Week 9 – 3/10  
Week 10 – 3/17

*All Classes Are Held From 8AM – 5PM*

### Spring Semester

Week 1 – 3/31  
Week 2 – 4/7  
Week 3 – 4/14  
Week 4 – 4/21  
Week 5 – 4/28  
Week 6 – 5/5  
Week 7 – 5/12  
Week 8 – 5/19  
Week 9 – 6/2  
Week 10 – 6/9

*All Classes Are Held From 8AM – 5PM*

*No class will be held on 5/26 in  
observance of Memorial Day*

### Summer Semester

Week 1 – 6/16  
Week 2 – 6/23  
Week 3 – 7/7  
Week 4 – 7/14  
Week 5 – 7/21  
Week 6 – 7/28  
Week 7 – 8/4  
Week 8 – 8/11  
Week 9 – 8/18  
Week 10 – 8/25

*All Classes Are Held From 8AM – 5PM*

*No class will be held on 6/30 in  
observance of Independence Day*

### Fall Semester

Week 1 – 9/8  
Week 2 – 9/15  
Week 3 – 9/22  
Week 4 – 9/29  
Week 5 – 10/6  
Week 6 – 10/13  
Week 7 – 10/20  
Week 8 – 10/27  
Week 9 – 11/3  
Week 10 – 11/10

*All Classes Are Held From 8AM – 5PM*